

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

MEETING NOTICES

MONDAY, MARCH 11, 2024

7:00 PM

PUBLIC COMMENTS REGARDING AGENDA ITEMS

Members of the public wishing to speak concerning any item on the agenda during the Public Comment period must sign up by calling the Town Administrative Office at 423-753-1030 with their name, address, and subject about which they wish to speak no later than 2 hours before the meeting if the meeting occurs during normal business hours or by 4:45 p.m. the day of the meeting if the meeting occurs after hours. Otherwise, such member of the public must sign in at the location of the meeting, prior to the beginning of the meeting, by seeing the Town Recorder at meetings of the Board of Mayor and Aldermen, or the secretary or staff of any board, commission or committee constituting any other governing body under this resolution.

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

REGULAR MEETING

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

CONSENT AGENDA

1. Approval of Minutes
2. Approval of Bills
3. Town Administrator Report
4. Operations Manager Report
5. Committee Reports
6. Supervisor Reports

7. Approve staff to remove brush from Jackson Heights Apartment access road due to special circumstances
8. Special Event Application Requests:
 - a. JAMSA – May 4th (Star Wars Day)
 - b. The Schubert Club – Garden Gala
 - c. David Crockett High School – Pioneer Pride 5K
 - d. Jonesborough Locally Grown – Farm-To-Table Dinner & Winter Market
- 9 Approval of the Jackson Theatre Consultation Proposal

AGENDA

1. Financial Report
2. Communications from the Mayor
 - a. Arbor Day Proclamation
 - b. Employee of the Month
3. Citizen Comments
4. Aldermen Communications
5. Town Attorney Comments
6. **OLD BUSINESS**
7. **NEW BUSINESS**
 - A. Discussion and possible action concerning approval of a Short Form of Agreement between the Town of Jonesborough and GRW Engineers, Inc. to provide services for Water System Improvements;
 - B. Discussion and possible action concerning approval of a proposal for the design and printing of the Historic Jonesborough Visitor Guide;
 - C. Discussion and possible action concerning approval of the award of the Jackson Theatre Video Development Project;
 - D. Discussion and possible action concerning approval of the following bids:
 1. Mowing - 2024 Season
 2. Landscape Maintenance
 - E. Discussion and possible action concerning removal of school zone light on East Jackson Blvd;
 - F. Adjournment.

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

Consent Agenda

DATE: MARCH 11, 2024 AGENDA ITEM #: 1

SUBJECT: Approval of Minutes

The minutes of the February 12th Regular Meeting and the February 21st Called Meeting/Work Session will be presented for approval at the April 8, 2024 Board meeting.

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

Consent Agenda

DATE: MARCH 11, 2024 **AGENDA ITEM #:** 2

SUBJECT: Approval of Bills

Attached for BMA approval is the list of bills for February 2024

Check Register - General Fund - February 2024

02/01/24	108567 - 108590	\$47,473.59
02/01/24	108591 - 108621	\$4,922.92
02/02/24	108622 - 108660	\$142,409.53
02/06/24	108661 - 108670	\$446,623.57
02/09/24	108671 - 108728	\$54,405.99
02/10/24	108687 - void	(\$329.34)
02/12/24	108729	\$12,272.86
02/14/24	108730 - 108754	\$6,491.00
02/15/24	108744 - void	(\$414.00)
02/15/24	108749 - void	(\$740.00)
02/15/24	108716 - void	(\$2,959.00)
02/15/24	108755 - 108756	\$3,689.00
02/15/24	108757 - 108846	\$115,443.39
02/16/24	108847 - 108852	\$115,966.48
02/22/24	108853 - 108874	\$100,711.65
02/22/24	108875 - damaged check	\$0.00
02/22/24	108876	\$1,768.97
02/23/24	108877	\$19,456.33
02/23/24	108878	\$29,135.00
02/28/24	108879 - 108881	\$6,299.10
		\$1,102,627.04

Check Register- Water Fund February 2024

02/01/24	66985-66999	\$3,000.00
02/01/24	69700 - 69702	\$2,546.51
02/02/24	69703	\$842.95
02/02/24	67004 - 67033	\$117,535.48
02/06/24	67034 - 67035	\$2,369.00
02/09/24	67036 - 67080	\$124,266.83
02/12/24	67081	\$21,205.88
02/15/24	67082 - 67116	\$97,663.89
02/16/24	67117	\$4,356.06
02/22/24	67118 - 67127	\$166,212.86
02/22/24	67128	\$2,898.97
02/23/24	67129	\$47,703.75
02/28/24	67130	\$11,362.69
		\$601,964.87

Check Register -Sanitation Fund -February 2024

02/01/24	10320	\$200.00
02/01/24	10321 - 10325	\$771.63
02/06/24	10326	\$750.00
02/09/24	10327 - 10334	\$9,970.29
02/15/24	10335 - 10346	\$16,825.45
02/16/24	10347	\$790.61
02/22/24	10348 - 10350	\$5,214.85
		\$34,522.83

Check Register -School Fund January - 2024

02/09/24	1151 - Void	\$0
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**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

Consent Agenda

DATE: MARCH 11, 2024 AGENDA ITEM #: 3

SUBJECT: Town Administrator Report

Employee Hire/Promotions/Resignations – February 1, 2024 – February 29, 2024

Employee Hires:

2/5/24 – Dayton Hodge – Fire Department, Firefighter-Part-time
Grade 7 Step 4 (\$17.81 per hour))

2/5/24 – Amy McCurry – Police Department, Dispatcher (Full-time)
Grade 5 Step 1 (\$35,842)

Promotion:

2/5/24 – Jordan Arney – Fire Department, promoted to Firefighter/EMT upon obtaining
EMT Certification., Grade 8 Step 2 (\$41,499)

MEMORANDUM

To: Glenn Rosenoff, Town Administrator

From: Craig Ford, Operations Manager

Ref: February 2024 Monthly Report

Date: March 08, 2024

The sidewalk contractor finished the sidewalk project. The Street Department is continuing the backfill of the sidewalks. They have completed West Main Street and are finishing up on Oak Grove Road.

The foot bridge that was damaged at Barkley Creek is completed and open for pedestrians. The Street Department has to finish paving the approaches to the bridge and has some clean-up work to do, but at least pedestrians are now able to utilize the bridge again.

The Recreation Department has finally been able to get the last of the trail system back open in Persimmon Ridge Park.

I am continuing to work with Malcolm Highsmith and Todd Wood on the new criteria and policy for speed tables and speed table requests. We hope to have this completed within the next month.

After some tweaks to the 2024 mowing bids, we were able to get those out. We have the bids for the 2024 mowing season on this month's Board agenda.

I worked with Malcolm Highsmith and a private contractor to paint a new crosswalk on West Main Street at Oak Grove.

The Street Department painted the crosswalk at the Senior Center and New Halifax and we also installed some larger signage to make this crosswalk safer.

I updated five position descriptions for the month and created one new position description. I am currently drafting two additional position descriptions.

As a part of this exercise, I worked on reorganizing the Parks and Recreation Department that I feel going forward will make that department more efficient and assist in accomplishing the goals we have set forth with that department.

I worked with Kevin Brobeck to acquire the vehicles needed in the various Utility Departments. Some of these vehicles have been budgeted for two years, but we were unable to acquire them due to supply chain issues. I am happy to report that we have now been able to acquire all the vehicles the department had budgeted for the last two years.

I prepared the agenda for the Traffic Advisory Committee last month and we conducted that meeting on March 05.

I have also been working with Malcolm to finalize the drainage plans for the Jackson Theater complex. We have a plan, and I hope to get the Street Department started within the next two weeks.

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

Consent Agenda

DATE: MARCH 11, 2024 AGENDA ITEM #: 5

SUBJECT: Committee Reports

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

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

JONESBOROUGH BOARD OF ZONING APPEALS

MINUTES

December 19, 2023

The Jonesborough Board of Zoning of Appeals met in regular meeting on Tuesday, December 19, 2023, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

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

Members Absent: Terry Countermine

Staff Present: Town Attorney Jim Wheeler, Shawn Jackson, Donna Freeman

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

1. Public Comments – There were no Public Comments

2. Approval of Minutes

The minutes of the November 21, 2023 Board of Zoning Appeals meeting was presented for approval. Chairman Tom Foster asked Commissioners if they had any questions or corrections to the minutes. There being none, Jim Rhein made the motion to approve the minutes as presented, seconded by Bill Graham and duly passed.

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

JONESBOROUGH PLANNING COMMISSION

MINUTES – December 19, 2023

The Jonesborough Planning Commission met in a regular meeting on Tuesday, December 19, 2023, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

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

Members Absent: Terry Countermine

Staff Present: Town Attorney Jim Wheeler, Shawn Jackson, Donna Freeman,

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

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

2. **Approval of Minutes**

The minutes of the November 21, 2023 Planning Commission meeting was presented for approval. Chairman Tom Foster asked Commissioners if they had any questions or corrections to the minutes. There being none, Josh Conger made the motion to approve the minutes as presented, seconded by Frank Collins and duly passed.

3. **Preliminary Subdivision Approval – Wolfe-Hairetown Subdivision**

Developer: Wolfe Development

Representative: Todd Wood, Engineer, 1804 Galen Drive, Johnson City, TN

The request is for preliminary subdivision approval of the Wolfe-Hairetown Subdivision development located off Hairetown Road containing approximately 16.07 acres. This subdivision is in the unincorporated area of Washington County but within the Jonesborough Planning Region. The subject property is further described on Washington County Tax Map 51, Parcel 41.00.

Proposed Use: 26 Single family lots

Density: The lots sizes meet and exceed the minimum lot size requirement of 15,000 square feet. The smallest lot size is 20,939 square feet or 0.48 acres.

Zone: The property is in the unincorporated limits of Washington County and is zoned R-1 Low Density Residential District.

Setbacks: Minimum setbacks per the County Zoning Resolution is Front 25 feet, Rear 30 feet, and Sides 12 feet.

Ingress/Egress: The development's access point is Hairetown Road. Within the development there is one new road proposed with a "T" turnaround.

Streets: The new internal street showing the single-family lots is served by a 50-foot right-of-way with a 24-foot-wide curbed road.

Utilities: All utilities are available to the subject property and extensions of said utilities for the development by the developer will be placed underground.

Stormwater: A Stormwater Management Plan for the development is provided for both detention and water quality. An erosion control plan has also been provided.

Traffic: Hairetown Road is classified as a Major Collector Road according to TDOT Functional Classification System. Major collector roads connect local roads and streets with arterials.

Chairman Foster read the staff recommendation to approve the development layout for grading, roads, stormwater, and utility plans subject to:

- a. The applicant addressing any additional applicable plan review comments recommended by Staff related to, but not limited to, stormwater management and utilities.
- b. The Fire Chief approving the number and placement of the fire hydrants.

Todd Wood said they are working with the Jonesborough Water Distribution staff in regard to the fire hydrant flows because there are smaller size waterlines in that area of Washington County; and proposed are six sites for hydrants on the plans. Chairman Foster asked the Commissioners if they had questions or comments, and there were none. Chairman Foster called for a motion.

Motion: Bill Graham made the motion to approve the development layout for grading, roads, stormwater, and utility plans subject to: (1) The applicant addressing any additional applicable plan review comments recommended by Staff related to, but not limited to, stormwater management and utilities; and (2) the Fire Chief approving the number and placement of the fire hydrants. Josh Conger seconded the motion and it was duly passed.

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

4. Sign Request – TruShine Car Wash, 1541 West Jackson Blvd **Sign Contractor: Foster Signs**

The request is for a new monument sign that is double-sided, internally LED lighted, meets the maximum requirement for height and is less than 14 feet (actual 11 feet), and is less than the maximum square footage requirement of 100 square feet (approx. 98.9 sq ft). Vice-Chairman Jim Rhein read the staff recommendation to approve the overall design of the monument sign.

Motion: Josh Conger made the motion to approve the sign for TruShine Car Wash as presented. Bob William seconded the motion and it was duly passed.

With there being no further business for discussion, Vice-Chairman Jim Rhein adjourned the Planning Commission meeting and wished everyone a Merry Christmas and a Happy New Year.

JONESBOROUGH PLANNING COMMISSION

CALLED MEETING

MINUTES – January 8, 2024

The Jonesborough Planning Commission met in a Called Meeting on Monday, January 8, 2024, at 8:00 a.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, Bob Williams

Members Absent: Josh Conger

Staff Present: Glenn Rosenoff, Donna Freeman,

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

1. Public Comments – There were no Public Comments.

2. Approval of Minutes

The minutes of the December 19, 2023 Planning Commission meeting was presented for approval. Chairman Tom Foster asked Commissioners if they had any questions or corrections to the minutes. There being none, Terry Countermine made the motion to approve the December 19, 2023 minutes of the Jonesborough Planning Commission as presented, seconded by Richie Hayward and duly passed.

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

McKinney Center Advisory Committee Meeting

Thursday, February 15, 2024, 3:30pm

McKinney Center – in Person

Agenda Presentation

1. Call to Order: Theresa Hammons, Bre Walker-Schadler, Pauline Douglas, Isaac Woods, Anne G'Fellers-Mason, Richie Hayward, Michelle Treece, Ernest "Buttons" McKinney, Nancy Kavanaugh, Karen Sullivan
2. Approval of Minutes: Approved January minutes in February
3. Director's Report:
 - i. We finished and released the 2023 Annual Report in January. There are a couple of things we would like to focus on in 2024, including more surveys across our student body and radio show participants.
 - ii. As of February 13th, we have 247 registrations and 28 classes have made. This is on par with registrations from last spring.
 - iii. Carolyn McLaney and Karen Hitchcock are having an artist exhibition opening on Friday, February 23rd at 5pm, the exhibition will last through March.
 - iv. We will be hosting the MLK Student Art Exhibition for Washington County and Johnson City schools again next January. McKinney Center staff will be communicating directly with teachers going forward.
 - v. The MLK Food drive raised over 800 pounds of food!
 - vi. The Commemorative bench ceremony happened on Monday, February 12th. We had about 50 people in attendance, and got contact information for Booker T. Alumni and families.
 - vii. We are at 80% of our membership goal.
 - viii. Staff are working on securing musical acts and a caterer for the Masterpiece Mingle. We have sold 31 tickets and will be accepting donations preferably through April 1st.
4. Outreach:
 - i. There are no outreach events in February.
 - ii. Social media outreach has been good due to advertising for spring classes with about 21,000 interactions on Facebook and Instagram. Skye and our AmeriCorps worked on getting flyers out for the 10 year anniversary event and the February Radio Show gala.
 - iii. Monday February 12th was the 10 year anniversary and bench dedication which the D & E committee has been working on for a few years. The alumni may use the building for get togethers in the future.
 - iv. Skye could use some suggestions of people to have on Conversations That Matter.
5. StoryTown:

- i. StoryTown had a potluck at the beginning of January to ask cast about their ideas for 2024. The themes for the 2024 season have been decided and most music acts have been scheduled.
 - ii. Staff and the marketing team are currently working on revamping the StoryTown logo.
 - iii. We have raised over \$1,650 in sponsorships with different downtown businesses for the 2024 season!
 - iv. The TAC Arts Support Grant was submitted in January with a total request of \$12,800.
 - v. The Gala has a budget of \$300.00. We have received donations from numerous downtown businesses and local businesses. Staff will decorate and get donations day of the event.
 - vi. Play in a week camp will be June 10-14 for grades 5th – 8th.
- 6. Old Business:
 - i. Membership dues were kept at \$25.00.
 - ii. Masterpiece Mingle tickets were decided to stay at \$50.00 a ticket with a \$10.00 discount for members and artists.
- 7. New Business:
 - i. The Engels next door property may be coming up for sale soon.
 - ii. Committee appointments for 2023/2024:
 - 1. Austin Yarber is rolling off.
 - 2. Karen and Michelle were up for re-appointment. Buttons motioned, Pauline seconded, all are in favor.

Meeting Dismissed at 4:30 PM

TRAFFIC COMMITTEE

MEETING: 03/05/2024

MEETING MINUTES

The meeting was called to order by Chairman Chris Diehl at 1:00pm. Members present were:

- Chris Diehl, Chairman
- Dr. Bill Kennedy
- Steve Alexander
- DW Cooper
- Sherrell Lyon
- Kelly Wolfe
- Bill Garland

Members absent were:

- David Sell
- Aaron Bible

Others present were:

- Craig Ford,
- Malcolm Highsmith
- Todd Wood, Engineer
- Matt Rice, Police Chief

OLD BUSINESS:

The first item on the agenda was approval of minutes from the December 19, 2023 meeting. DW Cooper made the motion to approve as presented, Sherrell Lyon made the second. Minutes were unanimously approved as presented.

The next item on the agenda was an update on the New Boones Creek Road improvements. The Committee was advised that the "No Passing Zone" signs were installed immediately after the road was striped with a double-yellow line. New speed limit signs have been installed lowering the speed limit from 45 miles-per-hour to 30 miles-per hour as approved by the BMA. The

Committee also learned that the Police Department had focused enforcement efforts in this new speed zone; however, most citations have been warnings to allow motorists time to get used to the new speed zone. Citations have been issued to motorists who are traveling more the 45 miles-per-hour.

This agenda item was an update and required no action from the Committee.

The next item on the agenda was an update on Boone/Main/Spring Street re-design. The Committee learned that the new design had been communicated with the First Baptist Church and the property owners at the corner of Spring and Main Street. All parties were agreeable to the changes, so the plan was submitted to the BMA at the February regular meeting. The BMA approved the design.

The Committee was briefed on scheduling the work to be done and advise some of the design would happen quicker than others and some may have to be budgeted for fiscal year 2024/2025.

Again, this agenda item was an update and required no action from the Committee.

The next item on the agenda was an update on the warrant study at Payne Road and West Jackson Boulevard. The study was completed by Mattern & Craig Traffic Engineers. The results of the study revealed a traffic signal for this intersection did not meet criteria currently.

During this presentation, several of the Committee members requested staff look at the drainage "dip" at Jackson and Payne to see if there was something that could be done to raise this storm drain.

This agenda item needed no further action from the Committee since the engineer findings did not warrant a traffic signal.

Finally, the last item of old business was an update of the speed table criteria study. The Committee was given an update of the work that has been completed on new guidelines or criteria for the approval of and installation of speed tables.

At the December 19, 2023 Traffic Committee meeting, staff requested a pause in new requests for additional speed tables until we had time to review the current policy. As stated then, and it is still an issue, requests are coming in faster than we can handle them.

We concur that speed tables work; however, they tend to work in slowing traffic at the location the speed table is installed. Once traffic clears the speed table, speeds will most definitely increase. It is near impossible to change the bad habits of people.

There is also continual maintenance of these speed tables once they are installed. This maintenance includes painting the arrows a couple of times per year, the cost of the signage associated with the speed table, and the deterioration of these asphalt tables once installed. The depth of the asphalt insures sinking due to the weight of heavier vehicles over time.

I have attached Malcolm Highsmith's cost analysis of our speed tables.

The Town currently has 32 speed tables and 9 crosswalks downtown. The approximate cost of each speed table is \$1,160.00. In addition, the Town will spend approximately \$10,000.00 per year on maintenance. None of these figures include labor.

There are currently three speed tables that were approved for Shell Road. We have had no speeding complaints since this road was curbed and paved. With the curbing in place, the road looks narrower, even though it was widened. Malcolm is going to do an updated speed count to see where we are on this street.

We currently have requests for speed tables on West Woodrow Avenue, Forestview Drive, North Cherokee Street, Royal Oaks Drive, Ben Gamble Road, and East Main Street. We have put these requests on hold until we can revise our speed table policy.

Staff has conducted two meetings to review and update our current speed table policy. We are in the process of updating the policy. If we do not have it completed by this meeting, we will be prepared to present a revised plan at the next Traffic Advisory Committee meeting.

No action was needed on this item.

NEW BUSINESS:

The first item of new business to be discussed was the speed study completed on North Cherokee Street and Tiger Way.

Malcolm Highsmith conducted a traffic count/speed study on North Cherokee Street and Tiger Way. The cables were out from January 11 through January 24. If you will recall, school was closed for a week due to snow. The cables were located in the 600 block of North Cherokee near Thompson Meadow Lane and between the curves on Tiger Way.

The results of the study were eye-opening. The traffic volume for the period was 17,714 vehicles. Again, bear in mind that school was closed a week for snow. Had school not been closed, the volume would probably have been double for that time period.

The speeds on this road are too high. On North Cherokee, 85% of the vehicles were traveling 41.38 miles-per-hour. In that same block, 95% of the vehicles were traveling 46 miles-per-hour. Of this traffic, there were 46 vehicles traveling in the 55 to 60 miles-per-hour range.

The posted speed limit is 30 miles-per-hour. The numbers on Tiger Way were not bad as it is difficult to travel 30 miles-per-hour in that curve.

Staff recommended setting the speed limit on Tiger Way and North Cherokee Streets to 20 miles-per-hour to the Town's corporate limits. In addition, staff also recommended the installation of a raised cross walk in the 600 block of North Cherokee.

Kelly Wolfe entered a motion to lower the speed limit to 20 miles-per-hour on Tiger Way and North Cherokee and review the impact of this speed limit through a future traffic count. If speeds

are still too high, we can come back to the Traffic Committee to look at additional measures. Sherrell Lyons made the second and the motion passed unanimously.

The next item of New Business on the agenda was discussion and possible action on the installation of a "No Parking" sign on the South Cherokee section owned by the Town located in the Courthouse parking lot.

The Town entered into a lease agreement with Ralph Billington for a couple of parking spaces at the two-story home behind the courthouse. Even though the county owns the parking lot, Cherokee Street used to connect through the courthouse parking lot and continue to Jackson Boulevard.

Mr. Billington has complained for some time now about individuals parking in front of his home, blocking his ingress and egress.

As a part of the lease agreement, the Town has installed a "No-Parking" sign that covers the old Cherokee Street section of this lot, which is still owned by the Town. The sign would prohibit parking along the curb from the restrooms to the railroad tracks.

The Police Department cannot enforce any ordinance in Town without the Board of Mayor and Alderman taking action; therefore, we are seeking approval from the Traffic Committee to move forward.

Kelly Wolfe made the motion to approve with Bill Garland providing the second. The item passed unanimously.

Prior to adjournment, Kelly Wolfe brought up the removal of the school zone lights on East Jackson Boulevard and Forrest Drive. These are the lights affiliated with the now closed Jonesborough Elementary and Middle schools.

Bill Garland made the motion to remove the lights and a proper second was made by Steve Alexander. The motion passed unanimously.

Having no other business before the Committee, a motion was made by CW Cooper to adjourn, with a proper second entered by Steve Alexander. The motion to adjourn was passed unanimously at 2:00pm.

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

Consent Agenda

DATE: MARCH 11, 2024 **AGENDA ITEM #:** 6

SUBJECT: Supervisor Reports

1. McKinney Center
2. McKinney Center Program Manager
3. Fire Department
4. Police Department
5. Utility Manager
6. Water Quality
7. Water Distribution
8. Wastewater
9. Water Treatment
10. Building Inspector
11. Solid Waste
12. Website & Marketing Specialist
13. Marketing & Promotions Coordinator
14. Animal Control
15. Street Department
16. Director of Tourism & Main Street
17. Director of Special Events

Theresa Hammons
McKinney Center Director
Monthly Report – February 2024

General Comments – February was terribly busy with back-to-back events. Classes successfully started at the beginning of the month. We had the 10-year anniversary celebration and bench dedication on February 12, that was well attended and we met more of the Booker T. Washington Alumni. We had an exhibition opening on Friday, February 23, with over 30 people in attendance and we sold several works of art that night. Our membership brunch was on Saturday, February 24, again well attended and fun. The season kick off and gala of the StoryTown Radio Show on Monday, February 26, and was sold out. These events were implemented while we were planning future events and while working on other projects but our team at the McKinney Center is doing great and working well together. b

February Events

February 5	First week of Spring classes
February 12	10-Year Anniversary and Bench Dedication
February 15	StoryTown Radio Show Podcast – Voices from the Archives
February 23	Exhibit Opening for Karen Hitchcock and Carolyn McLaney
February 24	Membership Brunch
February 26	Daytime Tri-Cities Live TV show
February 26	StoryTown Radio Show and Gala
February 29	StoryTown Radio Show Podcast

Spring 2024 Class Update – We are up to 255 registrations for the spring semester. This is about twenty fewer than spring of 2023. We have several more classes and workshops to begin, so we will see our registration numbers go up. We had to add additional Herb Growing and Basic Canning classes due to the overwhelming interest. Most of our offerings have made. I only had to combine or cancel 5 classes. I estimate that will be bring in around \$30,000 for spring semester revenue. I estimate that the total amount of class revenue for July 1, 2023 – June 29, 2024, will be \$60,000. With the additional front-desk position, I expect our class offering to grow as well as our revenue in the future. As we grow, our next obstacle will be space. We only have three classrooms, and most are used or scheduled to be used every evening, Monday – Friday. We also have to work around rentals and our own special events and programs. We are looking at adding more offerings on Monday nights, Friday nights, during the daytime, and even on Sundays.

I have spent time this month corresponding with instructors, students, and scholarship families. We had a parent with an overdue payment. The parents get notified by our system automatically if their payment fails to get processed. If the parent does not respond and go into the system to pay, I then email the parent and let them know of the situation and give them options such as paying over the phone, coming in to pay via cash or check, and the other option is to fill out a scholarship application. The parents did not respond so I then tried calling and leaving messages. We finally contacted the parents and took care of the payment, but these things take time. I have also had to move students around and fix information in the system due to the students typing in incorrect emails or names. Tedious, but necessary to ensure there is no confusion on the first day of class.

Ordering clay was more difficult than usual this month. The clay bodies that our instructors typically order were out of stock and not available for 4-6 weeks. I had to collaborate with Highwater Clay and with the instructors to choose new clay types that most closely resembled the ones they prefer. After working out the alternatives I drove my personal truck to Asheville to pick up the 1,200 pounds of clay.

This month I also processed a scholarship for a young lady wishing to take watercolor painting. After approving the scholarship and successfully corresponding with a parent the student missed the first class. Again, I corresponded with the parents to make sure everything was okay. The parents were not able to bring the student to class. I encouraged the parents to bring the student to the next class but due to anxiety issues of

the student, they chose to not enroll in the class. This was very disappointing. However, we know that travel is one of the main obstacles for scholarship families.

Summer 2024 – We are starting to put our summer camp offerings together. We are a little behind due to working out the interior painting schedule. The painting will take place May 9 – June 9, 2024. Therefore, summer camps will be pushed further into June, than normal. However, due to last year's popularity of our summer camps we will be adding an additional Artsploration camp and an additional Pottery 101 camp. These should be up and ready online within the next couple of weeks.

10-year Anniversary and Bench Dedication, February 12 – This event was as sweet as it could be. It was wonderful to have twelve of the Booker T. Washington Alumni present at this event. We even had a former teacher present, Mrs. Lollie Surrat, who is Ernest McKinney Sr.'s younger sister. Skye and the D&E Committee did the planning and research of the plaque and bench. Skye put together a meeting with the alumni to review the names on the plaque and to get names and contact information of those we needed to invite. They also helped us invite people to the event. I assisted in reviewing the plaque, attending meetings, and marketing. I sent out several email invitations to individuals and groups. We appreciated Mayor Vest, and Vice-Mayor Adam Dickson for providing welcoming remarks. Virginia Causey, and Terry Countermine and Glenn Rosenoff were also present along with many of our Advisory Committee and several members of the Marketing Team and Visitors Center staff. We had over fifty people present. Before we know it, we will be having our 20th Anniversary!

Art Exhibition – Karen Hitchcock and Carolyn McLaney, February 23 – The art opening for “Spring Around the Corner,” featuring Carolyn McLaney and Karen Hitchcock went very well with an attendance of approximately thirty people. We sold several works of art that night and we had a few people come in to see the exhibit during the day. The show is lovely with bright spring colors in acrylic paint and in fused glass. I worked out the logistics for this exhibition with the artists, wrote the press releases, and supervised marketing. Skye did the graphics and posters. Bre helped with set-up and labels. I shopped for the reception, helped the artists set up, sold artwork the night of the reception and staffed and cleaned up the building the night of the reception. I also scheduled the artists to be present for the Daytime Tri-Cities Live TV show with Amy Lynn.

Membership Drive and Brunch, February 24 – My goal for membership is not just to reach our financial goal of \$2,000, but I always want to see us reach the 100-member mark. 2023 ended with eighty-six members. As of February 29, 2024, we have eighty-three members. This number will increase as the year progresses, so I am sure we will have more by the end of this year. While I have not met my 100-member goal, I am pleased with this number. Due to several of this year's members donating more than their \$25 membership fee, we have exceeded our \$2,000 goal. We will continue to promote membership throughout the year. I also expect more memberships just because people want that special membership discount for Masterpiece Mingle tickets! For the membership drive I write all the website content, update the membership form, write the press releases, etc. Other staff also help a great deal with graphic design, promotions, and keeping track of membership contact information, sending them welcome notes, etc. Skye did a great collaborative art project with the members this year. She cut out sun shapes and each member wrote how the McKinney Center is important to them. Ben Putland made our main dish, quiche. We had Roxanne McDaniel provide dulcimer music. And all the staff pitched in to help set up, decorate, serve food, etc. I emailed past members directly to encourage renewal and I also sent out special emails throughout the month. I created and submitted the check requests for the vendors.

Daytime Tri Cities LIVE TV Show – February 26 – Nora from the Marketing Team helped coordinate the logistics. I scheduled two artists to talk about their exhibited artwork. I also scheduled two of our teachers to do demonstrations during the show. Anne got two of her cast members to do a snippet from that evening's Radio Show. The one-hour live show and interviews all went well. It was so gracious for them to feature us live on their show.

StoryTown Radio Show Season Opening and Gala – The opening show was SOLD OUT! It was wonderful!

Anne worked enthusiastically with the cast, the production crew, the writers, the cast of CROWNS, and the MKC staff. We met weekly as a staff to discuss and plan the opening and gala. Anne has secured seasonal sponsors, updated grants, and has begun reviving the writer's group and story brigade. There is momentum around the StoryTown program that was needed for years. The Marketing Team has been helping us develop new branding. We are assessing and creating new logos, using updated colors, graphics, and we are all working to help with stage aesthetics, etc. We all assisted in promoting the show this month. It is a group effort, but we are excited to have Anne at the helm. I have worked with Anne this month on developing a Radio Show budget. We worked together to purchase backdrops for the stage and discussed other future improvements of the show. We were all present for the event. Everyone helped set up. I helped prepare and take out food, clean up, etc.

StoryTown Branding – The Marketing Team is assisting us in rebranding StoryTown. We have spent time this month working on the season rack card which is now complete. Nora and Cameo did the design work. We all had input and approval. Mitchell has worked on a new StoryTown logo which is like the McKinney Center logo. The goal is for people to identify that StoryTown is a product of the McKinney Center. Again, we all spent time looking for images, and had input into the final product. The Marketing Team is also putting together a Marketing package for us that will help with graphics, designs, and branding in the future.

Washington County Public School Art Exhibition – The Washington County Art Teachers are wanting to have their annual exhibition here again on April 4. They wish to expand the night's event with music and food. I think it will be just as successful as last year's. I am collaborating with the teachers' committee to plan the evening.

Ernest L. McKinney Day of Giving – We will once again do this online fundraising event on April 4th. Our goal is to raise \$2,000 for scholarships. I have developed the schedule and plan for the event. I revised the website text. Skye did the graphics and will be doing the social media posts.

Masterpiece Mingle – I have been working over the last few months on this event. Our regular caterers and band were not available, so I have been working to get estimates from caterers and trying to reach out to jazz ensembles to secure for the evening. Those plans are going slowly but I have no doubt the food and entertainment will be great. Main Street Café and Catering will be providing a cash bar. We have sold fifty tickets as of 2/29 with only seventy-five more to sell. I have also been diligently asking for art donations for the event and for silent auction items. Bre helps me keep track of all the donations that come in. I have written the website text and press releases. Skye does all the graphics and social media promotions. I have worked with Allison Outdoor to secure a digital billboard in Johnson City as well.

Jackson Theatre Stories – Anne, our staff, I, and the Marketing Team have now met a couple of times regarding the Jackson Theatre Stories Video Project. Anne, Isaac, and Skye are identifying people to interview and moving forward with getting those stories for documentation reasons. It will also help us give the creative team who produces the films more information. So far, they have interviewed three people. Cameo developed the RFP. We met and decided on a proposal to recommend to the BMA.

CROWNS - I was notified by Bridges that we had an unpaid invoice for the deaf interpretation show of CROWNS by Andrew Metcalf. The receipt was never turned in to me Jules Corriere. I worked with Andrew and the Town Hall to get it paid. This is the second receipt from that project that was not turned in to me. The first was from Tennessee Rentals. I had been told that the Tennessee Rentals expense was covered by a donor, but it was not.

AmeriCorps Volunteers and Projects – Isaac Woods is working on a documentary photo exhibition. He and Skye McFarland have interviewed and videoed three individuals so far. The exhibit will include documentary photography of diverse people living in Jonesborough. This is an exhibition that I have wanted to do for years but never had enough hands to do it!

Isaac is also reinventing the Voices from the Archives, StoryTown podcast. We all help Isaac develop ideas for the podcast and review it for feedback before it is uploaded.

Jennifer Stout is working on a guided and self-guided tour of the building. She is researching regional African American history to create an encompassing tour that will tell the story of African American education and integration in the region. Jennifer also translates her research into a monthly video called History Corner, which captures elements of our local history.

Both individuals are planning their AmeriCorps projects for St. Paddy's Day and Easter Eggstravaganza.

Future Teachers – I have been communicating and meeting with individuals about possibly teaching in the future. Jason and Rebecca Ramsey who own a local farm and teach various herb and soap making classes, Laura Hausler regarding drawing classes, Carla Crader with Windsong Gallery about jewelry classes and Darlene Hatley about a workshop using antique and costume jewelry.

Teacher Training – I spent time this month working with our newer instructors helping them develop appropriate curriculum plans, managing their classrooms, and answering questions regarding teaching logistics.

Technology Issues – We have been plagued this month with computer and printer issues. I worked with Sharp and Ricoh over a number of days trying to troubleshoot our scan to email function on the copier/printer. Sharp did not want to take responsibility for the issue. Ricoh informed me that it was a Sharp problem that was connected to the server and a password that Sharp had changed. Finally, we were able to serendipitously get both techs in my office at the same time to fix the problem. This did take several hours over several days to resolve.

Budget – I spent a good deal of time working on our budget request for the past two months. After 10 years this building will need a little TLC. I have also received two quotes for ADA push bars on two of our doors. The problem with a push bar on our office door is that the wooden door frame is not stable enough to hold the 30–50-pound motor needed. Both companies have suggested replacing the entire door frame with a metal frame that will be able to function properly. I have asked for funds to paint the exterior of the building. Some of the woodwork around the windows will need replacing. I have also asked for more funds to send my staff and I to conferences and training. I would like to see an increase in our office supplies. We have also never had an overtime budget. I do not have anything to go by and there does not seem to be an equation for calculating overtime, but regardless, I have asked for funding so my staff can have a choice regarding overtime or comp time. We also would like to replace several small equipment items that have seen wear and tear over the past 10 years such as new wipe boards, tablecloths, cocktail tables, stanchions, etc.

Interior Painting – Before the holidays I met with Quad City Builders to develop a plan for the interior painting. The painting will take place from May 9 – June 9. While this is a slower time for us, I still had to reschedule five events including Ms. Brown's End of the Year Program, the StoryTown Radio Show, an exhibition opening, and two summer camps. Everything is rescheduled and will hopefully work out if the painting is finished on time.

Donations, Comps, and Non-Profit Assistance – This month we donated a gift card to the Paws in Blue Fundraiser. The gift card was for the Glass Fusion workshop with a value of \$79.00.

Nancy – Ed Wolff approached Anne and I to partner with the Black & White Dialogue organization and present Anne's play, *Nancy*, at ISC sometime in the future. We will be meeting with Mr. Wolff soon to discuss the possibility.

Engel Property – After hearing a rumor from an instructor that the property next door was going up on the market, I called Don Engel to see if there were any new developments. Don still hopes to sell the property to

the Town but needs reassurance that the Town is interested. I spoke with Glenn Rosenoff and set up a meeting with the three of us. Don and Glenn spoke about the details. Don wishes to complete structural improvements before getting an appraisal of the property. Glenn sent Don the deeds to the property. Don also sent Glenn the documents showing that he is the executor of Walt and Sarah Engel's estate.

Other Tasks:

- Prepare agenda and preside over Weekly Staff Meetings.
- Monthly meeting with the Marketing Team.
- Prepare agenda and preside over Advisory Committee Meeting.
- Attend Main Street meeting.
- Attend JAMSA meeting.
- Approve AmeriCorps Time Sheets, paperwork, and reports.
- Assisted a patron looking for a pet artist.
- Attended a zoom MLK exhibit wrap up meeting.
- Served as a Sweet Scenes judge and helped Cameo secure two other judges for the event.
- Helped staff with travel forms.
- Anne and I gave Andrea Baker, touring Mezzo Soprano Opera Vocalist, a tour of the McKinney Center and history of Jonesborough.
- Attended the Town sponsored workshop by Gayle Hawley, "Keep Moving Forward."
- Completed Health Assessment questionnaire.

Upcoming Events

- **March 16, St. Paddy's Day** – We will be present downtown doing crafts with children.
- **March 25, StoryTown Radio Show** – March 25 – I Will Not Be Moved, Stories of Perseverance.
- **March 30, Easter Eggstravaganza**
- **April 4, Washington County Art Students and Reception** – April 4 - I am working with Washington County art teachers to plan a student art reception on March 30th. More details will come soon.
- **April 4, Ernest L. McKinney Day of giving** – April 4. This event will be online, on Facebook live throughout the day. We will have speakers, performances, and demonstrations though out the day. Our goal is to raise \$2,000 for scholarships.
- **April 22, StoryTown Radio Show**
- **April 26, Masterpiece Mingle** – April 26.

February 2024 Monthly Report, Skye McFarland

Outreach

This month we do not have outreach for in-person events, we will have our first in-person event in March. We have continued to outreach online, and our numbers are decent, despite being lower than last month. In January we did multiple ads for the Spring 2024 semester, which always puts our social media numbers up quite a bit. We did deliver flyers for our 10-Year Anniversary event and the StoryTown Radio show as well as a few more Spring catalogs. For this month I have posted online, worked to recruit volunteers for our March outreach event, created graphics, taken photos, and scheduled posts for weekends or days I was out of the office.

Month	Number	Digital	Paper	
January		24,573	8,300	32,873
February		11,296	145	11,441
March				0
April				0
May				0
June				0
July				0
August				0
September				0
October				0
November				0
December				0
				44,314

Volunteers

Once again, we have not had much volunteer interaction as our events were mostly staff run at the beginning of this year. We did have two volunteers who helped us on the day of our 10 Year commemoration event that got us up to about 4 hours for this month. Next month we will have more hours from outreach events. We will also have a large number likely coming from the StoryTown side of things as we are having our first radio show of the year on February 26th. We will have a few volunteers from the gala side of this event, as well. For volunteers I have continued to recruit volunteers for upcoming events, communicate with those who signed up, and pass along information to them on what to do when they arrive to help with an event.

	McKinney	StoryTown	Total
January		32	32
February	4		4
March			0
April			0
May			0
June			0
July			0
August			0
September			0
October			0
November			0
December			0
			36

Diversity & Equity The Diversity & Equity Sub-Committee met on February 22nd with an agenda to update members on the happenings at the McKinney Center. We discussed past events, celebrated the completion of our bench project, discussed upcoming events, talked about inviting new members, and brainstormed on how to encourage Booker T. alumni to be involved here at the center, as well as collect the alumni's stories. I typed up the minutes, created the agenda, and led the meeting.

We held the 10-Year Celebration and Commemoration on February 12th, which went well. We had about 56 people in attendance with comments from Mayor Chuck Vest, Vice Mayor Adam Dickson, Theresa Hammons, and we offered time for alumni to share stories. I worked to create the flyer, write a press release, get a couple of volunteers, order cookies, order a cake, get a coffee donation, and shop for snacks for this event.

This month for our Conversations That Matter event, we were unable to schedule two guests with our two moderators. It was a struggle, and we tried many different times to make it work. Unfortunately, it did not work out. We have made strides in planning for the next few months, though. We are hoping to host Dr. Elwood Watson in March, two indigenous women in April, and I have made a sign-up sheet for people who we contacted in February to pick a date upcoming in the year. I have contacted many individuals and tried to organize times to meet.

Miscellaneous Throughout February I have worked with Isaac on the "Our Jonesborough" project going with him to collect portraits and video interviews with members of the community. I created and printed the program for our Ten-Year Celebration event. I created and shared graphics on our social media to promote the Membership Drive. I finalized the Masterpiece Mingle poster, Facebook graphic, and billboard image. I created a letter "B" to recognize Booker T. Washington school for the Radio Show. I created many graphics for the radio show including a countdown to the event and made table décor with our new logo images. I made sure the 2023 Year-End video was on display for the membership brunch. I also took photographs during our membership brunch. I stayed to help work the art exhibit opening on February 23 and took photos at this event, as well. I put together a collaborative art project for our Membership Brunch. I have also helped video interviews with Anne Mason as we work to collect Jackson Theater stories.

Breanna Walker-Schadler February Monthly Report- McKinney Center

StoryTown:

I attended the February Storytown Radio Show and Gala to help as needed.

McKinney Center:

I spent time creating the host schedule for the month of March. I communicated with the hosts about needs for February rentals and events. We started a new host notebook that lives on the front desk for hosts to leave notes and general messages in. I worked on making the weekly calendars for classes, meetings, and rentals. I spent time communicating with rentals on booking reservations, making contracts, taking payments, filing out invoices, making sure damage deposits were returned, and that rentals had the correct set up. I also spent time throughout the month going over the host and weekly calendars to keep up with classes starting and cancelling. With the assistance of my coworkers, we worked on getting the final draft of the rental brochure ready.

We had six rentals for the month of February with a total of 439 attendees. On February 12th we hosted the 10 year celebration and bench dedication ceremony. The event featured a dedication, light snacks, and a chance for people to share memories of the building as a school. There were 56 people in attendance. We hosted Carolyn McLaney and Karen Hitchcock's artist reception on February 23rd from 5-7 pm, 34 people came to the event. I spent time printing and cutting out the exhibition labels for the event. On February 24th, we hosted the membership brunch. Members had the opportunity to eat, listen to the live musician, and do a collaborative art project. February 26th was the 2024 StoryTown Radio Show Gala. There were 30 people in the cast, a musical group of 6 people, and 125 people in the audience.

The month of February marked the start of the Spring semester for classes at the center. We started both kids and adult classes. Art adventures, Homeschool Creative Construction, two children's dance classes, and three children's pottery classes started. We had three adult pottery classes, Zentangle, Gyrokinesis, painting and a couple other classes start. We had five individuals sign up for private lessons with Jonathan Edens. We had 346 students come through the doors for classes.

The center held weekly staff meetings to discuss upcoming organization wide events and weekly activities. Jennifer and Isaac held individual meetings once a month to give updates on how their projects are going. We held our February Advisory Committee meeting on February 15th, which I attended and wrote the minutes for.

I assisted Theresa with February teacher payments for the classes that have begun. I assisted with deposits for the money the center received that month. I assisted with issuing refundable damage deposits for rentals after individual rentals were finished. I kept track of members as they came in to send out the welcome member email and update their information to the 2024

member excel sheet. We have been receiving donations for Masterpiece Mingle and the Silent Auction, so those are put in an excel sheet and put in bins.

I spent some time helping Roger to ensure rentals, special events, and classes were set up every day throughout the week and weekends. I assisted teachers with ordering supplies for their classes that started.. At the front desk, I also deal with multiple phone calls a day ranging from our classes to rentals. We also have people drop by in person to tour the building and to get tours of the building. People can come by to register for classes in person or ask for assistance over the phone, so I helped people register for classes as needed.

February 2024 Report for Jennifer Stout

Things really seemed to kick-off around the 12th with the bench dedication ceremony to commemorate the 10th anniversary of the McKinney Center and to honor the alumnus and community of Booker T. Washington School. By the end of the month, art classes resumed for the Spring Session, the radio show began a new season, membership drive goals were met, and a beautiful nature theme exhibition was on display in the hallway and classroom three.

At the bench dedication, I was able to speak with former students who attended classes here in the 1940s and 50s, enabling me to better envision the layout of the original building through those decades based on their descriptions. I am also making my way through the library of transcriptions from previous story collectors to build content for my school tour script. Some of the names I recognize as connection to the school, but I'm also reading through the others.

Through my project called History Corner, I am continuing to learn more about the history of Jonesborough and townspeople, and I am enjoying my time researching these topics to share. I am considering different approaches to present stories and invite interest for StoryTown and Jonesborough.

I took time off at the end of the month due to family illness and covid, which slowed my roll for the month's productivity. However, I am making progress with my main projects and my daily tasks.

To summarize:

Front desk	Updated Mailchimp
Delivered Flyers	Called members
Revised/ expanded script	Completed Asana tasks
Research/ Curation for History Corner	
Attended staff meetings	
Contributed to social media content	Planning easter outreach

Isaac Wood – February 2024 Monthly Report - McKinney Center

Story Initiative:

- StoryTown Podcast
 - Voices from the Archive:
 - Produced Pam Daniels story, communicated with her, and navigated the situation of her not appreciating it being put together (ended up not posting)
 - Found new stories from Lynda Harris (rec. by Anne) and Sandy Johnson
 - Distilled interviews into smaller narratives, sorted into audio segments and edited them together with music to tell the stories
 - Wrote and recorded narration of the stories, connecting them together
 - Went through edits with Anne, whole staff, and Lynda Harris
 - Posted to Simplecast with episode description and all other info
 - Made social media posts
 - Post for Voices from the Archive
 - Edited audio of a story and posted with a graphic.
- Radio Show
 - Put together StoryTown poster and Sponsors poster
 - Printed off scripts, cut program inserts, helped Jonathan stuff programs
 - Helped decorate stage and auditorium, including BTW display case
 - Picked up food and drink with Anne

McKinney Center:

- Found story and edited for Telling Our Stories for March Membership newsletter
- Bench Dedication and 10 year celebration
 - Helped set up auditorium, set up welcome table with StoryTown information and email sign-in sheet
 - Made connections with alumni and staff family during mingling time. Three members of the alumni said they may be open to doing interviews
- Membership Brunch
 - Helped set up tables and decorations
 - Helped put out food

Our Lives/Long term project

- Led meeting to discuss where we are at, what the exhibit will look like, and how to garner more yeses to interview requests
- Interviewed three people
- 6 other people have agreed to do an interview, but haven't replied about setting up a specific time. Collected contact info for interviewees

AmeriCorps project: We decided I would do my craft and project at the St. Patrick's Day event in JBO. I planned possible craft and presentation. Skye, Bre, Jennifer, and I have a meeting set up to discuss it.

February 2024 Monthly Report, Anne G'Fellers-Mason

Program Manager

StoryTown Radio Show

The first live show of the 13th season was held on February 26th to a sold-out house. There were 23 comps given out to sponsors and invited guests and 102 tickets sold. There were 35 people in the cast. The cast of the play "Crowns," composed of 7 people, reunited, and sang gospel songs from the show. They had one rehearsal prior to the Radio Show, and they were a great addition. Jasmine Henderson shared her poetry during the show and was a wonderful addition as well. Walter Buford shared a little bit of information about Community 365. The gala followed with food donated by Main St Café, the Olde Towne Pancake House, Boone Street Market, Ingles, and Food City. Several new people came to the show, asked about season tickets, and said they would be back. The audience enjoyed the slight format changes and the original commercials. We had younger, school age actors in the cast this time. Everyone did a wonderful job, and the energy was high. We have already made some notes for next time, like having the cast park at the Senior Center and be shuttled down because parking was an issue the evening of the show. I may also have to limit cast size in the future if this many people are interested in being in the show.

- 1) We have currently raised \$2,300.00 in sponsorships for the 2024 season. Season sponsors are Gary and Sandee Degner, the Silver Raven, Trivia with Budds, Mountain Empire Cremation and Burial Services, and the Tennessee Arts Commission.
- 2) McLeod Organics was the show sponsor for February, and the owner T McLeod was very complimentary about the show and the commercial.
- 3) My goal is to get a show sponsor for every show. More season sponsors would be nice, but I hope to have every show covered with an individual sponsor.
- 4) The Marketing Team is working on a Marketing Guide for StoryTown Radio Show. The new logo has been finalized, and the season rack card is up to date. Bre is currently getting quotes from printers on the rack card.
- 5) Mitchell is working to secure storytownradio.com as the domain name for the Radio Show.
- 6) The process this month seemed to go smoothly with the schedule for the writers and for script development.
- 7) We advertised in the local papers, had media spots on WJHL (3 spots), WCYB, and WJCW. We had a strong social media presence ahead of the show and took posters around downtown and Johnson City.
- 8) Grant review for the TAC grant for 2024-2025 is scheduled for March 20th.
- 9) I submitted a grant to the First Horizon Foundation for \$3,000. They will notify recipients in April.



Story Brigade

I attempted to host two meetings with the Story Brigade this month. After multiple emails, we gathered for a small group meeting on February 21st. Guerry McConnell, Laurie Herlich, Beverly Harrison, and Stephen Goodman attended. Several other members who said they would attend did not. I did a small refresher with the group, and Laurie, Beverly, and Guerry are eager to go back out and collect stories. Guerry voiced concerns about operating the digital recorder, and both Beverly and Laurie said they would team up with her to help. Stephen has not taken the full training yet and will need more work before he can be a certified story collector. Unfortunately, many members of the Brigade stepped away. Some may return in the future, but many will not. I need to rebuild the Brigade. My goal is to offer another training in April of this year and bring Listening Days back that month, as well. I had thought about bringing Listening Days back in March, but that will not be feasible with the TAM conference.

Play in a Week Camp

No updates on this, but I am beginning to look over the curriculum and plan for the summer.

Jackson Theatre Project

Skye and I collected stories from Virginia Causey. Jimmy Rhein and Wesley Wilson are lined up, and I am working to schedule the rest of the contacts. My goal is to have the interviews complete and sent to the transcriber prior to the TAM conference. We met with the Marketing Team to look over bids for the project and picked the company to extend an offer to. I am still on the hunt for the video from the Hermitage Hotel that was referenced at the start of this project.

Podcast

There was no new StoryTown Radio Show podcast this month, so we highlighted the show from April of 2023 that was "Life Lessons" with Jimmy D as the musical guest. Isaac released "Voices of the Archive: Lynda Harris and Sandy Johnson" on February 23rd. There were issues with permission for the original story, so Isaac had to start over. He is working on creating a backlog so we will not have the delay issue in the future.

Total Downloads: 189 in the last thirty days

"Voices of the Archive: Lynda Harris and Sandy Johnson" had 33 downloads within the first seven days of release.

Social Media Posts

Facebook last 28 days

Page Followers: 1.46 K

Page Following: 425

Most interacted with Post – Announcement of ticket sales for February show with poster (2/1/24)

Post Impressions 1,787, Post Reach 1,619, Post Engagement 201

The musical promo video for the Cast of Crowns was the second most interacted with post.

Post reach: 3,751

Post engagement: 946

New Page Followers: 16

Interactions Reactions: 515

Comments: 40

Shares: 108

Photo views: 119

Link clicks: 34

Instagram last 28 days

Followers: 741

Reach: 466

Content Interactions: 210

Profile Visits: 36

New Followers: 3

A post sharing a teaser of Miss Ethel Brown's story and the promo video for the Cast of Crowns had the most likes and reach at 181 and 173 views respectively.

YouTube last 28 days

Subscribers: 20

Views: 98

Watch Time: 2.2 hrs

New Subscribers: 2

Most Viewed Video: History Corner 3: Alfred Martin Ray (58 views)

Number of Volunteers from StoryTown: 33

Story Brigade: 4

Writers Group: 6

Interactions: JAMSA – 48, Jackson Theatre related - 11, Cast of Crowns Rehearsal (SRS) - 9, SRS Production Meeting – 3, Media – 16, Chuckey Depot – 5, Main St Board – 13, Advisory Board – 9, Misc Meetings – 2

Total for Month - 159



Jonesborough Fire Department
Call History Report by Date
2/1/2024 - 2/29/2024

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Sat 02/03/2024 08:20	Fire Alarm	2400067	745 Alarm system activation, no fire - unintentional	86 Investigate	45 Ponderosa LN	4	00:14
Sun 02/04/2024 09:34	Other	2400068	600 Good intent call, other	86 Investigate	102 Royal Oaks DR	3	00:20
Sun 02/04/2024 15:01	Public Service	2400069	500 Service Call, other	73 Provide manpower	620 East Main ST	2	00:30
Mon 02/05/2024 09:02	Fire Alarm	2400070	745 Alarm system activation, no fire - unintentional	86 Investigate	Foster's Signs	2	00:08
Mon 02/05/2024 20:42	Fire Alarm	2400071	746 Carbon monoxide detector activation, no CO	86 Investigate	111 Magnolia Ridge DR	2	00:24
Tue 02/06/2024 19:23	Other	2400072	311 Medical assist, assist EMS crew	73 Provide manpower	114 West Jackson BLVD	3	00:19
Wed 02/07/2024 13:22	Other	2400075	600 Good intent call, other	86 Investigate	201 Skyline RD	3	00:12
Wed 02/07/2024 14:45	Fire Alarm	2400073	745 Alarm system activation, no fire - unintentional	86 Investigate	Jonesborough Visitors Center	3	00:11
Wed 02/07/2024 15:32	Medical Assist	2400074	311 Medical assist, assist EMS crew	32 Provide basic life support (BLS)	48 Sageswood CT	3	00:15
Wed 02/07/2024 15:33	Fire Alarm	2400078	811 Dispatched & canceled en route	93 Cancelled en route	117 Boone ST	2	00:03
Wed 02/07/2024 17:10	Other	2400077	600 Good intent call, other	86 Investigate	701 Tavern Hill RD	2	00:14
Thu 02/08/2024 07:21	Medical Assist	2400078	311 Medical assist, assist EMS crew	73 Provide manpower	109 Timber Ridge RD	2	00:13
Thu 02/08/2024 10:36	Other	2400079	412 Gas leak (natural gas or LPG)	86 Investigate	3009 Moss Creek DR	3	00:38
Fri 02/09/2024 17:38	Medical Assist	2400080	311 Medical assist, assist EMS crew	73 Provide manpower	117 Leach CIR	2	00:33
Sun 02/11/2024 09:29	Fire Alarm	2400081	745 Alarm system activation, no fire - unintentional	86 Investigate	211 W Main ST	4	00:14
Mon 02/12/2024 17:24	Fire Alarm	2400082	745 Alarm system activation, no fire - unintentional	86 Investigate	Tractor Supply	2	00:06
Mon 02/12/2024 20:33	Fire Alarm	2400083	745 Alarm system activation, no fire - unintentional	86 Investigate	116 Partridge LN	2	00:27
Tue 02/13/2024 15:22	Fire Alarm	2400084	700 False alarm or false call, other	86 Investigate	507 Boones Creek RD	3	00:19
Tue 02/13/2024 20:26	Fire Alarm	2400085	700 False alarm or false call, other	86 Investigate	507 Boones Creek RD	3	00:23
Tue 02/13/2024 22:18	Other	2400086	600 Good intent call, other	86 Investigate	121 West Main ST	4	00:22
Wed 02/14/2024 08:10	Fire	2400088	142 Brush or brush-and-grass mixture fire	11 Extinguishment by fire service personnel	McCarthy Church RD	4	00:14
Wed 02/14/2024 14:52	Fire Alarm	2400087	745 Alarm system activation, no fire - unintentional	86 Investigate	Tractor Supply	4	00:09
Wed 02/14/2024 16:19	Other	2400089	611 Dispatched & canceled en route	93 Cancelled en route	Berry Ridge RD	3	00:02
Wed 02/14/2024 17:02	Medical Assist	2400090	311 Medical assist, assist EMS crew	73 Provide manpower	233 Stemwinder LN	2	00:13



Jonesborough Fire Department Call History Report by Date 2/1/2024 - 2/29/2024

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Thu 02/15/2024 10:07	Medical Assist	2400092	311 Medical assist, assist EMS crew	92 Standby	104 Heritage LN	2	00:22
Thu 02/15/2024 11:28	Medical Assist	2400091	311 Medical assist, assist EMS crew	73 Provide manpower	104 Heritage	3	00:28
Thu 02/15/2024 15:15	Public Service	2400093	500 Service Call, other	70 Assistance, other	125 Royal Oaks DR	2	00:49
Thu 02/15/2024 21:30	Other	2400094	600 Good intent call, other	86 Investigate	125 1/2 East Main ST	2	00:16
Fri 02/16/2024 12:25	Fire Alarm	2400095	743 Smoke detector activation, no fire - unintentional	86 Investigate	Crafty Peddler	4	00:11
Sat 02/17/2024 20:21	Motor Vehicle Accident	2400096	322 Motor vehicle accident with injuries	86 Investigate	Brandonwood	3	00:36
Mon 02/19/2024 08:20	Fire Alarm	2400097	745 Alarm system activation, no fire - unintentional	86 Investigate	106 Heritage Place LN	3	00:16
Mon 02/19/2024 10:28	Public Service	2400098	500 Service Call, other	86 Investigate	Courty Inn and Suites	2	00:16
Mon 02/19/2024 11:51	Medical Assist	2400099	311 Medical assist, assist EMS crew	73 Provide manpower	1228 Lemongrass DR	2	00:26
Mon 02/19/2024 19:33	Medical Assist	2400100	311 Medical assist, assist EMS crew	73 Provide manpower	Bethel Housing	2	00:24
Mon 02/19/2024 21:28	Medical Assist	2400101	311 Medical assist, assist EMS crew	73 Provide manpower	25 Niles LN	2	00:18
Tue 02/20/2024 11:47	Medical Assist	2400103	311 Medical assist, assist EMS crew	73 Provide manpower	213 W Woodrow AVE	2	00:34
Tue 02/20/2024 11:58	Other	2400102	600 Good intent call, other	87 Investigate fire out on arrival	Jonesborough Post Office	1	00:09
Wed 02/21/2024 11:32	Medical Assist	2400104	311 Medical assist, assist EMS crew	73 Provide manpower	1128 Miller DR	2	00:32
Wed 02/21/2024 13:12	Fire	2400105	143 Grass fire	11 Extinguishment by fire service personnel	920 Hairetown RD	5	00:50
Wed 02/21/2024 14:10	Other	2400106	600 Good intent call, other	86 Investigate	679 N Cherokee ST	1	00:04
Thu 02/22/2024 15:56	Fire	2400107	142 Brush or brush-and-grass mixture fire	11 Extinguishment by fire service personnel	108 Hall RD	4	00:24
Thu 02/22/2024 21:01	Medical Assist	2400108	311 Medical assist, assist EMS crew	73 Provide manpower	219 Union Church RD	2	00:23
Fri 02/23/2024 15:32	Medical Assist	2400109	311 Medical assist, assist EMS crew	73 Provide manpower	280 Old Embreeville RD	2	00:14
Fri 02/23/2024 16:57	Motor Vehicle Accident	2400110	322 Motor vehicle accident with injuries	86 Investigate	3003 Knob Creek RD	2	01:06
Sat 02/24/2024 01:27	Other	2400111	600 Good intent call, other	86 Investigate	2610 Highway 81 HWY S	2	00:27
Sat 02/24/2024 23:35	Medical Assist	2400112	311 Medical assist, assist EMS crew	92 Standby	114 West Jackson Blvd	3	00:11
Sun 02/25/2024 01:14	Medical Assist	2400113	311 Medical assist, assist EMS crew	92 Standby	376 E JACKSON BLVD	3	00:20
Sun 02/25/2024 15:36	Medical Assist	2400114	311 Medical assist, assist EMS crew	73 Provide manpower	549 Fourth AVE	3	00:22



Jonesborough Fire Department
Call History Report by Date
2/1/2024 - 2/29/2024

Date	Type	Incident #	Incident Type	Primary Action	Address	# Of Attendees	Total Time
Sun 02/25/2024 15:58	Fire Alarm	2400115	745 Alarm system activation, no fire - unintentional	88 Investigate	1985 Carol Creek RD	3	00:51
Mon 02/26/2024 09:16	Public Service	2400116	500 Service Call, other	73 Provide manpower	1228 Lamongress DR	2	00:13
Mon 02/26/2024 09:27	Other	2400118	811 Dispatched & canceled en route	93 Cancelled en route	605 Depot ST	3	00:05
Mon 02/26/2024 14:14	Medical Assist	2400117	311 Medical assist, assist EMS crew	92 Standby	122 Tipton RD	2	00:24
Tue 02/27/2024 09:10	Fire Alarm	2400119	745 Alarm system activation, no fire - unintentional	88 Investigate	147 Black Thorn DR	2	00:19
Wed 02/28/2024 10:40	Medical Assist	2400120	311 Medical assist, assist EMS crew	73 Provide manpower	117 Leach CIR	2	00:24
Thu 02/29/2024 14:28	Medical Assist	2400121	311 Medical assist, assist EMS crew	73 Provide manpower	122 Tipton RD	2	01:21
Thu 02/29/2024 14:31	Other	2400122	822 No incident found on arrival at dispatch address	88 Investigate	108 W Jackson BLVD	3	00:05

Total calls for Assist :	0
Total calls for EMS:	0
Total calls for Fire:	3
Total calls for Fire Alarm:	15
Total calls for Fire Drill:	0
Total calls for Fire Extinguisher:	0
Total calls for Haz Mat:	0
Total calls for Medical Assist:	19
Total calls for Motor Vehicle Accident:	2
Total calls for Other:	13
Total calls for Public Education:	0
Total calls for Public Service :	4
Total calls for Special Duty:	0
Total calls:	56
Total Time:	20:23
	Avg. Call Attendance: 2.89



Jonesborough Fire Department
Incident Type Report by Date
2/1/2024 - 2/29/2024

Incident Type	Total Incidents
142 Brush or brush-and-grass mixture fire	2
143 Grass fire	1
311 Medical assist, assist EMS crew	20
322 Motor vehicle accident with injuries	2
412 Gas leak (natural gas or LPG)	1
500 Service Call, other	4
600 Good intent call, other	8
611 Dispatched & canceled en route	3
622 No incident found on arrival at dispatch address	1
700 False alarm or false call, other	2
743 Smoke detector activation, no fire - unintentional	1
745 Alarm system activation, no fire - unintentional	10
746 Carbon monoxide detector activation, no CO	1

Total Number of Incidents: 56
Total Number of Incident Types: 13



Jonesborough Fire Department

Call History Graph for February 2024

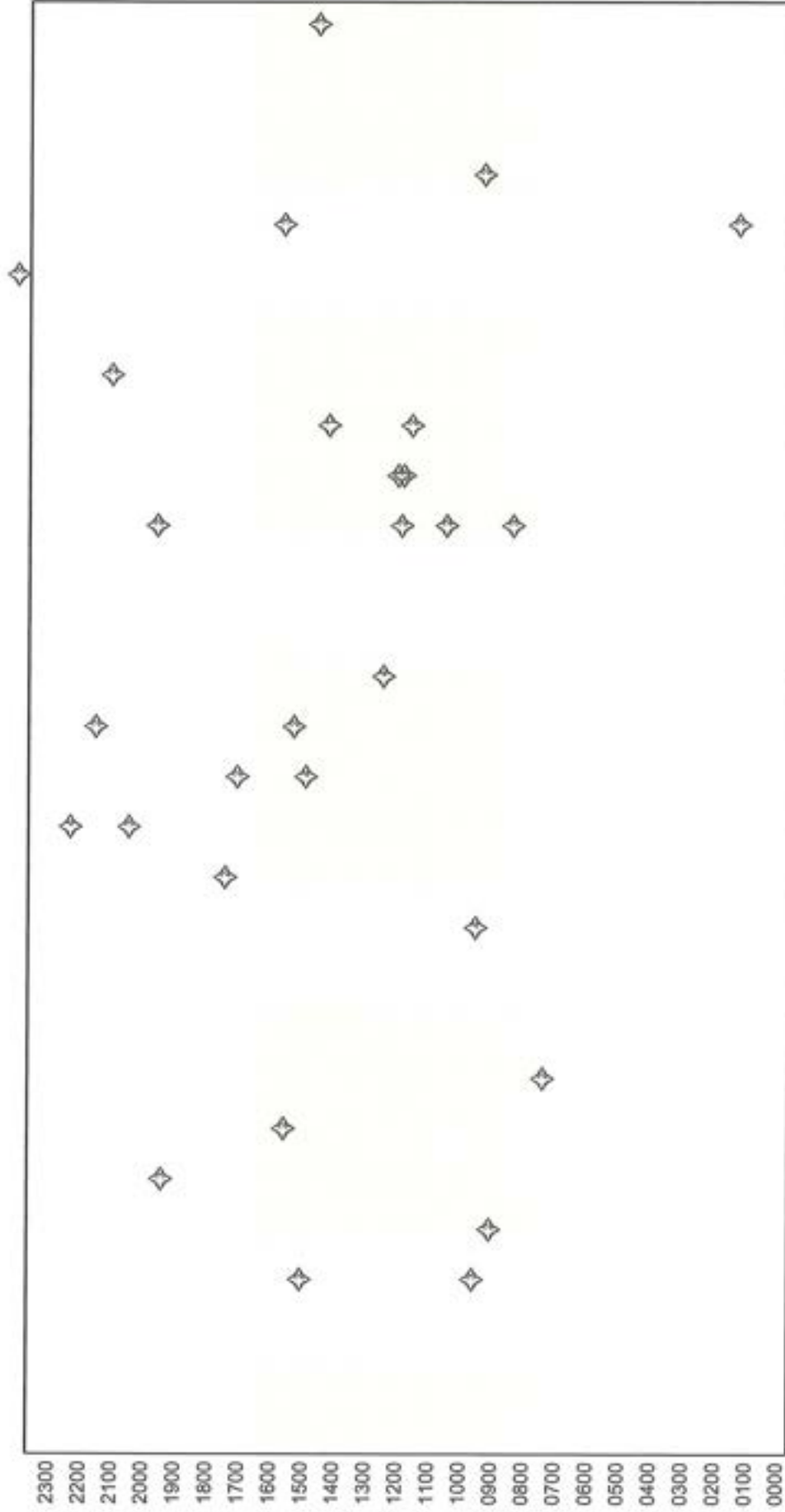
(Assist, EMS, Fire, Fire Alarm, Fire Drill, Haz Mat, Medical Assist, Motor Vehicle Accident, Other, Public Education, Public Service, Special Duty)

Total Calls: 29

Total Calls (M-F 8am to 5pm): 14

Total Calls (other): 15

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





Jonesborough Fire Department
Call Distribution Report
 2/1/2024 - 2/29/2024

Total (56 Calls)		
Time		Number
0000		0
0100		2
0200		0
0300		0
0400		0
0500		0
0600		0
0700		1
0800		3
0900		6
1000		4
1100		5
1200		1
1300		2
1400		6
1500		8
1600		2
1700		4
1800		1
1900		2
2000		4
2100		3
2200		1
2300		1

Day		Number
Sunday		6
Monday		12
Tuesday		7
Wednesday		13
Thursday		10
Friday		4
Saturday		4



Jonesborough Department of Public Safety February 2024 Monthly Report

- **CITATIONS**

The department issued a total of (368) citations for the month of February which consisted of the following violations: (169) Speeding, (31) Financial Responsibility, (47) Registration Violations, (0) Seatbelt Law, (11) Failure to Obey Traffic Control Device, (7) Due Care, (84) Light Law Violations, (42) Hands-Free Cell Phone Use/Cell Phone in School Zone, as well as other moving violations. There were also (258) written warnings issued for various violations. There was (1) Parking Citation and (1) Municipal Ordinance Violation.

- **ARRESTS**

A total of (41) arrests were made for the month of February, including (1) DUI, (0) Felony Charges, and (47) Misdemeanor Charges.

- **CRIMINAL INVESTIGATIONS**

CID has several cases they are working resolve held over from January and February.

- **MOTOR VEHICLE CRASHES**

A total of (18) crashes were reported and investigated for the month of February. Most crashes occurred on East/West Jackson Blvd; most crashes were over \$400 in damage with some resulting in a possible or confirmed injury.

- **CANINE**

For February, K9, *Cygan*, was involved in (0) deployments and (16) training hours. K9, *Falco* had (3) deployments and (16) training hours. K9, *Bond* had (1) deployments and (18) training hours. K9, *Daryl* was involved in (0) deployments and (14) Training Hours.

- **RESERVES**

The reserve officers contributed (20) hours for the month of February. Reserve Officer Greenway contributed those hours to complete his education hours.

- **CODE ENFORCEMENT**

There was (1) ordinance violation issued during the month of February. This matter was heard in the Municipal Court.

- **DISPATCH TRANSACTIONS FOR JCPD**

For February, our dispatchers assisted Johnson City Police Department with approximately (15) transactions.

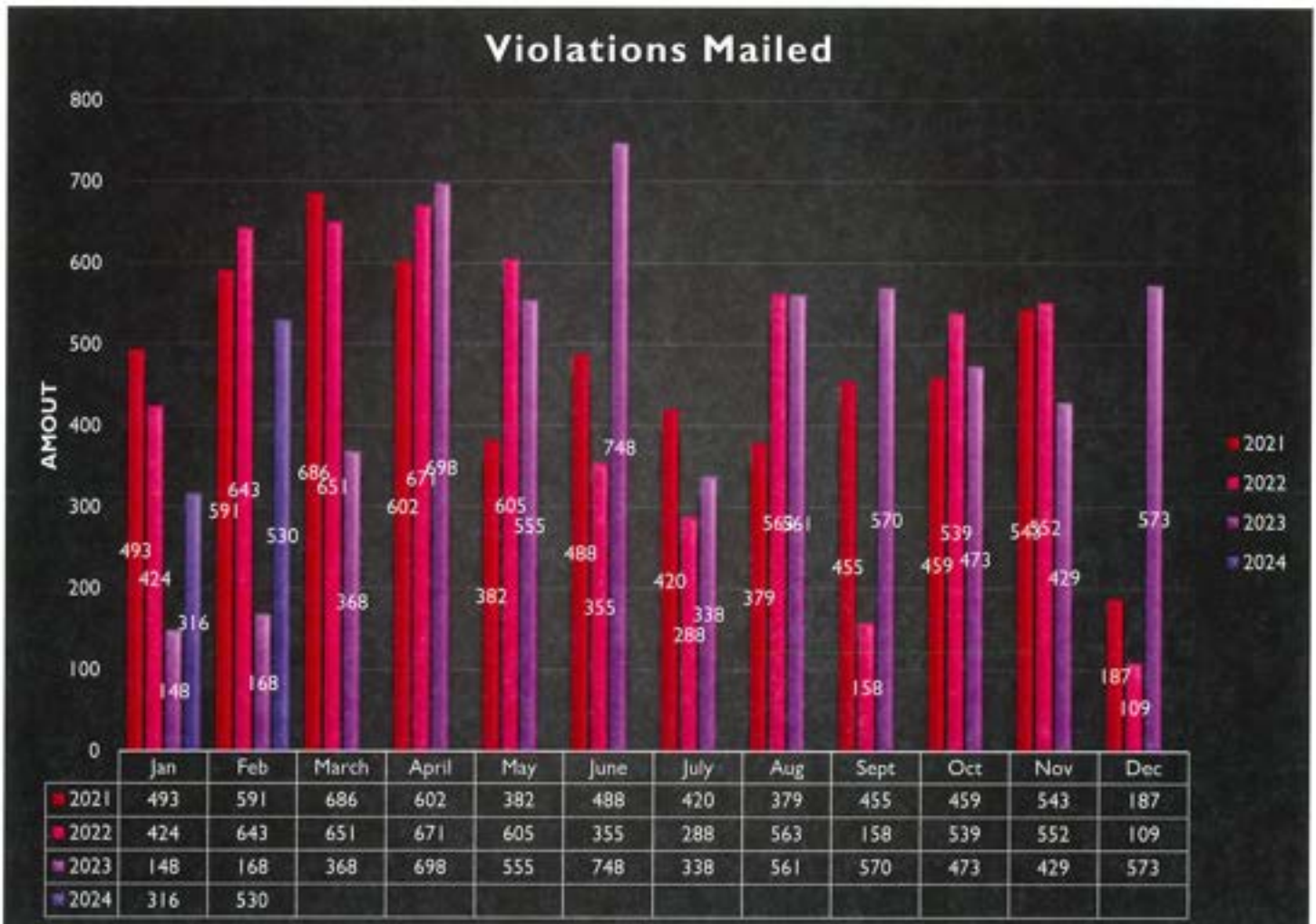
- **OTHER CALLS FOR SERVICE**

There were (1292) CAD Entries for the month of February.

February 2024 Redflex Report

From February 1st through February 29th the traffic cameras registered a total of **(683)** violations with **(24)** violations remaining for processing. Of the total violations, Redflex and Jonesborough officers rejected **(129)** resulting in **(530)** violations mailed. The primary reasons for violations being rejected are Plate/Vehicle Obstruction, Funeral Procession, Glare/ Weather Conditions, Incorrect Plate and Extended Vehicle.

The highest number of violations occurred at Forrest and Jackson Blvd. (Food City) with (126) violations followed by Jackson and Forrest (Westbound) with (133).



Utility Manager Monthly Report

February 2024

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

Distribution department installed 23 new service taps and repaired 24 service leaks for the month of February. The distribution department also completed 27 miscellaneous work orders and located 175 TN 811 one calls.

Water Quality Department read 12,941 meters for the month of February. The Water Quality Department cut off 147 meters with 90 of those for nonpayment. The Water Quality Department had a total of 15,170 total actions taken in the month of February. As of February 29th, Water Quality Department has changed out 12,749 meters to the new AMR meter system. The Water Quality Department completed all scheduled flushing for the month of February.

Water Plant processed 74.820 million gallons of water with a daily average of 2.580 million gallons per day in the month of February. 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 45 feet for February and Woodlawn Tank has maintained an average level of 22 feet for February.

Wastewater Department operated under normal conditions for the month of February. Wastewater had 1 overflow, 1 release and 5 bypasses in February due to mechanical, weather and infrastructure failures. 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 February. The month of February experienced 12 days of precipitation for a total of 3.95 inches. The need for further I&I work is still apparent. Current data indicates a daily inflow rate between 30-45 %. For February, this rate was 51%, equating to an average of nearly 476,000 gallons daily.

County water line construction crew started the Dry Creek/Rockhouse Rd water line extension in the month of September. The Construction crew finished the installation of 16,000 feet of 6" DIP waterline on Dry Creek in the month of February and have installed @ 1500 feet of 6" DIP on Rockhouse rd. To date the Construction crew has installed @ 62,500' of 6" DIP.

We had a busy February in Utilities. As of February 29th, 2024, Distribution, Water Quality Department and Water Treatment Plant have no vacancies and Wastewater has 1 vacancy. We are actively interviewing potential employees, but we struggle when it comes to start out pay to attract the people with the skill set, we need. I am working daily with GRW on the planning and design phase of the Water Treatment plant and transmission line. We have submitted the new Water Plant plans to SRF and USDA for review. We should be getting feedback in a few weeks on what the next steps are that we need to take. I am also working with Brightridge to formulate a plan to install generators at our pump stations and at the Water Treatment plant.

Kevin Brobeck

Utility Manager

Town of Jonesborough
Water Quality Department
Monthly Report
February

Meters Read:

12,941

Meters Cut On:

126

Meters Cut Off:

147

Meters Rechecked:

163

Meter Maintenance:

44 Meter Lids Replaced

139 Meters Marked

66 Meters Located

19 Meters Changed to AMR

Water Cut Off List:

90

New Service Taps:

62

Customer Inquiries:

63

Reports & Spreadsheets:

408

Water Line Flushing:

51

Service Line Leaks:

53

Programmed AMR Meter Heads:

32

Valve Maintenance:

57 Valves exercised

Water Line Locates:

117

Dispatch & Service Calls:

592

Total Actions Taken:

15,170



TOWN OF JONESBOROUGH

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

Monthly Report February 2024

Water Distribution

Complaints Total - 2 0 - Total Complaints Last Month

Taps Installed - 23 13 - Total Taps Last Month

Tennessee One Call - 175 183- Total Last Month

This Month there were 175 locations marked on our Water System for proposed work such as Telephone Co, Gas co, Cable co, and Power Board.

Water Leaks Total- 24 27 - Total Last Month

Down Meters Installed Total - 5 2 - Last Month

Meter Box Replaced Total - 7 7 - Total Last Month

Paving Locations - 0 0- Total Last Month

Yard Work Clean Total - 0 0 - Total Last Month

1. Yards to sow (199 to sow)
2. Work on the Grant Funding with GRW Engineering for water line replacement.
3. Taps to be done =4

GPS Project Goals

February 2024: For the month of February 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 February Town Crew

The Town crew has also assisted in changing out old meters and replacing with automatic reads (3). Two zone meters and a 3" at the hotel.

The Town Crew repaired 3 hydrants this month.

The Town Crew has worked 3 days at the Industrial Park and have installed 500' of 12" water line. They are currently on Blalock Rd.

Big Wood 750' of 6" DI - completed.

Upcoming Line Extensions Town Crew

Slaughterhouse on Hwy 11E – 1,000' 6" D.I.

12" waterline on Blalock Rd tie in 11E and Slate Hill tie in. In Progress

Install 2" water line and 19-yard hydrants for K-8 school.

Vines Farm- 800' of 2" plastic line.

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**

Upcoming Line Extensions County Crew

- Rock House Road – 1,900' DI **In Progress.**
- McCall Road- 8,000' DI
- Taylor Bridge Road
- Dry Creek Rd-15,700' DI
- Jackson Bridge

County Crew Completed Projects

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

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

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

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

Malone Hollow- **County Crew- Completed**

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

County Construction Crew

For the month of February 2024, the County Construction Crew has installed 2,960' of water line on Dry Creek Road this month. The crew also tied-in Rock House Road in with Dry Creek using a 4-way 6x6x2x2. On 2/22/24 the crew installed a 3-way and hydrant with 3 valves on the new line at Rock House Road. February 9, 2024, the crew had to repair a leak on the old 2" on Dry Creek Road. The crew started on Rock House Road on the 26th of February. There are still 6 taps that must be done on Dry Creek, cleanup on yards and paving where they crossed the road.

Current County Crew Project Dry Creek Road

15,000' D.I. total to date

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

The County Crew started Rock House Road February 26, 2024.



TOWN OF JONESBOROUGH

123 BOONE STREET
JONESBOROUGH, TN 37659
TELEPHONE (423) 753-1030
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County Crew February 2024

Monthly Report

For the Month of February, the county crew has installed 2960' of 6" ductile iron on Dry Creek Road. On the 20th and 21st we made taps for the new line (4) total each of the taps was a bore under road. Friday the 9th we had to repair a leak on the old 2" line due to an old tapping saddle which had rusted into. Wednesday the 21st we installed a 4-way at the intersection of Dry Creek Road and Rock House Road, which tied in Rock House Road 6" line and the old 3" that runs on Dry Creek Road. On the 22nd we installed a hydrant and 3 valves on the new line at Dry Creek and Rock House Road. This finished the 6" main on Dry Creek Road and our crew started the section of Rock House Road on the 26th of February. We still must make 6 taps on Dry Creek Road and there is approximately 2'000' of clean-ups to finish. We also have 5 areas that need to have asphalt to complete the project. All equipment is inspected daily and is in correct working order.

Materials used for February.

4- way 6"

6- 6" gate valves

3- 2"x6" dresser couplings

10' of 2" plastic PVC.

2- 6" plugs w/2" tap

10- 6" DI Kits

1- 6" solid sleeve

2- 1- 22-degree bend

3- 1- 45-degree bend



TOWN OF JONESBOROUGH

123 BOONE STREET
JONESBOROUGH, TN 37659
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Wastewater – February 2024 Monthly Operations Summary

Date: February 29, 2024

Customer Calls:

Total: 10

Resolved: 9

TN811:

Taken: 244

Required Action: 117

Sewer Taps:

New: 8

Completed: 0*

Pending: 2

Pending Contracted: 144*

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

Projects Underway:

1. Washington County Industrial Park

System Maintenance:

Line Cleaning: 0'

Line Inspections: 218'

System Repairs: 0

Station Repairs: 2

Station Cleaning: 12

STEP Unit Repairs: 4

Overflows/Releases/Bypasses:

- 2/10/24 – Bypasses (3) – WWTP Headworks, Clarifiers, Effluent Flume
- 2/11/24 – Bypass (1) – Effluent Flume
- 2/11/24 – Overflow – MH B-100
- 2/13/24 – Bypass (1) – Effluent Flume
- 2/22/24 – Release – Avalon Grove LS

Town of Jonesborough
Environmental Services
Department Monthly Report

February 1, 2024
thru
February 29, 2024

Wastewater Plant: The WWTP is running well. The Diesel Redundancy Pump did operate in February. The month of February experienced 12 days of precipitation for a total of 3.95 inches. The need for further I&I work is still apparent. Current data indicates a daily inflow rate between 30-45%. For February, this rate was 51%, equating to an average of nearly 476,000 gallons daily. Five (5) Bypasses occurred in the Month of February due to I&I.

Wastewater Plant Compliance – February 2024

Parameter	Result	Limit	Violation Y/N
CBOD Monthly	10mg/l – 76lb/d	21mg/l – 167lb/d	N
CBOD Weekly	7mg/l – 63lb/d	25mg/l – 208lb/d	N
CBOD Daily	41mg/l – 72%Rmv	30mg/l – +40%Rmv	N
Ammonia Mo.	0.6mg/l – 2.6lb/d	8mg/l – 67lb/d	N
Ammonia Wk.	1.3 mg/l – 5.4lb/d	12mg/l – 100lb/d	N
Ammonia Day.	2.8mg/l	16mg/l	N
TSS Monthly	12mg/l – 52lb/d	30mg/l – 250lb/d	N
TSS Weekly	20mg/l – 60lb/d	40mg/l – 304lb/d	N
TSS Daily	47mg/l – 41%Rmv	45mg/l – +40%Rmv	N
E. coli Monthly	4.4/100ml	126/100ml	N
E. coli Daily	96/100ml	941/100ml	N
Chlorine	0.63 mg/l	2.0mg/l	N
Sett. Solids	0.1ml/l	1.0ml/l	N
Diss. Oxygen	9.7mg/l	6.0mg/l Minimum	N
pH	7.5su/7.9su	6su – 9su min/max	N

Please note that the information provided in the compliance table is accurate through 2/28/24 and should not be considered conclusive for the entire month.

Sewer Construction/Collection System: One Overflow and one Release occurred during the month of February. The Washington County Industrial Park Extension is underway and is currently 30% complete.

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

NPDES Permit: The WWTP had two exceptions in February due to I&I which resulted in high flow.

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

Coburn O. Rasnick
Director of Environmental Services

Work Orders By Type

02/01/2024 to 02/29/2024 as of 2/29/2024
...Powered By eWorkOrders.com

Status: 2-Closed

Department: Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	236
Total Work Orders:	236

Work Orders By Type

09/01/2017 to 02/29/2024 as of 2/29/2024
...Powered By eWorkOrders.com

Status: 0-Open

Department: Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	116
WW-Requested Work	6
WW-Corrective	13
Total Work Orders:	135

	Current Month	Previous Month	% Change
Work Orders Generated	286	328	-12%
Percentage of Completion	82%	76%	+6%
Work Orders Completed	236	250	-6%

*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.

Jonesborough Water Treatment Facility

Monthly Report

February 2024

For the month of February, the total amount of water processed was 74.820 million gallons, with a daily average of 2.580 million, a maximum of 2.756 million, and a minimum of 2.327 million.

- 2/3- Replaced one of the hoses on our disinfection peristaltic pump that began leaking.
- 2/5- Painted all the pump stands at Woodlawn pump station.
- 2/6- We experienced local internet issues that caused our SCADA system to not work properly. The control board had to be reset multiple times at the Plant and Woodlawn pump station.
- 2/7- Xylem came to disassemble and pick up the two emergency backup diesel pumps that were used in the emergency situation caused by the extreme arctic weather.
- 2/8- Wascon came to quote the SCADA installation for all master meters in our system. Also, we collected first round of bacteriological samples.
- 2/9- Collected TOC, DOC, and fluoride samples to be sent to Waypoint Analytical for our monthly verifications. Also, completed all Monthly Operations Reports and turned them into TDEC.
- 2/12- Jackson Brownfield, with specialty chemicals, came to install a pressure switch in our older Miox unit. He also installed the two-level controllers and transducers for our chemical tanks. We also replaced the battery in our larger tractor.
- 2/13- Completed the electronic reporting process for the compliance monitoring data portal required by TDEC.

- 2/14- Zion Marine came and sent divers down the wet well at the intake to inspect sluice gates and report the amount of sediment that had built up. They also sent divers in the river to inspect the Johnson screens. Repaired ruptured brine booster pump water line used for our disinfection system. The plant was shutdown for 4 hours (9:30am-1:30pm).
- 2/15- Collected second round of bacteriological samples.
- 2/16- Began sanding and scrapping the pump stands at Rockhouse pump station.
- 2/19- Town holiday (Presidents' Day).
- 2/20- Installed new herbicide applicator on the bed of the F-150 for weed control.
- 2/21- Adjusted the sodium hydroxide to obtain optimum pH level.
- 2/22- Blew off Johnson screens and contacted Zion Marine to set a date for the intake sediment cleanout.
- 2/23- Replaced the DPD reagents for our colorimetric chlorine analyzer.
- 2/26- Collected third round of bacteriological samples.
- 2/27- Replaced the electrolytes, electrode, and membrane in our amperometric Cl₂ analyzer.
- 2/28- Completed the 2023 CCR (consumer costumer report) and turned it into TDEC for approval.
- 2/29- Started preparing the February MOR information.
- All pump stations/tanks have been checked and maintenance performed as needed

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

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

2024 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	9	2,995,200.00	16,743.60	9	0	0	0	0
February	7	481,740.74	2,392.01	1	1	4		1
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								
TOTALS	16	\$3,476,940.74	\$19,135.61	10	1	4	0	1

Monthly Total **Year-To-Date**

New House Permits	320,000.00	\$3,315,200.00
New House Permit Fees	1,760.00	\$18,503.60
Commercial Permits	15,240.74	\$15,240.74
Commercial Permit Fees	82.66	\$82.66
Renovations, Additions Permits	146,500.00	\$146,500.00
Renovations, Additions Permit Fees	549.35	\$549.35

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			
April	13	284,035.04	1,662.20	April			
May	25	2,322,195.00	12,791.70	May			
June	32	2,278,158.00	12,529.92	June			
July	36	109,225.15	600.74	July			
August	55	2,021,948.00	10,378.69	August			
September	No Report - Due to Resignation of Building Inspector			September			
October	31	643,786.00	3,755.25	October			
November	55	5,573,016.00	30,769.02	November			
December	5	1,090,173.54	6,270.80	December			
TOTALS	304	\$20,481,626.73	\$115,508.07	TOTALS	16	\$3,476,940.74	\$19,135.61

**TOWN OF JONESBOROUGH
2024 BUILDING PERMITS**

	DATE	OWNER/CONTRACTOR	ADDRESS	TYPE OF CONSTRUCTION	PROJECT COST	PERMIT FEE
February						
	2/6/24	BGIS Intergrated Tech Solutions	1460 East Jackson Blvd	Replace HVAC	14,545.74	80.00
	2/7/24	Clifford McVay	1101 Payne Road	Replace Front Porch	11,700.00	64.35
	2/8/24	Antique Restoration & Design	119 East Main Street	Bracket Sign	695.00	2.66
	2/14/24	BG&MLS Investments	Bittersweet Trail	Grading	64,800.00	100.00
	2/15/24	Soutern Builders Development	463 English Ivy Trail	House	320,000.00	1,760.00
	2/16/24	Liberty Renovations	400 South Cherokee St	Garage Renovations	67,000.00	368.50
	2/27/24	Liberty Renovations	400 South Cherokee St	Garage Renovations	3,000.00	16.50
				TOTAL	481,740.74	2,392.01

DIVISION
OF
SOLID WASTE MANAGEMENT



DIRECTOR'S MONTHLY REPORT

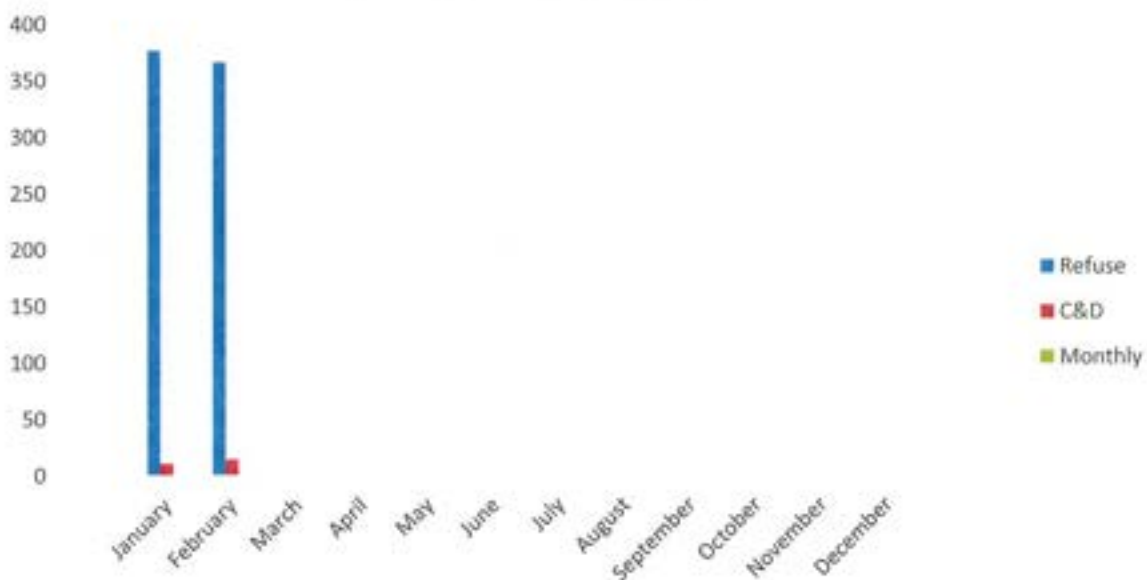
Solid Waste:

During the month of February, the department collected, transported, and disposed of more than 366 tons of Municipal Solid Waste (MSW) at the local landfill (Blountville). The collection, removal, and disposal of MSW represents an essential and viable service for the community and the quality of life. The methods of waste management mentioned above are just one key goal in the efforts to achieve the overall goal of source reduction.

The chart below represents the monthly total tonnage collected from the residential and commercial customers. The chart represents a slight decrease in tonnage collected from the previous month (January). The cost to dispose of refuse at Eco Safe Environmental was \$9,273.68.

Junk Collection: There were 58 house calls requesting bulk items/junk to be collected. This is one of the services that the Town of Jonesborough provides to our local community for a minimal monthly fee.

SW Annual Report 2024



DIRECTOR'S MONTHLY REPORT

FYI:

With the recent decision to discontinue the Curbside (residential) Recycling Collection Program, we must also begin thinking about ending the commercial (cardboard) collection program as well, due to not having the capability to operate the baling machines.

Currently, without any electricity/power to operate the equipment (baling), we are not maximizing our ability to generate the greatest financial return on our investment.

Westrock, from Knoxville, Tennessee was our contact company which we had a good partnership with to collect all our baled OCC (cardboard). In previous years Westrock would always be very fair and competitive with their pricing.

At one time, the market peaked at almost \$180 per ton and the lowest was at \$80 per ton (during covid). Now, without baling any cardboard, Westrock nor any other company will give us top dollar for loose cardboard. Unfortunately, the cardboard is being disposed of in the local landfill.

Recommendation: "Discontinue the commercial cardboard program."

Personnel:

Joshua Peddle, was hired more than one year ago (2022) and has become an excellent employee with the Solid Waste Division in terms of a valuable asset to the department. He was hired to be the Solid Waste Relief Operator and made a lateral transfer into the position of knuckle-boom operator, with the retirement of Tim Hensley.

His knowledge, skills, and abilities will be missed, as he takes on another job with the company of Summers & Taylor's. His confirmation last day of employment will be Friday March 1st.

Howard Brown submitted his letter of resignation, and his last day of employment will be Friday March 8th.

Monthly Report February 2024

Mitchell Calvin, Website and Marketing Specialist

Websites

- Updated the .com home page to show the newest events coming up
- Daily 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
- Post Town Employment openings on the .org site
- Answer/forward email inquiries that come to .com site
- Review websites for broken links etc.
- Track online Employment Applications
- Prepare WePay 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 calendar to show their daily events
- Updated the weekly newsletter on Fridays
- Updating the centers page on the website
- Adding event announcements to the centers page
- Shoot, planned and edited the MyRide video for the Senior Center

McKinney Center

- Monthly marketing meeting to help improve the users experience on the site
- Creating the new Storytown Logo
- Working with the McKinney Center and Marketing Team to revise and improve the first draft
- Creating the Logo guide for the McKinney Center
- Creating webpages for upcoming events

Marketing

- Attended Marketing meetings
- Attended Main Street Meeting
- Attended JAMSA Meetings
- Attending Events meetings with Merchants leading the events
- Creating an Events Page that will show all of the town events in an easy to find webpage
- Creating the layout and design for the Events Page and developing the system to pull the information we need
- Reviewing and collaborating on the new Visitor's Guide
- Attended the Blizzard Conference with the team to learn about how we can market and grow the towns exposure.

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 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
- We are growing the newsletter each week as more and more people find it and subscribe

BMA Livestream

- Learning what would work best for the BMA
- Live Streaming the BMA Meeting

Chocolate Fest

- Updated the .com website with new information
- Created the Circle Signs that they used on Main Street
- Handed out posters to merchants
- Took video for next years promotions for the event

St. Paddy's Day

- Updated the .com website with new information
- Handed out posters to merchants

TN Songwriters Week

- Updated the .com website with new information
- Reviewing Songwriters applications
- Communicating with the songwriters about the event
- Helping prep the day of for the event
- Set up and ran the livestream for the event
- Helped Sam with the sound and sound check before the event

Jackson Theater Video Project

- Working with the marketing and McKinney Center teams to brainstorm ideas for the Jacksons opening.

Analytics

- Mailed out 31 Visitor's Guides in February
- The weekly newsletter is viewed by 350-400 people each week with 25-35 clicks in the newsletters links
- 51 people applied for jobs through our website
- Monitored the Google analytics for the .org, .com, McKinney and Wetlands site
- Town Employment had 1,346 views on the .org site
- Chocolate Fest had 4,227 views on the website which is right around the same views from last years event

	Page title and screen name ▾	+	↓ Views
			21,880
			100% of total
1	Welcome - Town of Jonesborough, Tennessee		8,333
2	Town Employment - Town of Jonesborough, Tennessee		1,346
3	I want to... - Town of Jonesborough, Tennessee		826
4	Senior Center - Town of Jonesborough, Tennessee		784
5	Town Calendar - Town of Jonesborough, Tennessee		741
6	History - Town of Jonesborough, Tennessee		637
7	Water Administration - Town of Jonesborough, Tennessee		591
8	Town Services - Town of Jonesborough, Tennessee		546
9	Property Tax Information - Town of Jonesborough, Tennessee		390
10	Solid Waste & Recycling - Town of Jonesborough, Tennessee		356

	Page title and screen name ▾	+	↓ Views
			14,284
			100% of total
1	Chocolate Fest 2024 - Town of Jonesborough		4,227
2	Town of Jonesborough - Storytelling Capital of the World		2,002
3	St. Paddy's Festival - Town of Jonesborough		1,081
4	Events Archive - Town of Jonesborough		717
5	Sweet Scenes - Town of Jonesborough		513
6	Beautiful: The Carole King Musical - Town of Jonesborough		270
7	Persimmon Ridge Park - Town of Jonesborough		264
8	Storytelling - Town of Jonesborough		254
9	Lodging - Town of Jonesborough		213
10	The Historic Eureka Inn and Event Center - Town of Jonesborough		202

Monthly Report – March 2024

Nora Sword, Marketing and Promotions Coordinator

Social Media

Civic Page

- Promoted Employee of the Month for February
- Posted traffic notices
- Promoted water outage

Historic Facebook and Instagram Pages

- Promoted McKinney Center events
- Occasionally created general posts
- Promoted Easter event
- Promoted Donald Davis
- Promoted St. Paddy's Celebration: fun run, highland games, cows, general posts
- Promoted StoryTown Radio Show
- Promoted Chocolate Fest
- Promoted Tennessee Songwriters

Mainstreet Facebook and Instagram Pages

- Promoted McKinney Center events
- Occasionally created general posts
- Promoted Easter event
- Promoted Donald Davis
- Promoted St. Paddy's Celebration: fun run, highland games, cows, general posts
- Promoted StoryTown Radio Show
- Promoted Chocolate Fest
- Promoted Tennessee Songwriters
- Promoted Sweet Scenes

Other Social

- Posted on Jonesborough Senior Center Facebook page
- Posted on the Chuckey Depot page
- Posted on the Jonesborough Visitors Center page
- Posted on Paws in Blue page

General

- Scheduled and sent reminders for media spots for the McKinney Center, StoryTown Radio Show, Easter, St. Paddy's Celebration, Donald Davis, Chocolate Fest, and Paws in Blue.
- Scheduled weekly media spots for the JBO Radio Show.
- Sent new releases for the Heritage Alliance, McKinney Center, StoryTown Radio Show, Easter, Paws in Blue, Simple Elegance Bridal Show and St. Paddy's Celebration.
- Attended McKinney Center marketing meeting
- Attended JAMSA meeting
- Attended senior center marketing meeting
- Attended Paws in blue meeting and updated brochure/flyers
- Designed tent cards and distributed downtown
- Updated Garden Gala poster and press release
- Created graphic for Heritage Alliance's upcoming events
- Updated McKinney Center's graphic for their upcoming events for the tent cards
- Updated Donald Davis graphic for tent cards
- Updated Sweet Scenes graphic and QR code
- Updated Chuckey Depot Museum graphic for tent cards
- Attended Blizzard Conference
- Attended Main Street Board meeting and took minutes
- Attended BMA meeting and wrote recap for media
- Attended StoryTown Radio Show and took photos. Photos can be found here:
<https://www.dropbox.com/scl/fo/n55w789tsecqwm9hw0c7j/h?rlkey=f3k1him5lbu70jf2tpo3v0kz&dl=0>.
- Attended Solar Eclipse Block Party meeting
- Took photos of senior center pottery and art classes. Photos can be found on Jonesborough Senior Center Facebook page.

MCKINNEY CENTER UPCOMING EVENTS

Feb. 5 | Spring Classes Start

Feb. 12, 1pm | 10 Year Celebration & Commemoration

Feb. 23, 5-7pm | Art Exhibit Reception Carolyn
McLaney and Karen Hitchcock

Feb. 26, 7pm | StoryTown Radio Show presents
"Love Leads the Way". Gala to follow.

Ends Feb. 29 | Membership Drive

Takes place at the McKinney Center.

VISIT MCKINNEYCENTER.COM
FOR FULL DETAILS.

Jonesborough Visitors Center Presents

DONALD DAVIS STORYTELLING CONCERTS



Jonesborough.com

MARCH 25 & 26

7:30 P.M.
VISITORS CENTER
TICKETS \$15
GROUP RATE OF 15 OR MORE
IS \$12 PER PERSON.

423.753.1010

Chuckey Depot Museum *Railroad museum in Jonesborough!*

March - Sept.

Thursday, Friday and Sunday from 1 to 5 p.m.

Saturday from 11 a.m. to 5 p.m.



PAWS IN BLUE

BAR-B-Q

FUNDRAISER

Feb. 23, 5-9 pm at the Senior Center

Dinner, canine
meet & greet, and
silent auction.

To-go orders (from 5-
6:30) are also
part of the fundraiser.
Sit down meals at 6.



Advance sales: Adults - \$25.

Day of sales: Adults - \$30

Kids - \$12, Toddler - \$10

Menu: Pork or chicken BBQ, buns, baked beans,
coleslaw, desserts, tea/water

For tickets, call 423.753.1010 or visit jonesborough.com/tickets



February 2024
Animal Control

[illegible]



TOWN OF JONESBOROUGH

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

Street Department

Monthly Report

February 2024

Even with the usual cold and wet weather, the month of February did provide several opportunities to further some ongoing construction projects for the Street Department. Forces completed a pedestrian bridge replacement project, completed backfilling yards/areas adjacent to the sidewalk construction projects on W. Main Street and Oak Grove Avenue, as well as re-painting some cross walks in town and updating signage. Forces continued to remove equipment and tools from the former Street Department facilities so the building could be removed from the existing site. Forces removed concrete parapet walls so the newly enclosed equipment shed would have better accessibility and usefulness, and performed normal Street Department/Public works duties.

Work continued on the pedestrian bridge on the walking trail over Barkley Creek. Forces had previously installed and attached the steel I-beams to the existing prepared concrete abutments. Forces now placed the wooden portions of the bridge, wrapping the steel bridge beams for concealment, placing and fastening decking boards, and placing and fastening hand rails and balustrades. Forces placed large wooden posts to support sections of ramps that would attach to the bridge ends. Forces then placed the decking onto the wooden approach ramps, as well as sections of protective hand railing beyond the bridge to prevent pedestrians from getting too close to the stream/channel. Forces placed stone in scoured areas of the channel to prevent future scour/erosion of the channel. Forces removed a pair of broken locust trees that were leaning heavily towards the nearby wetland area. Forces completed the bridge construction, with only the asphaltting of the approaches leading to each end of the bridge remaining incomplete.

Forces used top soil to backfill areas behind/beyond newly placed concrete sidewalks on W. Main Street. Forces completed work on W. Main Street, and moved to the Oak Grove Avenue and Locust Street portions of the sidewalk project. Forces rolled on 'cure & seal' concrete sealer to all new/unsealed sidewalk pours on Oak Grove and Locust Street. Forces raised water meter boxes and sewer clean-outs along the ROW areas of Oak Grove Avenue. Forces reset the meter boxes and sewer pipes to be accessible when the grade was raised to blend in with the newly placed sidewalk elevation. Forces excavated and poured a new concrete base for existing Historic Marker on Oak Grove Avenue. Forces then placed and secured the marker to its new mounting base and painted the fluted post. Forces placed top soil, grass seed and straw in the ROW areas behind the

new sidewalks. Forces also performed similar duties on a section of sidewalk that had been poured along Locust Street. Forces sealed the concrete, placed top soil, sowed grass seed and straw for moisture retention and sediment control. Forces also sowed grass seed and placed straw in two areas of the Lincoln Park project, adjacent to the Senior Center.

Forces used a short period of dry weather to repaint some faded crosswalks, and to place updated crosswalk signage on E. Main Street near the Senior Center. Forces also performed grading operations in the alley ways in New Halifax, due to recent heavy rains creating some rutting along some of the gravel alleys. Forces placed asphalt patch in locations within New Halifax to repair some potholing.

Street Forces worked on less-than-optimal weather days to remove tools and equipment from the former Street Department facility. Forces also loaded out the 'sign room' from the now condemned building. Forces placed sign materials, tools and small equipment into connex boxes, job trailers etc. Forces also used equipment and concrete saws to cut/remove a short pony wall surrounding the newly 'sheathed' large equipment shed that is shared by the Street Department and the Solid Waste Department. The pony wall needed removal so the equipment bays could more easily be accessed. Forces were alerted by Bright Ridge Forces, concerning a 'sinkhole' opening up on the road shoulder of Persimmon Ridge Road. Forces explored the location and internal area of the sinkhole, which was adjacent to the road itself. Forces ordered and placed 2 cu/yds of flowable fill concrete to seal the sinkhole. Forces used tractors with mower attachments to mow ROW's throughout town. Especially following wet/cold/snow events, Forces remained diligent in patching offending potholes throughout town.

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

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

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

Director of Streets
Malcolm Highsmith

Street Department – 1320 – February 2024 Daily Work Record (DWR)

2/1/2024

1. Street Department Forces used concrete sealer to seal freshly poured sidewalks on W. Main Street and Oak Grove Ave
2. Forces painted bridge beams to prohibit rusting of steel I-Beams
3. Forces used concrete sealer to seal concrete sidewalk on west side of Senior Center
4. Forces washed mini-excavator so hydraulic leak could be located and taken to Fleet Maint. for repairs
5. Forces patched potholes on Jackson Blvd near Pals, on Boone Street, W. College St and W. Main Street @ bridge/overpass
6. Forces repaired damaged to alley apron in New Halifax. Forces used the asphalt roller to roll/compact stone in all alleys in the New Halifax subdivision
7. Forces washed salt off Freightliner dump truck and the back-hoe after transporting road salt that had been temporarily stored @ the WCHD facility

2/2/2024

1. Street Department Forces used back-hoe to move jersey barriers @ salt bin to define salt bin storage space
2. Forces used the JD 230 to stack brush for Solid Waste Department so that track-hoe could be taken to demolish the damaged Street/Solid Waste building
3. Forces repaired/extended downspouts @ the Street/Solid Waste equipment shed
4. Forces used sweeper truck to sweep down town streets
5. Forces moved block sand from Street equipment shed to 'top of the hill' for later usage
6. Forces took grade shots for street light posts @ Lincoln Park

2/5/2024

1. Street Department Forces removed tools and equipment from Street Department facility, and placed into connex box/trailer for storage while existing damaged building is removed
2. Forces provided traffic control for WCHD in (4) locations so paint striping could be applied. Forces provided traffic control on Persimmon Ridge, Headtown Road (north and south ends), Boones Creek Road and Skyline/Rocky Hollow Roads
3. Forces placed (2) No Passing signs on Boones Creek Road in predetermined locations
4. Forces repaired the traffic mirror on Forest Circle, as the mirror had come loose from it's backing plate
5. Forces repaired/replaced signage in several locations. Forces straightened signs on Rocky Hollow Road. Forces repaired signage @ intersection of Payne/W. College due to vehicular strike. Forces straightened STOP signage @ intersection of N. Cherokee St and Jackson Blvd.

2/6/2024

1. Street Department Forces repaired damage to grass median in 400 block of E. Main St. Forces repaired tire ruts in grass median due to USPS mail carrier driving in that area. Forces placed seed/straw on repaired areas of median of E. Main Street.
2. Forces placed small amount of top soil in yard @ 260 E. Main Street to level yard after previous drainage piping installation. Forces then sowed grass seed and placed straw for erosion prevention and moisture control. Forces had waited for original backfill of top soil to settle, so that the top layer of top soil could be applied and the area final dressed. This concluded the joint drainage project btwn Town and resident of 260 E. Main St
3. Forces repaired an area of ROW @ intersection of Boones Creek Road and Jackson Blvd due to a large truck tearing up an area of the ROW. Forces brought in top soil, repaired the area, then placed grass seed and straw for moisture retention and erosion control

2/7/2024

1. Street Department Forces hauled a load of Grade D base stone for road repairs of West Hills Drive due to washout of road shoulder. Forces placed and graded stone, used an asphalt roller to compact the stone. Forces used equipment to cut a diversion ditch on the south side of West Hills Drive to prevent future erosion of the gravel based town street extension
2. Forces inspected the storm water holding pond adjacent to the 4 Oaks facility. Forces removed small branches and a minor amount of brush from the area near the riser pipe. Forces inspected the surrounding berms near the holding pond. The pond @ the 4 facility is functioning as designed.
3. Forces inspected flat storm water inlet drain located near the driveway of 309 Berkley Court. The drain inlet was clear and functioning as designed.
4. Forces dressed Waste Water road cut on Allison Drive by adding and compacting stone
5. Forces trimmed evergreen tree obstructing line of sight @ corner of Jenny Lane and Stage Road
6. Forces placed base stone to repair gravel driveway apron @ 616 N. Cherokee Street. The driveway aprons on this segment of N. Cherokee Street will be asphalted as soon as possible. This is part of the N. Cherokee St. road improvement project

2/8/2024

1. Street Department Forces worked with the Bob Gilham paint striping crew in several locations in town as that crew painted crosswalks. Forces provided traffic control on N. Lincoln Ave and Persimmon Ridge Road. Forces placed all signage to detour traffic away from the corner of Oak Grove Ave/W. Main Street. Forces performed traffic flagging operations on Persimmon Ridge as the paint crew painted that crosswalk
2. Forces used open broom sweeper in advance of WCHD placing paint striping on Depot Street and Boones Creek Road. Forces worked with WCHD Forces and JPD Forces on Boones Creek Road during paint striping operations. Town Forces assisted with traffic control (arrow board etc).
3. Forces excavated and loaded top soil from Fleet Maint dirt pile to use in backfilling Oak Grove sidewalk project

2/9/2024

1. Street Department Forces went to quarry for dump truck load of #10 stone for a small partnered project w/Parks & Rec. @ the new K-8 school on Monday
2. Forces repaired displaced manhole cover @ intersection of W. Jackson Blvd and Headtown Road across from Weigels. The manhole cover is atop a drainage structure junction box. Periodically, tractor trailers somehow manage to drag the lid off the structure. Forces placed cold patch asphalt to hold the manhole lid into place, and removed debris near the site
3. Forces inspected, cleaned and maintained storm water inlets due to impending 2" – 3" upcoming rain event over the weekend.
4. Forces inspected the storm water holding pond adjacent to the 4 Oaks facility. Forces removed small branches and a minor amount of brush from the area near the riser pipe. Forces inspected the surrounding berms near the holding pond. The pond @ the 4 facility is functioning as designed.
5. Forces inspected flat storm water inlet drain located near the driveway of 309 Berkley Court. The drain inlet was clear and functioning as designed.
6. While cleaning storm drains, Forces noticed a large amount of mud in road, and a concrete truck washing out on road shoulder of Union Church Road. Forces spoke with the Building Inspector and Contractor (Scott Britton), then proceeded to mobilize to the clean the large traffic hazard. Forces mobilized manpower and equipment to clean the large area of 'track out' from the construction site. The contractor will be receiving an invoice for the damage/clean – up.
7. Forces used excavator to contour a ditch to protect road shoulder of West Hills Drive. Forces loaded and removed the spoil offsite
8. Forces formed/poured hydraulic cement ledge behind heating units @ Fleet Maint facility to prevent water from entering block wall @ west end of building. Forces also used silicone to seal pipe protuberances in block west wall of Fleet Maint/Water Dept. building

2/12/2024

1. Street Department Forces assisted Parks and Recreation Forces @ the new K-8 school to place #10 stone in 600 SF excavated area near the CDC playground. Forces had previously hauled the stone from the quarry. Forces used labor and equipment to place and level the stone along side P & R Forces
2. Forces repaired sunken area adjacent to drop inlet drain structure in Jimmy Neal Smith Park behind ISC. Forces removed the grating and top, which had been knocked slightly off the drainage box, cleaned the area of debris/sediment, and reset the top/grate. Forces used masonry screws to fasten the grate onto the drain box/structure, then used cementitious mix to grout the top into place
3. Forces placed (3) sandbags @ the residence on May Drive to prevent water runoff from the street to go into front yard. A rolled curbing repair needs to be accomplished
4. Forces repaired drop inlet/drain inside Jimmy Neal Smith park

2/13/2024

1. Street Department Forces cleaned out equipment room in former Street Department building. Forces placed equipment in connex box for storage
2. Forces reshaped/cleaned drain @ corner of Visitors Center lot as siltation had stopped up drainway to creek. Forces used a back hoe to reshape the drain swale/area. Forces sowed grass seed and placed straw for moisture retention
3. Force re-seeded grass area between the Senior Center and Lincoln Park
4. Forces inspected the storm water holding pond adjacent to the 4 Oaks facility. Forces removed small branches and a minor amount of brush from the area near the riser pipe. Forces inspected the surrounding berms near the holding pond. The pond @ the 4 facility is functioning as designed.
5. Forces inspected flat storm water inlet drain located near the driveway of 309 Berkley Court. The drain inlet was clear and functioning as designed.
6. Forces used tractor and box blade to smooth gravel in alley ways in New Halifax. Forces used asphalt roller to compact gravel alley ways
7. Forces removed and repaired traffic mirror on Forest Circle
8. Forces used arrow board to direct traffic on Jackson Blvd tree trimming operations. Forces set out 'men working ahead' signage on Jackson Blvd
9. Forces used brush truck to load and remove all brush associated w/tree trimming operations on Jackson Blvd

2/14/2024

1. Street Department Forces removed equipment from equipment room in former Street Department facility into connex box for storage
2. Forces spotted and hand dug hole for historic marker on Oak Grove Avenue. Forces concreted historic marker post into ground in new location on Oak Grove Avenue
3. Forces removed section of damaged roadway on Turnpike Ct and on Landon Trail. Forces based in stone material and compacted in both these locations
4. Forces moved signage on W. Main St near new pedestrian crossing as the signage was now blocked by crossing signage. Forces relocated the signage
5. Forces raised water meter boxes and sewer cleanouts on Oak Grove Avenue in advance of backfilling operations

2/15/2024

1. Street Department Forces painted new sign post for historic marker on Oak Grove Avenue.
2. Forces used traffic control so cross walk btwn Senior Center and New Halifax could be repainted. Forces also painted STOP bar @ New Halifax St. Forces painted STOP bar @ Walton Street & E. Main St

3. Forces used vacuum truck to clean up debris on town streets
4. Forces used open broom truck to sweep loose driveway gravel from streets following storm wash out
5. Forces continued moving equipment from existing Street Dept. shop and placing into connex box for storage
6. Forces reinstalled traffic mirror on Forest Circle and adjusted the aim of the mirror

2/16/2024

1. Street Department Forces loaded and transported wood to build pedestrian bridge over Barkley Creek on walking trail. Forces wrapped steel bridge beams (I – beams) with treated lumber.
2. Forces used excavator to remove raveled asphalt shoulder @ 507 Pine Street. Forces placed correct base stone in the excavated area
3. Forces repaired potholes @ Pals, John Sevier Street, John Green Road, Bowman Avenue, Depot Street, 2nd Avenue and Stage Road

2/20/2024

1. Street Department Forces placed decking boards on pedestrian bridge over Barkley Creek. Forces fastened handrailing onto section of bridge.
2. Forces used rollers and 'cure and seal' to seal newly poured sidewalks on Oak Grove Avenue
3. Forces patched pothole on Oak Grove Avenue near Jackson Park Church lot entrance
4. Forces cleaned silt along speed tables near 118 S. Lincoln Avenue
5. Forces cleaned storm drains on S. Cherokee Street

2/21/2024

1. Street Department Forces continued to mount handrail posts and handrail on pedestrian bridge over Barkley Creek
2. Forces trimmed trees/tree limbs from around walking trail adjacent to new pedestrian bridge
3. Forces mounted Historic Marker onto newly placed post on Oak Grove Avenue
4. Forces backfilled along back side of sidewalks on Oak Grove Avenue
5. Forces trimmed tree on W. Main due to blocking line of site to newly placed TDOT crosswalk

2/22/2024

1. Street Department Forces cut/removed existing asphalt @ pedestrian bridge approaches so new/future asphalt could tie into new bridge elevations. The new bridge sits lower than the previous bridge in this location
2. Forces removed wind damaged/leaning tree adjacent to pedestrian bridge over Barkley Creek. The tree was in danger of falling into the wetlands. Forces cut/removed the tree and loaded out to brush/recycle yard
3. Forces excavated and loaded out (3) loads of top soil from Fleet Maint stockpile to use as backfill along back side of sidewalks on Oak Grove Avenue
4. Forces backfilled along sidewalk on Locust Avenue

2/23/2024

1. Street Department Forces loaded and hauled mud from school playground project for Rachel and the Operations Manager. Forces offloaded the mud near Thompson Meadow lane to use as backfill after the material dries
2. Forces inspected the storm water holding pond adjacent to the 4 Oaks facility. Forces removed small branches and a minor amount of brush from the area near the riser pipe. Forces inspected the surrounding berms near the holding pond. The pond @ the 4 facility is functioning as designed.
3. Forces inspected flat storm water inlet drain located near the driveway of 309 Berkley Court. The drain inlet was clear and functioning as designed.
4. Forces rolled (2) coats of Thompson Water sealer onto Education Building floor to seal concrete
5. Forces cleaned out dump truck after hauling mud from school project
6. Forces worked @ pedestrian bridge over Barkley Creek in between rain storms. Forces set posts for ramp onto bridge on west end of bridge

2/26/2024

1. Street Department Forces constructed wooden ramp onto pedestrian bridge @ west approach to bridge
2. Forces constructed handrails on east side of new pedestrian bridge over Barkley Creek
3. Forces set posts into concrete onto west side of pedestrian bridge ramp
4. Forces repaired 'sink hole' on road shoulder of Persimmon Ridge Road near 1190 Persimmon Ridge Road. The sink hole went slightly under roadway, but showed no apparent water/sewer leaks. Forces placed 2 Cu/Yds of 'flowable fill' concrete supplied by Summers Taylor concrete

2/27/2024

1. Street Department Forces completed wood portion (extended handrails, balustrades) on the pedestrian bridge over Barkley Creek connecting both ends of the walking trail. Forces prepped for asphalt placement of the trail tie-ins @ bridge approaches. Forces loaded and removed remaining brush from the area that had been removed during the bridge construction process
2. Forces replaced 45 mph signs with 30 mph signs on Boones Creek Road
3. Forces placed No Parking sign @ residence on 120 S. Cherokee Street (Mr. Billington)
4. Forces completed grading, sowing grass seed and placing straw for moisture retention and sediment control on the Oak Grove Ave and Locust St sidewalk projects. Forces had previously placed top soil to backfill behind sidewalks.
5. Forces concreted posts into place on Barkley Creek pedestrian bridge

2/28/2024

1. Street Department Forces cut/removed 'knee' walls at Street/Solid Waste equipment shed so that vehicles could drive into the shed. The knee walls were placed there when the shed was used for composting. Forces cut the short concrete walls, turned them over and cut/removed rebar attaching the walls to the concrete floor
2. Forces cleaned mud from roadway on New Hope Road. The contractor was given a warning by the Director
3. Forces loaded and delivered mini excavator to 171 S. Cherokee St for Waste Water Forces. WW did not have utility trailer available to haul the piece of equipment
4. Forces repaired speed limit sign on Sweetgrass Lane. A motorist had impacted the sign, which was leaning over

2/29/2024

1. Street Department Forces loaded and transported sheet metal siding to the firing range for JPD to use on their shed roof. The metal was salvaged from another building that had been torn down previously and the metal was saved
2. Forces loaded/donated some 6x6 posts to JPD for construction of shed. Forces were clearing out Street dept. facility so it could be torn down
3. Forces used boom mower to mow ROW's on Boones Creek Road and several other locations throughout town
4. Forces moved manhole cover back into place @ intersection of E. Jackson Blvd and Headtown Road. The cover had been moved off its base by passing trailer
5. Forces patched potholes on W. College St.
6. Forces excavated ditch to relieve water flow on road shoulder of Union Church road



Cameo Waters

Director of Tourism & Main Street

February 2024 Monthly Report

Updates and Projects

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

Main Street and Downtown Update

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

Involved in assisting JAMSA with event planning and marketing- finished out Chocolate Fest and then began helping to plan The Eclipse Out of this World Block Party

Completed uploading our Main Street Jonesborough Program annual report into the new national programming portal

The Economic Vitality Committee met to further discuss the business inventory and the holiday lights. Below are the highlights from that meeting:

We may create adding a business profile for each business to our inventory spreadsheet. This might be a "Phase 2" item to be done after we get all the property information input.

It was suggested that we add a contact block to our inventory spreadsheet with tenant/business owner contact information to make it easier to get in touch with the occupant for grants, events, etc.

The committee decided to go with a more vintage feel this year including fewer colors within the lights and vintage deep red bows.

The committee briefly discussed ideas for Christmas events, there will be more discussion on that as we go through the year.

Met with a group from FTDD along with Glenn to get more information about the DIG grant

Tourism update

Continued working with Visit JC and other regional partners on large events coming to the area in a year (motorcoach association and Miss TN pageant and the travel writers association) We nailed down more details for the motorcoach group

Attended Northeast TN Tourism Board and Pinnacle Award planning meeting

Prepped for our legislator visits that will be held in March

Attended TDTD's Blizzard Conference

Marketing

The Jackson Theatre Video project took up a hefty portion of my month. We bid the project out and have recommended a group to the BMA, DV Entertainment

2024 marketing planning continued as well as discussion on future ARP dollars

We have held two more meetings with Creative Energy, the agency doing our Visitors Guide.

Marketing was heavy for Chocolate Fest and the St. Paddy's Festival

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

Spent time with numerous media outlets to market events via TV, radio, and print

Photographed and edited photos for the McKinney Center's 10-year Celebration event

Spent a large amount of time on the events guide, StoryTown rack card, and StoryTown logo creation

Events

Hosted the TN Songwriters Event

The St. Paddy's event and first annual parade have taken up most of my time this month. We are hosting more activities for this event than ever before.

Assisted in planning and working JAMSA's Chocolate Fest

Began lining up food trucks for Brews & Tunes



February 2024 Monthly Report

Amber Crumley, Director of Special Events

- Ticketing duties for February 2024 completed:
 - February 2024 ticketing revenue and donation through the ticketing site was \$55,021.00.
 - Completed event audit & financials for: JRT's Dearly Beloved, TN Songwriters Event, JAMSA's Chocolatefest, February StoryTown Radio Show, Paws in Blue BBQ Fundraiser.
 - Input tickets to sell: Paws in Blue BBQ Fundraiser, March StoryTown Radio Show.
- Completed payables and purchase order requisitions for the Old Town Emporium, Department of Tourism and Visitors Center.
- Completed the Stripe transaction reconciliation for all ThunderTix February 2024 transactions/payouts and submitted to Gina Larkins and Janet Jennings.
- Continue to assist Matt Gulley with ideas, merchandising and ordering for the Olde Town Emporium.
- Worked with Phil Fritts and Trimble on the installation of two ADA accessible entrance/exits at the Visitors Center.
- Attended the February supervisors meeting at the Visitors Center.
- Attended a few meetings with the Tourism/Marketing and McKinney Center staff to discuss plans for story gathering and a video for the Jackson Theatre grand opening.
- Organized and attended a meeting with Afton's Maple Grove Syrup Farm to carry their local syrups in the Old Town Emporium. We will begin carrying in March.

- Assisting with updates and a new cover for our official Jonesborough Visitors Guide.
- Continue to meet with Sam Love on plans, bands, food trucks and sponsorships for the 2024 MOTS season, which will kick off on May 3rd.
- Attended the February JAMSA Board Meeting to discuss Chocolate Fest and upcoming events.
- Updated all of our Music on the Square sponsorship material to begin working on donations for the 2024 season.
- Worked the ticket table for JAMSA's Chocolate Fest event.
- Attended the McKinney Center's Anniversary Celebration as well as their bench dedication.
- Attended a meeting with T. McLeod to begin plans for our Memorial Day and Veterans Day Celebrations.
- Continue working with Jeff Gurley on a new, upcoming, event for JAMSA, Masters on Main which will take place on April 13th from 2pm-7pm.
- Attended a mandatory staff safety training held at the Visitors Center.
- Attended the February Main Street Board meeting. I gave an update on Chocolate Fest as well as information on our upcoming town events.
- Assisted Cameo Waters with budget requests for our department.
- Added our spring events to the town's Google calendar.
- Attended the February Economic Vitality Subcommittee meeting at the Visitors Center.
- Attended a host meeting, lead by Matt Gulley, to discuss upcoming events, new merchandise, a plan for "Get to Know the Visitors Center Hosts" social media initiative, and ideas for an update to our host manual.
- Attended a meeting with members of the Chuckey Depot advisory board to discuss plans for their rental/venue status.

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

Consent Agenda

DATE: MARCH 11, 2024 AGENDA ITEM #: 7

SUBJECT: Approve Staff Removing Brush from Jackson Height Apts Access Road

BACKGROUND:

As a result of the August 15, 2023 storm, several large trees were blown onto power lines at Jackson Heights Apartments located off of West Jackson Boulevard. The trees had to be removed from the lines to restore power to this area, as well as West Jackson Boulevard. As a result, large piles of brush were left.

The Town has been requested to remove the brush. Jackson Heights Apartments and the street entering the apartment complex, where the brush is located, is private property. Staff are not authorized to remove brush from the private property.

The Board of Mayor and Alderman may take official action to approve Town staff to remove the brush due to special circumstances such as the issue related to the storm and powerlines mentioned above.

RECOMMENDATION:

Approve Town staff to remove the brush from the Jackson Heights Apartment access road due to special circumstances resulting from the August 15, 2023 storm, as presented.

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

Consent Agenda

DATE: MARCH 11, 2024 AGENDA ITEM #: 8-a

SUBJECT: Special Event Request – May 4th Star Wars Day

BACKGROUND:

We have received a Special Events Application from Mary Grace Wooten for the "Star Wars Day" sponsored by JAMSA on Saturday, May 4, 2024, with the event starting at 1:00 PM and ending at 8:00 PM. Total time for event setup and take down is from 12:00 PM to 9:00 PM. The purpose of the event is to bring new and returning visitors to our area. Businesses will be serving food and beverage samples and providing various outdoor activities downtown. The estimated number expected to attend is 2000 and the estimated number of town citizens expected to either participate in and/or view the event is 300. Request for services include police and security, signage, communications and/or publicity, and refuse collection.

A request for street closure is included as part of their application (shown on map), asking for Main Street to be closed from Fox Street to First Avenue on Saturday, May 4th from 11:00 am until 11:00 pm, or earlier if police deem it safe for re-opening. Any other streets will be closed by the Police Department on an as needed basis.

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

RECOMMENDATION:

Approve the Star Wars Day Special Event Application sponsored by JAMSA on Saturday, May 4, 2024, from 1:00 PM to 8:00 PM; and for Main Street to be closed from Fox Street to First Avenue by 11:00 AM until 11:00 PM, or earlier if police deem it safe for re-opening, 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 Mary Grace Wooten

2/21/24

Address 219 Emma Grace Dr

Jonesborough TN 37659

Phone 423 930 8215

Fax _____

Email simpleelegancetn@yahoo.com

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 Sonesborough

Purpose JAMSA's purpose is to promote business activity in Sonesborough, to develop a sense of cooperation between merchants, businesses, and the town of Sonesborough, and to organize, direct, and implement activities that enhance business and the town.

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:

May 4 every year

Event Information:

Name of Event Star Wars Day

Description & Purpose of Event Star Wars Day will bring new faces to town to enjoy food and beverage samples inside stores and participate in outdoor activities downtown. No alcohol will be served.

Dates and hours of event 5/4 1-8 PM Estimated number expected to attend 2,000

Estimated number of town citizens expected to either participate in and/or view the event 300

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.)

**JAMSA's May the 4th Star Wars Day Event 2024
Special Event Permit Application**

1. **Hold Harmless Agreement-** See attached
2. **List of pre-events and post-events-** None
3. **Map with city streets-** See attached

4. **Outline of your publicity plan-**

Event organizers will work closely with the Town's Marketing team and will utilize the below forms of marketing to promote the event.

- **Press Releases**

Press releases and announcements will be written by the Marketing Team and reviewed by the Team and JAMSA members. This will then be distributed to all media outlets.

- **Social Media**

Social media will be the primary source of marketing. This platform will be utilized throughout the season and handled by the Marketing Team as well as JAMSA members to post on the JAMSA pages.

- **Website**

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

- **Post Event Publicity**

The Marketing Team will create post event social media posts.

- **Media Relations**

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

- **Printed Pieces**

Posters, table tents and handouts will be distributed throughout Town and in the surrounding areas.

5. **Security Plan- Parking**

- A. Main Street needs to be blocked to all motorized traffic starting Saturday, May 4 by 11 a.m. until the event is over at 11 p.m. or when the police deem it safe to reopen the streets.
- B. Any other streets will be closed by the Police Department on an as needed basis.
- C. Handicap Parking- Visitor's Center parking lot, spaces next to the Christian Church on Fox Street and spaces in front of Boone Street Market and the Visitors Center parking lot beside the sidewalk

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 checked="" type="checkbox"/> Police and Security	<input checked="" type="checkbox"/> Refuse Collection
<input type="checkbox"/> Street Cleaning	<input type="checkbox"/> Event Preparation/Beautification
<input checked="" type="checkbox"/> Signage	<input type="checkbox"/> Parking
<input checked="" type="checkbox"/> Use of facilities – Facility <u>front of courthouse, ISC plaza</u>	Dates & Hours <u>May 4, 12-9 PM</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: 2/21/24 Signature: 
Print Name: Mary Grace Wooten
Title: SAMSA vice president

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: 2/21/24 Signature: 
Print Name: Mary Grace Wooten
Title: SAMSA vice president

Witness: _____

Town Of Jonesborough, Tennessee

Special Event Permit Application

EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the 21st day of February, 20 24, in the Town of Jonesborough, County of Washington, State of Tennessee

The parties to the agreement are the undersigned Jonesborough Area Merchants and Service Association,
(Name of Organization or Sponsor)
called "indemnitor", and the Town of Jonesborough, Tennessee, call "indemnitee."

Indemnitor has submitted a Special Event Permit Application to indemnitee. The agreement is attached as Exhibit 1 to that application. Approval of that application is expressly conditioned on the execution of this agreement, indemnitee has agreed to review for approval the application for a special event and if approved to allow the indemnitor's special event to take place within the limits of the Town of Jonesborough in consideration of the indemnitee'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 indemnitee from any liability, loss or damages indemnitee may suffer as a result of claims, demands, costs, or judgments against it arising out of the operation within the limits of the Town of Jonesborough, County of Washington, State of Tennessee, of the special event outlined in the application or the management thereof.

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

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

SECTION II

Period Covered

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

SECTION III

Expenses, Attorney's Fees, and Costs

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

SECTION IV

Interest

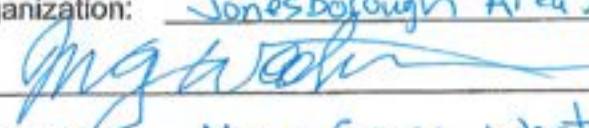
Indemnitor agrees to pay indemnitee interest at the rate of ten percent per annum or any necessary expenses or costs incurred by indemnitee in the enforcement of this indemnity contract, or on any sums indemnitee is obligated to pay with respect to the matters to which indemnity is given in the contract, 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 Area Merchants & Service Association
By: 
Printed Name: Mary Grace Wooten
Title: SAMSA vice president

STATE OF TENNESSEE
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Mary Grace Wooten, 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 Vice President (title) of JAMSA (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 21 of February, 2024.

Donna Freeman
NOTARY PUBLIC

My Commission Expires:

04-29-2026





JONEARE-01

TIFF

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/20/2024

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 Widener Insurance Agency Inc. 607 Baxter Street Johnson City, TN 37601	CONTACT NAME: PHONE (A/C, No, Ext): (423) 926-7151 FAX (A/C, No): (423) 926-1825 E-MAIL ADDRESS: sandrad@widenerins.com
INSURED Jonesborough Area Merchants PO Box 695 Jonesborough, TN 37659	INSURER(S) AFFORDING COVERAGE INSURER A: Auto Owners Insurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 18988

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 LYL	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			03818047	5/12/2023	5/12/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 HIRED AND NONOW \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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 in regard to the General Liability

5/4/24 - JONESBOROUGH STAR WARS DAY

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

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

Consent Agenda

DATE: MARCH 11, 2024 AGENDA ITEM #: 8-b

SUBJECT: Special Event Request – Garden Gala

BACKGROUND:

The Jonesborough Schubert Club is sponsoring and submitting a Special Event Permit application to hold the 28th Annual Garden Gala on Saturday, June 1, 2024, from 9:00 AM to 5:00 PM. The request includes the use of the Jonesborough Visitor Center, the Visitor Center parking lot and grounds, the Town's sidewalk area in front of the Courthouse downtown, and the front plaza of the Storytelling Center. The parking spaces along the ISC Plaza need to be coned off early in the morning or late the night before to give vendors setting up in the Plaza a place to unload. The tables and chairs will need to be moved from the Plaza and then returned after the event, especially since Brews and Tunes starts Sunday, June 2nd. They estimate 400+ visitors to the event. The Garden Gala is a quality event bringing a lot of people to Jonesborough.

Request for support services includes: Communications and/or publicity, Refuse Collection.

There are no street closings associated with this event. The suggested gardens are as follows:

1. Kennedy (Main and Washington)
2. February Hill Quilting Retreat House (College St & 1st)
3. Hawley (E Woodrow Ave)
4. Florence (E Woodrow Ave)
5. Library Garden (Sabin)
6. Buchanan (E Main St)
7. Haynes (E Main St)
8. Adam's Lyon (E Main St)
9. Cook (Spring St)
10. Kavanaugh (E College St)

Public Safety will work directly with the Schubert Club on any safety features needed during the time of the event, whether through signage, safety cones, etc.

The Hold Harmless Agreement and Insurance have been received.

RECOMMENDATION:

Approve the Special Event Permit for the Garden Gala to be held Saturday, June 1, 2024, authorizing the use of facilities and grounds requested in the Special Event application, as well as coning off of the parking spaces as needed, 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 Nancy Trivett

2-20-24

Address 75 Chester St

Jonesborough TN 37659

Phone 770-337-5947

Fax N/A

Email trivett-d @ bellsouth.net

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 The Schubert Club

Purpose Annual Garden Gala

Is this a recurring Special Event? ☒ Yes ☐ No

Special Events that are recurring require the annual approval of the Board of Mayor and Aldermen. This permit application shall provide a schedule for the term of a recurring event:

Event Information:

Name of Event The Annual Garden Gala

Description & Purpose of Event Annual tour of Jonesborough gardens with bus transportation and garden related vendors on the 1st Plaza & in front of the courthouse.

Dates and hours of event Sat, June 1, 2024 Estimated number expected to attend 400+

Estimated number of town citizens expected to either participate in and/or view the event 200

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)

<input type="checkbox"/> Police and Security	<input checked="" type="checkbox"/> Refuse Collection
<input type="checkbox"/> Street Cleaning	<input type="checkbox"/> Event Preparation/Beautification
<input type="checkbox"/> Signage	<input type="checkbox"/> Parking
<input checked="" type="checkbox"/> Use of facilities – Facility <u>Visitor Ctr + ISC Plaza</u>	Dates & Hours <u>6-1-24 9-5</u>
Space and staffing needs <u>Front of Courthouse</u>	
<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: 2-20-24 Signature: Nancy H. Trivett
Print Name: Nancy H. Trivett
Title: Garden Gala Chairperson

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: 2-20-24 Signature: Nancy H. Trivett
Print Name: Nancy H. Trivett
Title: Garden Gala Chairperson

Witness: _____

Town Of Jonesborough, Tennessee

Special Event Permit Application

EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the 20 day of February, 2024, in the Town of Jonesborough, County of Washington, State of Tennessee

The parties to the agreement are the undersigned The Schubert Club
(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.

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: The Schubert Club

By: Nancy H. Trivett

Printed Name: Nancy H. Trivett

Title: Garden Gala Chairperson

STATE OF TENNESSEE
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Nancy Trivett, 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 Chairperson (title) of Garden Gate (for The Schubert Club) (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 21st of February, 2024.

Donna Freeman
NOTARY PUBLIC

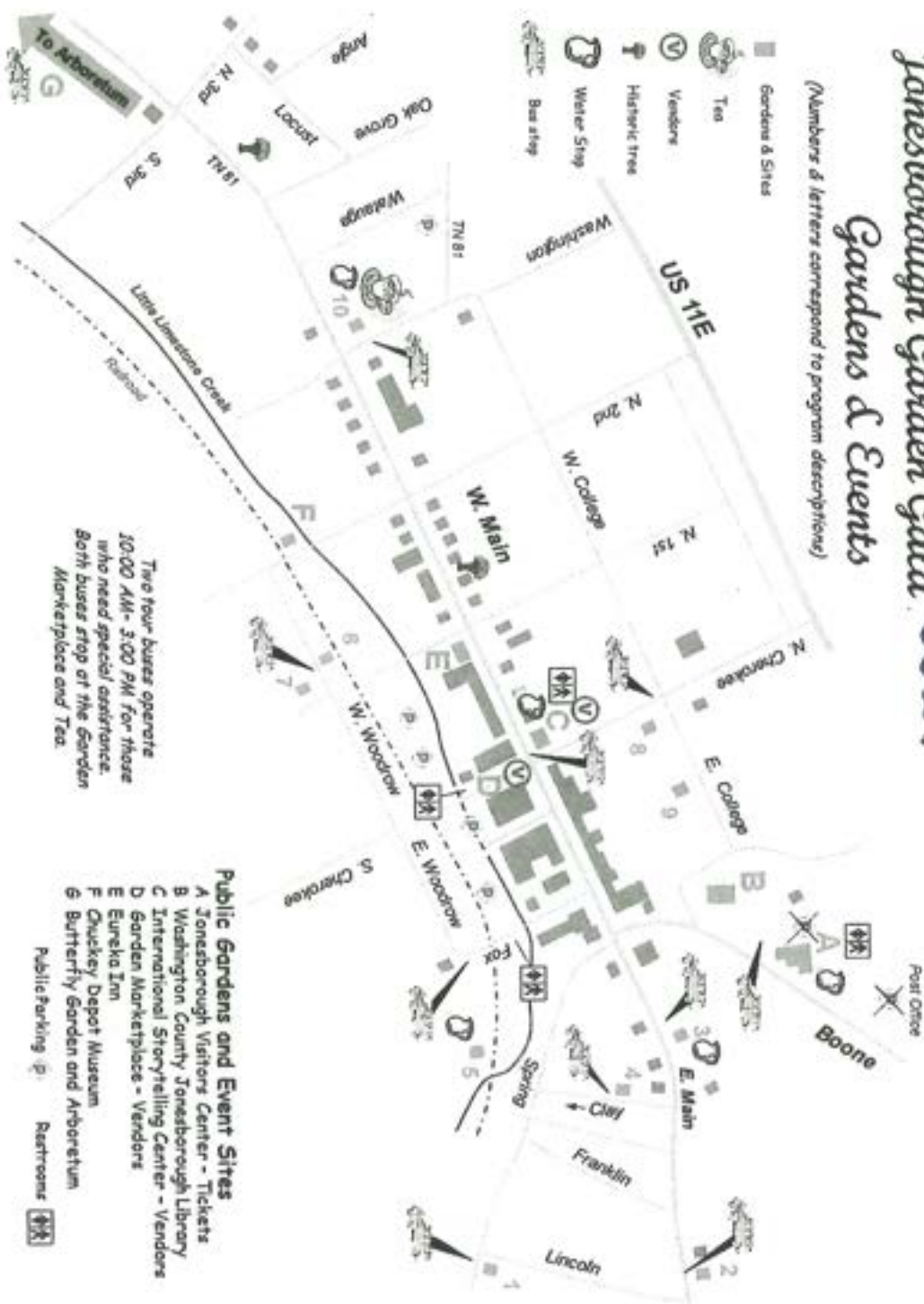
My Commission Expires:

04-29-2026



Jonesborough Garden Gala 2024 Gardens & Events

(Numbers & letters correspond to program descriptions)



Garden Gela Media Events for June * 1 ^{AK}

Exhibit 4

Date	Station/Location	Show & Time	Participants	Be there by
	WJHL 338 Main St. Johnson City	Daytime Tri-Cities 10:00 a.m.		9:45 a.m.
	WCYB 101 Lee Street Bristol	Noon Show		11:45 a.m.
	WJHL 338 Main St. Johnson City	Noon Show		11:45 a.m.
	WJCW Radio 162 Free Hill Road Gray	Tim Cable & Carl <i>Swan</i>		7:40 a.m.

Suggested Gardens 2024

1. Kennedy (Main and Washington)
2. February Hill (College St & 1st)
3. Hawley (E Woodrow Ave)
4. Florence (E Woodrow Ave)
5. Library Garden (Sabin)
6. Buchanan (E Main St)
7. Haynes (E Main St)
8. Adam's Lyon (E Main St)
9. Cook (Spring St)
10. Kavanaugh (E College St)

Vendors 2023 Garden Tour - Anticipated for 24 2024

A-16 Crystal Raven

A-15 Bead Positive

A-14 Smoky Mt. Greenery

A-13 Dusty and Rusty 12-13

A-10

A-9 Emma's Art

A-8 and A-7 Creatives by Carolyn

A-6

A-5

A-4

A-3

A-2 and A-1 Sparrows Garden

B-1 and B-2 Sally's Crafts

B-3 The River I

B-4

B-5 Jan's Wreaths

B-6 Susan's Creations

B-7 Bluzu Stained Glass

B-8

B-9

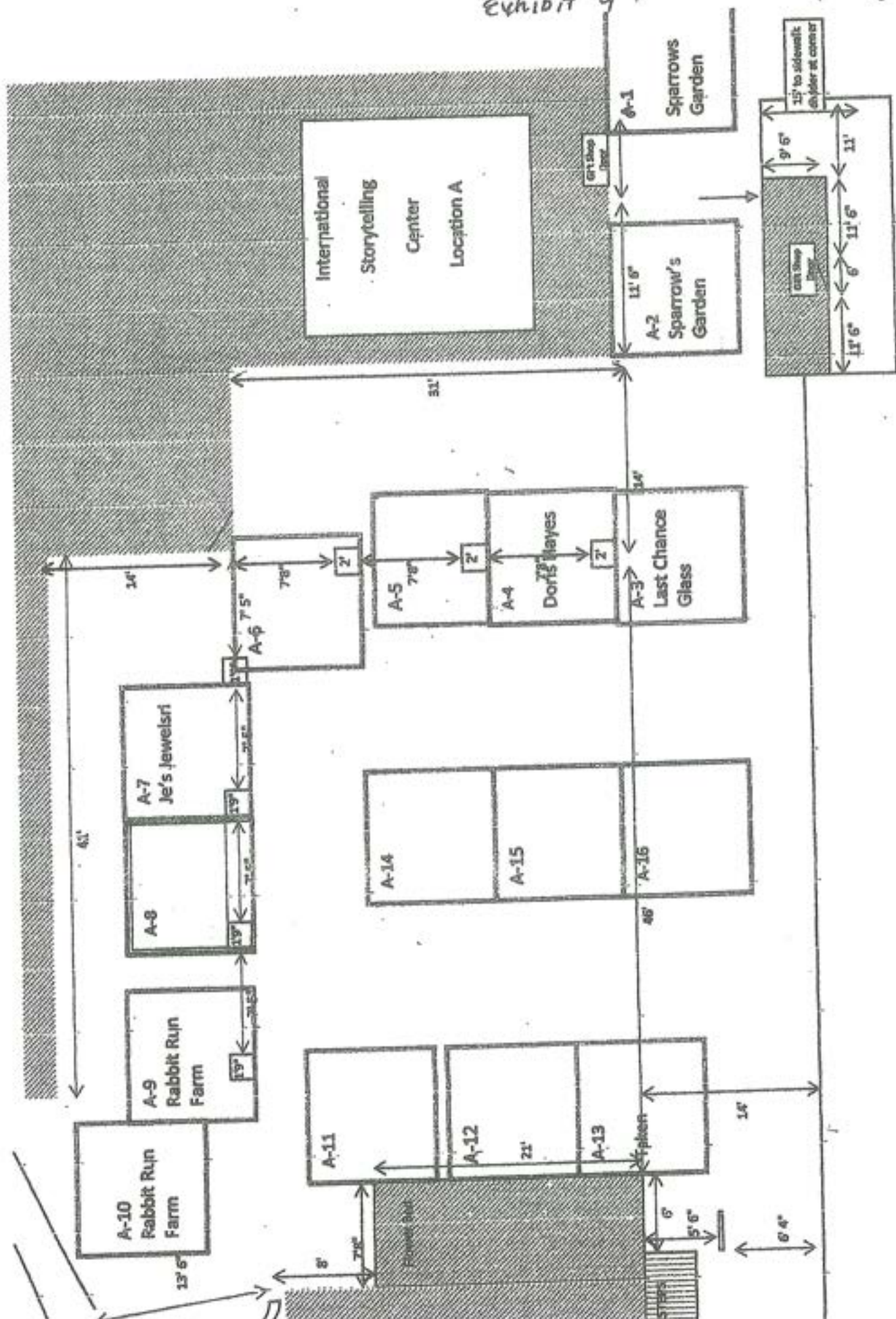
B-10 Paws in Blue

B-11 Kara Bledsoe Pottery

B-12 Starlene's Designs

C 1 and 2 Mulberry Mobile Nursery

Exhibit 9



COURTHOUSE

STEPS

B-12

B-1	B-2	B-3	B-4	B-5	B-6	B-7	B-8	B-9	B-10	B-11
Sally's Crafts		The River							To Schubert C.	

MAIN STREET



SCHUCLU-01

AHAWK

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/21/2024

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 Widener Insurance Agency Inc. 607 Baxter Street Johnson City, TN 37601	CONTACT NAME: PHONE (A/C, No, Ext): (423) 926-7151 FAX (A/C, No): (423) 926-1825 E-MAIL ADDRESS: sandrad@widenerins.com
INSURED Schubert Club & Tuesday Garden Club 116 Franklin Ave Jonesborough, TN 37659	INSURER(S) AFFORDING COVERAGE INSURER A: Cincinnati Specialty 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 SUBR INSR. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X	CSU0225500	6/1/2024	6/2/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					\$ \$ \$ \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH- ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Tow of Jonesborough is listed as an additional insured

CERTIFICATE HOLDER

CANCELLATION

Town of Jonesborough
123 Boone St
Jonesborough, TN 37659

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

AUTHORIZED REPRESENTATIVE



SCHUCLU-01

AHAWK

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/13/2024

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PRODUCER Widener Insurance Agency Inc. 607 Baxter Street Johnson City, TN 37601	CONTACT NAME: PHONE (A/C, No, Ext): (423) 926-7151 FAX (A/C, No): (423) 926-1825 E-MAIL ADDRESS: sandrad@widenerins.com
INSURED Schubert Club & Tuesday Garden Club 116 Franklin Ave Jonesborough, TN 37659	INSURER(S) AFFORDING COVERAGE INSURER A: Cincinnati Specialty 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.		

RISK LTR	TYPE OF INSURANCE	ACORD SUBR RISO WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO- JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X	CSU0204088	6/1/2024	6/2/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NONOWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH- ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER

Washington County Board of Education
405 W College St
Jonesborough, TN 37659

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Angela Hawkins

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

Consent Agenda

DATE: MARCH 11, 2024 **AGENDA ITEM #:** 8-c

SUBJECT: Special Event Request – Pioneer Pride 5K Glow Run

BACKGROUND:

A request for a Special Event Permit Application has been received from Mark Jennings representing David Crockett High School Athletic Department for approval of the "Pioneer Pride 5K Glow Run" scheduled for Saturday, August 17, 2024 from 7:30 PM to 11:00 PM. The race is for walkers and runners. The estimated number to attend is 450, and the estimated number of town citizens expected to either participate in and/or view the event is 100. This event is part of the High School's athletic department fundraiser and to help unite the community and the school. A request for Police and Security, Street Cleaning, Event Preparation/Beautification, and Signage is included as part of the packet of information. The race will start at David Crockett in Washington County at 8:00 PM. The request is for public safety assistance from the town limits at Judge Vines Road to the Courthouse. The course will close within 1 hour, 15 minutes, or 9:15 PM. The request includes street closure, blocking off Main Street from Fox Street to Second Street to include the finish and awards from 8:00 PM to 10:30 PM. Another consideration from Mr. Jennings is permission to have their traditional food and music within the blocked off area.

RECOMMENDATION:

Approve the Special Event Permit for the Pioneer Pride 5K Glow Run scheduled for August 17, 2024, from 7:30 PM to 11:00 PM with the blocking off of Main Street from Fox Street to Second Street, to permit for food and music.

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 Mark Jennings

2/22/24

Address 500 Hillrise Blvd

Johnson City, TN 37601

Phone 423-202-5579

Fax 423-753-1167

Email jenningsm@wade.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 David Crockett High School Athletic Department

Purpose Athletic Department fundraiser (all sports) and to
help unite the community and the school. Also a back to
school party

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:

August 17, 2024 Race starts 8pm timer will need to
set up by court house at 7:00; Road will need blocked by
7:30 to set-up finish line

Event Information:

Name of Event Pioneer Pride 5K

Description & Purpose of Event A 5K run/walk as part of a
Pioneer Pride week to promote DEHS Athletics,
welcome students back to school and unite the school and community

Dates and hours of event 8/17 7:30-11:00 Estimated number expected to attend _____

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

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** ^{✓ (no date)} 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. ~~WHO~~ **SFIC?** ✓
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: _____ Signature: Mark Jennings
Print Name: Mark Jennings
Title: Event Director
Witness: Sarah E. Webb

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: _____ Signature: Mark Jennings
Print Name: Mark Jennings
Title: Event Director
Witness: Sarah E. Webb

Town Of Jonesborough, Tennessee

Special Event Permit Application

EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the 22 day of February, 2024, in the Town of Jonesborough, County of Washington, State of Tennessee

The parties to the agreement are the undersigned Pioneer Pride SK Washington County Schools
(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.

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: David Crockett High School Pioneer Pride SK

By: Mark Jennings

Printed Name: Mark Jennings

Title: Event Director

STATE OF TENNESSEE
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Mark Jennings, 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 Director (title) of Pioneer Pride 5K (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 22nd of February, 2024.



Wendy McKinney
NOTARY PUBLIC

My Commission Expires

07/01/2025



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/20/2024

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 Assured Insurance Consultants, LLC 2908 E Oakland Ave Johnson City TN 37601		CONTACT NAME: PHONE (A/C, No, Ext): (865) 888-9344 E-MAIL ADDRESS: sroberts@myassuredinsurance.com FAX (A/C, No):	
INSURED Wash County Department of Education 405 W College St Jonesborough TN 37659		INSURER(S) AFFORDING COVERAGE INSURER A: LIBERTY MUTUAL INS CO INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 23-24

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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y		Z51-293573	07/01/2023	07/01/2024	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
							\$
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)			E.L. EACH ACCIDENT \$			
	If yes, describe under DESCRIPTION OF OPERATIONS below			E.L. DISEASE - EA EMPLOYEE \$			
				E.L. DISEASE - POLICY LIMIT \$			

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

David Crockett High School

684 Old State Rt 34

Jonesborough, TN 37659

Town of Jonesborough, TN is additional insured with regards to the general liability policy where required by written contract for The Pioneer Pride Glow 5K Run to be held in Jonesborough, TN, on August 17th, 2024.

CERTIFICATE HOLDER

CANCELLATION

Town of Jonesborough, TN
123 Boone St

Jonesborough

TN 37659

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

AUTHORIZED REPRESENTATIVE

Security Plan Map of route attached

The event will start at DCHS, so the majority of the parking will be there. There will be school buses to shuttle students back to Crockett. The Washington County Sheriff's Office will handle the start of the race to Judge Vines Road. The expectation is that the Jonesborough Police Department will take over at Judge Vines Road through the traffic circle and along Main Street to the Court House. We are requesting that from the intersection of Second Ave and East Main Street to the intersection of Fox Street and West Main Street be completely shut down for the race and through the duration of the block party, until 10 p.m. We are requesting a police presence through this time. David Crockett teachers and coaches will be downtown to keep control of student activity.

Publicity Plan

We have generated a variety of avenues to publicize the event. We have a facebook page; www.facebook.com/pioneerpride5K, the David Crockett High School website, the race calendar of the State of Franklin Track Clubs, yard signs, and WJHL with Kasey Marler.

Emergency Plan

Johnson City/Washington County Emergency Management Services will be notified of the event. Law Enforcement will be stationed at each major intersection which needs to be temporary closed during the race.

Sponsors

- David Crockett High School Athletics
- 684 Old State Route 34
- Jonesborough, TN 37659
- Phone: 423-753-1150
- Fax: 423-753-1167
- Mark Jennings - Event Director
- Sarah Webb - Event Chair
- State of Franklin Track Club
- Bob Townsend Responsible for course timing

Insurance (insurance attached)

- Assured Insurance Consultants LLC
- 2908 East Oakland Avenue
- Liberty Mutual Insurance Company

Vendors

No planned vendors for the sale of merchandise, however, we have asked a few organizations that support DCHS Athletics and that offer services to the community to attend and set up booths. In the past this has been by the old Court House on Main & Courthouse Square by the court house.

Tents

Tents for the timer and supports have been set up at the Courthouse steps and on Courthouse Square by the Court House.

Post Events

There will be awards, food, music, and dancing following the 5K

Clean-up

Coaches & Teachers from David Crockett have picked up most trash and the Town of Jonesborough has sent the services Division in the past to clean the rest.

Pioneer Pride 5K Glow Run/Walk Jonesborough, TN

TN16003DR

Effective 7/8/16 to 12/31/26

Measured by Dave Rogers 6/12/16

(423)502-2459 dave_carla@charlertn.net

Course Description

- Start line is in entrance to David Crockett High School. Runners head from start and turn left onto Old State Route 34 (TN 353), passing to the right of the cone at Control Point #1. Runners have the use of the entire right lane and right shoulder in the direction of travel, staying on the pavement all the way to the finish line.
- Proceed to the rotary at the intersection with West Main Street. Runners travel around the rotary in a counter-clockwise fashion as if they were in an automobile, staying on the pavement, but not on the concrete central island for use by large trucks.
- Runners finish in front of the Washington County Courthouse in line with the north-most side of the south-most concrete border of the courthouse steps. The finish line is at the right-hand curb, 47'3" northeast of a storm drain.

Control Point and mile marker locations

- Start line is 278° south (180 deg) of brick planter with sign for David Crockett High School, and 360° north of Lp. L651P37 at entrance to school
- Control Point #1 is 307° east (90 deg) of water meter just north of entrance to school, and 203° north (0 deg) of concrete/asphalt joint in driveway to 703 Old State Route 34
- Mile 1 is about 800 feet south of Judge Vines Road, 70° north of utility pole 68-037369
- Control Point #2 is the concrete central island of the rotary
- Mile 2 is about even with the 17th support post supporting the guardrail north of the rotary.
- Mile 3 is on West Main St just before the intersection with 1st Avenue, 4 rows of bricks past light pole 27.
- Finish Line is in front of the Washington County Courthouse 17° south (170 deg) of the north-most side of the south-most concrete border of the courthouse steps, and is at the right-hand curb, 47'3" northeast of a storm drain.

Start Detail



Control Point #2 Detail



Finish Detail





Road Running Technical Council
USA Track & Field

Measurement Certificate

recognized by



Name of the course Pioneer Pride 5K Glow Run/Walk Distance 5 km
Location (state) Tennessee (city) Jonesborough
Type of course: road race ☒ calibration course ☐ track ☐
Measuring methods: bicycle ☒ steel tape ☐ electronic distance meter ☐
Measured by (name, address, phone & e-mail) Dave Rogers, 275 Grandview Ct., Kingsport, TN 37664
(423)502-2459, dave_carla@chartertn.net
Race contact (name, address, phone & e-mail) Mark Jennings, 500 Hillrise Blvd., Johnson City, TN 37601
(423)202-5579, jenningsm@wcde.org
Date(s) when course measured: June 12, 2016
Number of measurements of entire course: 2 Course Configuration: point to point
Elevation (meters above sea level) Start 494 Finish 520 Highest 532 Lowest 494
Straight line distance between start & finish 2.8 miles Drop -5.18 m/km Separation 90.2 %
Type of surface: paved 100 % dirt % gravel % grass % track %
Effective date of certification: July 8, 2016 Certification code: TN16003DR

Notice to Race Director: Use this Certification Code
in all public announcements relating to your race.

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If *any* changes are made to the course, this certification becomes void, and the course must then be recertified.

Verification of Course — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a verification remeasurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

This certification expires on December 31 in the year 2026

AS NATIONALLY CERTIFIED BY:

Date: July 8, 2016

Dave Rogers – USATF/RRTC Certifier

275 Grandview Court, Kingsport, TN 37664 (423)502-2459 dave_carla@chartertn.net

Pioneer Pride 5K Glow Run/

8/17/2024 - 8:00 pm

David Crockett High School - 684 Old State Route 34 -Jonesborough, TN 37659

Pre-registration - Students (18 & under) \$20. Must use paper form for student discount. Adults \$25 (ends 8/10/2024) Regular Registration \$30 Packet Pick-up August 16th 3:30 to 7pm & Race Day 4 to 7:30 at David Crockett

Fun night race with glow sticks, glow shirts, and glow necklaces, with a block party waiting for you at the finish line. This is a point to point course from David Crockett High School to the front steps of the old courthouse in downtown Jonesborough. You should park at the start area (David Crockett High School) as there is limited parking in downtown Jonesborough. Shuttles will run after the completion of awards from downtown (Jonesborough Methodist Church) back to the school. Proceeds benefit the athletic programs at David Crockett High School.

Make checks to:

DCHS Athletics

Mail form to:

David Crockett High School

684 Old State 34

Jonesborough, TN 37659

For more info contact Mark Jennings, jenningsm@wcde.org	5K Run/Walk
	Male & Female Awards:
	Top Overall
	Top Masters
	Top GrandMasters
	Age Groups (top 3)
	10 under, 11-14, 15-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69, 70+

Pioneer Pride 5K Glow Run/Walk

Last Name _____ First Name _____ MI _____

SEX _____ Date Of Birth ____/____/____ Age on race day _____

Email: _____

Address : _____

City: _____ State _____ Zip _____

Phone: _____

Race Day Emergency Contact (Name and Phone) _____

IN CONSIDERATION FOR ACCEPTING MY ENTRY IN THIS RACE, I FOR MYSELF, MY HEIRS, EXECUTORS AND ADMINISTRATORS, WAIVE AND RELEASE FOREVER ANY AND ALL RIGHTS AND CLAIMS FOR DAMAGES I MAY HAVE AGAINST THE ORGANIZERS AND SPONSORS OF THIS EVENT. I ALSO RELEASE THE ABOVE NAMED FOR ALL CLAIMS OF DAMAGE DEMANDS, AND ACTIONS IN ANY MANNER DUE TO ANY PERSONAL INJURIES, PROPERTY DAMAGE, OR DEATH SUSTAINED AS A RESULT OF MY TRAVELING TO AND FROM AND MY PARTICIPATION IN SAID RACE. I ATTEST AND VERIFY THAT I AM PHYSICALLY FIT AND HAVE SUFFICIENTLY TRAINED FOR THE COMPETITION OF THIS EVENT. IN FILLING OUT THIS FORM, I ACKNOWLEDGE I HAVE READ AND FULLY UNDERSTAND MY OWN LIABILITY AND ABILITY

SIGNATURE _____ DATE ____/____/____ (Parent signature if under the age of 18)

***** CIRCLE SHIRT SIZE: SM, MD, LG, XL, XXL (\$1 per X after XL)**

Sign-up by July 27th to guarantee shirt & size

***Headphones and Strollers are permitted on the course.*

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

Consent Agenda

DATE: MARCH 11, 2024 AGENDA ITEM #: 8-d

SUBJECT: Special Event Request – Farm-To-Table & Winter Farmers Market

BACKGROUND:

Attached are special events application requests from Jonesborough Locally Grown for events in 2024/2025 (Winter Farmers Market and Farm to Table).

1. Winter Farmers Market - after the Saturday in-person market concludes to give current vendors an additional opportunity to sell produce and homemade products directly to consumers. This would occur the first 3 Saturdays in November and December 2024, or November 2, 9, 16; December 7, 14, 21; and the third Saturday of the month of January through April 2025, or January 18, February 15, March 15, and April 19. The time is from 9:00 AM to 12:00 PM. This requires that eight spaces in front of Boone Street Market be reserved on event days and the request is for approval to place no parking signs on Friday evening in those spaces. Spaces will be used from 8:00am to 1:00pm on approved Saturdays.
2. Farm to Table 2024 – A Special Event Permit Application and Special Event/Special Occasion Outdoor Use Permit Application have been received from Jonesborough Locally Grown for a Farm to Table Dinner 2024. This great event is a fundraiser to benefit Jonesborough Locally Grown. The Annual Farm to Table Dinner this year is scheduled for Saturday, August 24, 2024, from 3:00 PM to 12:00 AM. All food is prepared from farmers market products and the meal is served on a long harvest table in the middle of Main Street, and serves about 216 people. The event includes use of the ISC plaza and building. Wine and beer will be served. ISC secures the ABC permit to serve alcohol as part of their contract with JLG as part of the use of their facility. The street closure request is from Main Street between 2nd Avenue and Fox Street and East Courthouse Square (in case of relocation due to rain, there will be no street closure and the event will be held at the McKinney Center), with street closure starting at 3:00 PM and ending at 12:00 AM. Public safety re-opens roads when deemed safe. Request for services is identified as part of the Special Event Permit Application. A Special Event/Special Occasion Outdoor Use Permit application has also been received as part of the event to cover all the amenities for the event being held on Main Street. The Hold Harmless Agreement and proof of Insurance has been received. Haybales will be used to create the designated area/boundary for alcohol use on Main Street.

The Hold Harmless Agreement and Proof of Insurance for each special event have been received.

RECOMMENDATION:

1. Approve the Special Event Permit for the Winter Farmers Market to occur November 2, 9, 16, 2024; December 7, 14, 21, 2024; and January 18, February 15, March 15, and April 19, 2025, as presented.
2. Approve the Special Event Permit Application and Special Event/Special Occasion Outdoor Use Permit Application for a Farm to Table Dinner on August 24, 2024, as presented.

Town Of Jonesborough, Tennessee

Special Event Permit Application

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

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

Person(s) completing Application

Date

Name Lori Powell

2/6/24

Address 101 Boone St.
Jonesborough, TN 37659

Phone 267 797 6020 Fax _____

Email lori@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 Jonesborough Farmers Market

Purpose 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:

1st 3 Saturdays in November and December 3rd Saturday of the month in Jan, Feb, March and April. Dates 11/2, 11/9, 11/16, 12/7, 12/14, 12/21, 1/18, 2/15, 3/15, 4/19/25 Setup at 8am, take down by 1pm operational hours 9-12.

Event Information:

Name of Event Winter Market

Description & Purpose of Event provide an opportunity for vendors to sell farm and homemade products directly to consumer - located outside Boone street market to help drive traffic to the store.

Dates and hours of event 11/2, 11/9, 11/16, 12/7, 12/14, 12/21, 1/18, 2/15, 3/15, 4/19 Estimated number expected to attend 50
8am-1pm. each week - cl.

Estimated number of town citizens expected to either participate in and/or view the event 50

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: 2/6/24 Signature: 
Print Name: Lori Powell
Title: Executive Director

Witness: _____

The undersigned certifies that the information contained in both this application and the attached exhibits is complete and accurate and further agrees to amend this application immediately if any such information changes. The undersigned understands the Board of Mayor and Aldermen may approve, reject or modify this request in whole or in part under the Jonesborough Municipal Code.

Please note, your application should include this form and 13 Exhibits

Date: 2/8/24 Signature: 
Print Name: Lori Powell
Title: Executive Director

Witness: _____

Town Of Jonesborough, Tennessee

Special Event Permit Application

EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the 6 day of February, 2024, in the Town of Jonesborough, County of Washington, State of Tennessee

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

Indemnitor has submitted a Special Event Permit Application to indemnitee. The agreement is attached as Exhibit 1 to that application. Approval of that application is expressly conditioned on the execution of this agreement, indemnitee has agreed to review for approval the application for a special event and if approved to allow the indemnitor's special event to take place within the limits of the Town of Jonesborough in consideration of the indemnitee'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 indemnitee from any liability, loss or damages indemnitee may suffer as a result of claims, demands, costs, or judgments against it arising out of the operation within the limits of the Town of Jonesborough, County of Washington, State of Tennessee, of the special event outlined in the application or the management thereof.

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

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

SECTION II

Period Covered

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

SECTION III

Expenses, Attorney's Fees, and Costs

Should it become necessary for purposes of resisting, adjusting, or compromising any claim(s) or demand(s) arising out of the subject matter with respect to which indemnification is provided by this agreement, or for purposes of enforcing this agreement, for indemnitee to incur any expenses, or become obligated to pay any attorney's fees or court costs, or costs within a reasonable time, in no event to exceed thirty days, after receiving written notice from 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: Jones Borough Locally Grown
By: [Signature]
Printed Name: Lori Powell
Title: Executive Director

STATE OF TENNESSEE
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Lori Powell, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who upon oath, acknowledged himself/herself to be the Executive Director (title) of Jonesborough Locally Grown (organization), and that he/she, as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of organization by himself/herself as such officer.

WITNESS my hand and seal at office in the State and County aforesaid, this, the 6th of February, 20 24.

Donna Freeman
NOTARY PUBLIC

My Commission Expires:

04-29-2026



Required Exhibits to Event Application – Jonesborough Farmers Market Winter 2024-2025

1. Hold Harmless Agreement – included with application
2. Pre-/post-events – n/a
3. Map with city streets:
 - a. Areas requested are the 8 parking spaces in front of Boone Street Market and the plaza area already covered in the BSM lease. Market staff will set out cones after close of business on Friday to block parking spaces. No more than 4 vendors and the information booth will be set up on the sidewalk, unless a car is left overnight and all scheduled vendors show.
4. Outline of publicity plan:
 - a. Weekly emailed newsletter
 - b. Social media posts
5. Security plan – a booth set up will be arranged to allow for at least 5 feet of pedestrian right-of-way; no special assistance requested.
6. Emergency plan:
 - a. First aid kit and a landline/cell phone to contact emergency services will be available inside BSM.
 - b. The event will be cancelled in the event of severe weather.
 - 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. Lori Powell, Executive Director, 267-797-6020
 - c. Jonesborough Farmers Market message line, 423-753-2401 (checked every few days)
 - d. Boone Street Market, 423-753-4722
8. Proof of liability insurance – attached as Exhibit 8
9. Anticipated vendors and concession booth list – attached as Exhibit 9
10. Physical services provided by town – none; market staff and volunteers will set up any needed equipment and signage
11. Clean-up plans – market staff and volunteers will ensure trash is picked up before leaving the area
12. Street closure request – request permission to place cones on Friday evening in the spaces to be used during the market. Spaces will be used from 8 am to 1 pm on Saturday. Market staff will take care of this.
13. Town services requested:
 - a. Street cleaning – request that the parking spaces be cleaned of any refuse prior to the market on Saturday morning.
 - b. 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)

12/11/2023

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

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

PRODUCER Price & Ramey Elizabethton 1524 Bridgewater Lane #101 Kingsport TN 37660	CONTACT NAME: Patrick Ayllon PHONE (A/C No. Ext): (423) 246-6181 FAX (A/C No.): (423) 246-6384 E-MAIL ADDRESS: pdayllon@priceramey.com
INSURED Jonesborough Locally Grown, DBA: Boone Street Market 101 Boone Street Jonesborough TN 37659-1301	INSURER(S) AFFORDING COVERAGE INSURER A: Auto Owners Insurance Co. NAIC # 18988 INSURER B: Accident Fund Insurance 10166 INSURER C: U.S. Liability Insurance Group INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: CL2312510981

REVISION NUMBER:

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

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 <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X		5003453800	10/28/2023	10/28/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 Damage to Rental Premises \$ 300,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	WCP100031217	6/27/2023	6/27/2024	PER STATUTE E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Directors & Officers			NDO2556808	8/22/2023	8/22/2024	Per Claim \$500,000

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

Town of Jonesborough is listed as Additional Insured on the General Liability policy shown.

CERTIFICATE HOLDER

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

Linda Nichols/PDAOLD

EXHIBIT 9 Anticipated Vendors

*These vendors participated in the 2023-24 market. A similar list is expected for 2024-2025

- Sentelle's Homemade Sausage – Jimmy and Minnie Sentelle
- SLAP Farms – Tim Spann and Jay Thayer
- Hope Farms and Studio – Steve Mallory and Becky Hope
- Marla's Bee Happy Apiary – Marla Merrick
- Rosey's Apiaries- Tim Hayes
- Serenity Knoll Farm – David Wiley
- Three Sisters Conservers - Rhonda Yates
- Hartman Farms - Tiffany Hartman
- Southern Comfort Embroidery - Carol Graves
- Rogue Harbor Farm - Linda and Aubrey Raper
- Green Pasture Farm - Merle Stoltzfus
- Sticky Paws Bakery - Betty Jo Bailey
- A Different Chick Farm & Orchard - Tiffany Stanley
- Uncle Joe's Balms - Joseph Little
- Doe River Fungi - Bryce Callahan
- Fox and Ivy Design – Dianne and Michael Watson

Town Of Jonesborough, Tennessee

Special Event Permit Application

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

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

Person(s) completing Application

Date

Name Lori Powell

2/6/24

Address 101 Boone St
Jonesborough TN 37659

Phone 267 797 6020 Fax N/A

Email lori@jonesboroughlocalitygrower.org

Instructions:

- 1) Each question on this application must be answered in some fashion for your application to be considered for approval. Please attach an additional sheet(s) if necessary to completely and accurately provide the requested information in each question, labeling any additional sheet(s) clearly as such.
- 2) Incomplete applications will be returned to the address you have provided above without further consideration until a complete application, including exhibits is filed.
- 3) The original application and your exhibits of the entire package should be filed with the Town Administrator's office at least 90 days in advance of your event. See Schedule of Approval, Chapter 10 Title 12 of the Jonesborough Municipal Code, a copy of which is attached.

Sponsoring Organization Information:

Name Jonesborough Locally Grown

Purpose 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:

Dinner event held each August, weather permitting
2024 date: August 24, 2024 Guest arrive around 6:30pm
set up starts at 3pm, take down ends at 12am

Event Information:

Name of Event Farm to Table Dinner

Description & Purpose of Event Raising dinner to benefit Jonesborough Locally Grown. The majority of food served is locally-sourced and guest are seated at a long harvest table on main street.

Dates and hours of event Saturday Aug 24, 2024 3pm-12am Estimated number expected to attend 216

Estimated number of town citizens expected to either participate in and/or view the event 300

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

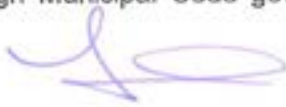
Please indicate any services you request for your event from the Town of Jonesborough*. (A fee may be Levied by the Town for additional services per the Municipal Code, see 12-1007)

☒ Police and Security ☐ Refuse Collection
☒ Street Cleaning ☒ Event Preparation/Beautification
☒ Signage ☐ Parking
☒ Use of facilities – Facility TSC Plaza Dates & Hours 3pm - 12am
Space and staffing needs _____
☒ Communications and/or publicity

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

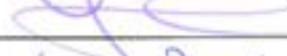
Acknowledgement of receipt of Chapter 10 of the Jonesborough Municipal Code

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: 2/6/24 Signature: 
Print Name: Lori Powell
Title: Executive Director
Witness: _____

The undersigned certifies that the information contained in both this application and the attached exhibits is complete and accurate and further agrees to amend this application immediately if any such information changes. The undersigned understands the Board of Mayor and Aldermen may approve, reject or modify this request in whole or in part under the Jonesborough Municipal Code.

Please note, your application should include this form and 13 Exhibits

Date: 2/6/24 Signature: 
Print Name: Lori Powell
Title: Executive Director
Witness: _____

Town Of Jonesborough, Tennessee

Special Event Permit Application

EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the 6 day of February, 2024, 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 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 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.

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: [Signature]
Printed Name: Lori Powell
Title: Executive Director

STATE OF TENNESSEE
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Lori Powell, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who upon oath, acknowledged himself/herself to be the Executive Director (title) of Jonesborough Locally Grown (organization), and that he/she, as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of organization by himself/herself as such officer.

WITNESS my hand and seal at office in the State and County aforesaid, this, the 6th of February, 2024.

Donna Freeman
NOTARY PUBLIC

My Commission Expires:

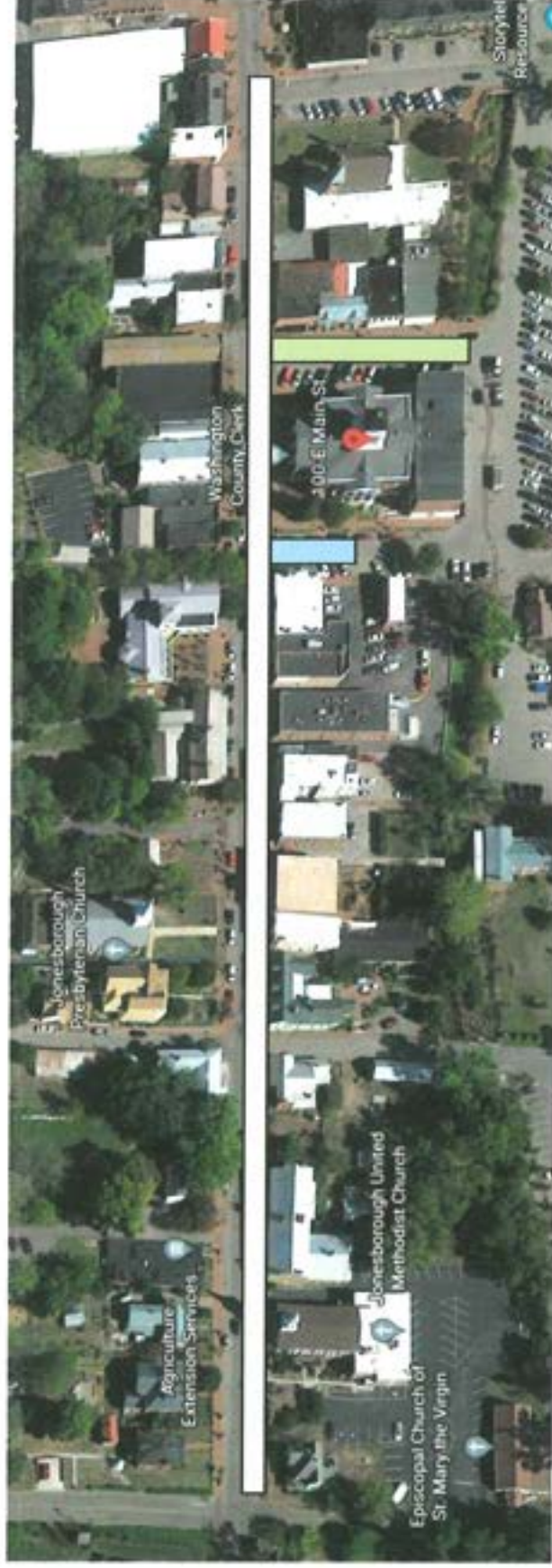
04-29-2026



Required Exhibits to Event Application – Farm to Table Dinner 2024

1. Hold Harmless Agreement – included with application
2. Pre-/post-events – n/a
3. Map with city streets – attached as Exhibit 3
4. Outline of publicity plan
 - a. Weekly emailed newsletter
 - b. Social media posts
5. Security plan – long dining table will be set up in a way to accommodate emergency access; no special assistance requested except street closure
6. Emergency plan
 - a. In the case of inclement weather during the event, guests will be directed to shelter at the Storytelling Center.
7. Event sponsor:
 - a. Jonesborough Locally Grown, 101 Boone St., Jonesborough, TN, 37659
 - b. Lori Powell, Executive Director, 267-797-6020
 - c. Breelyn Bomba, Main Street Catering Owner, 423-571-7004
8. Proof of liability insurance – attached as Exhibit 8
9. Anticipated vendors and concession booth list – n/a
10. Physical services provided by Town:
 - a. Any equipment or supplies necessary will be set up by Jonesborough Locally Grown staff and volunteers. This includes straw bales for alcohol boundary, tables, chairs, tents, etc.
 - b. Request a crew of 3-6 people to help clean up starting at 9:30 pm (especially loading tables and chairs back into the truck). This crew can be the Dirty Street Fighters, as listed in Exhibit 11 below, or another crew.
11. Clean-up plans – conducted by Jonesborough Locally Grown staff and volunteers. Assistance of the 'Dirty Street Fighters' is requested from 9:30-12 pm (or until clean-up is completed).
12. Street closure request (see Exhibit 3):
 - a. Request that Main Street between 2nd Ave. and Fox St. as well as East Courthouse Square be closed from 3 pm to 12 am on the day of the event. If possible, please close East Courthouse Square to anyone except our staff and volunteers first.
13. Town services request:
 - a. Police and security – street closure and officer presence during the event (see Exhibit 3)
 - b. Street cleaning – request areas of the street to be closed are cleaned before 3 pm on the day of the event
 - c. Signage – 'no parking after 3 pm' signage posted on Main Street and East Courthouse Square in preparation for street closure
 - d. Use of facilities:
 - i. Request the restrooms behind the Courthouse be open from 3-12 pm on the day of the event.
 - ii. Storytelling Center – plaza from 3-7:30 pm, restrooms 3-11 pm, and entire facility for emergency shelter
 - e. Communications and/or publicity – request assistance to send email notifications to downtown businesses and residents impacted by street closure. We will also communicate road closure plans to downtown business and residents through JAMSA and circulate a printed flier as a reminder.
 - f. Refuse collection – request public refuse cans emptied before 3 pm on the day of the event; no additional cans are required as it was determined in 2022 that we can manage waste ourselves.
 - g. Event preparation/beautification – request use of straw bales to be used as alcohol boundary and contact information for Town employee to coordinate. Jonesborough Locally Grown staff and volunteers can place.
 - h. Staffing needs – assistance of the 'Dirty Street Fighters' or other crew is requested from 9:30-12 pm.

Exhibit 3



Request that Main Street between 2nd Ave. and Fox St. be closed for long harvest table (set up in front of the Courthouse) - light gray box

Request that East Courthouse Square (old farmers market location) be closed for food plating tents. If possible, please close this first/as close to 3 pm as possible to allow for unfettered access for our volunteers and staff. - light green box

Request that the part of West Courthouse Square/S. Cherokee between Main Street and the parking lot outlet between Mauk's and Crafty Peddler be closed for staff vehicle parking. Also requesting use of the parking spaces that fall within that boundary. - light blue box

- Barriers per discussions with Public Safety in 2022 (to change as necessary with final word from Public Safety and Streets):
 - o double bollard barriers on each side of the event on Main Street
 - o movable barrier at the private drive between the old Barrel House and Gabriel's Christmas
 - o immovable barrier at N. Cherokee and Main Street, blocking traffic from N. Cherokee
 - o immovable or movable barriers as needed at alleys, small street, and church accesses along Main Street between the Storytelling Center and 2nd Ave.
 - o cones and sawhorses on each side of the Courthouse at our closures from the Courthouse parking lot



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/11/2023

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

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PRODUCER Price & Ramey Elizabethton 1524 Bridgewater Lane #101 Kingsport TN 37660	CONTACT NAME: Patrick Ayllon PHONE (A/C No. Ext): (423) 246-6181 FAX (A/C No): (423) 246-6384 E-MAIL ADDRESS: pdayllon@priceramey.com														
INSURED Jonesborough Locally Grown, DBA: Boone Street Market 101 Boone Street Jonesborough TN 37659-1301	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Auto Owners Insurance Co.</td><td>18988</td></tr><tr><td>INSURER B: Accident Fund Insurance</td><td>10166</td></tr><tr><td>INSURER C: U.S. Liability Insurance Group</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Auto Owners Insurance Co.	18988	INSURER B: Accident Fund Insurance	10166	INSURER C: U.S. Liability Insurance Group		INSURER D:		INSURER E:		INSURER F:	
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COVERAGES

CERTIFICATE NUMBER: CL2312510981

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
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	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	WCP100031217	6/27/2023	6/27/2024	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Directors & Officers			NDO2556808	8/22/2023	8/22/2024	Per Claim \$500,000

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

Town of Jonesborough is listed as Additional Insured on the General Liability policy shown.

CERTIFICATE HOLDER

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 Linda Nichols/PDAOLD
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TOWN OF JONESBOROUGH
SPECIAL EVENT / SPECIAL OCCASION
OUTDOOR USE PERMIT
APPLICATION

Jonesborough Locally Grown 101 Boone Street 423-753-4722
Organization Name Address Telephone
Jonesborough, TN 37659

Representative's Name: Lori Powell

Representative Telephone: 267-797-6030 Email: lori@jonesboroughlocallygrown.org

Non-Profit Yes ☒ No ☐

Main Street Catering 210 Spring Street 423-753-0353
Restaurant Name Address Telephone / Cell #
Breelyn Bomba 37659 423-571-7004
Owner's Name Telephone / Cell #

Mailing Address: 210 Spring Street Breelyn@mainstreetcatering.net
Jonesborough, TN 37659 Email Address

Date of Request: August 31st, 2024

Describe Intended Activity: Annual Farm to Table Dinner benefiting JLG
showcases local food and farmers at a seated dinner on main
street in front of the Courthouse.

Describe equipment, structures, furnishings, etc. to be used: tables, chairs, tents,
sewing utensils and dishware provided by JLG and
Main Street Catering.

Special Event/Special Occasion Boundary
Describe: straw bales will be placed on the perimeter
of the seating area to denote the alcohol
boundary.

Schematic of area with boundary attached? ☒ Yes ☐ No

Describe how proceeds or event will benefit community: the majority of the food
sewed will be purchased from local farmers. All event income
will support the operation of Jonesborough Locally Grown -
Jonesborough Farmers Market + Boone Street Market

Describe how alcohol will be served: In compliance with TASC special occasion permit

When will the ABC Special Occasion Permit be submitted: by July 1, 2024

Which non-profit will be submitting the ABC application: International Storytelling Center

How will the Special Event/Special Occasion boundaries be established so that all alcohol consumption will take place within the approved area: straw bales as perimeter with verbal announcements that the bales are the alcohol perimeter. STAFF/Volunteers will supervise guests to ensure they do not exit the perimeter with alcohol.

How will the area be marshaled: by ABC servers, staff and event volunteers

How will the legal age of consumers be monitored: tickets are sold only to guests over 21 years of age.

How are participants identified: all participants must check in and are seated at the table.

Who are the contact people during the event, and whom does the Police contact if communication is required: Breehna Bomba or Lori Powell

How can the contacts above be located during the event: one or both will be near the Courthouse.

Phone #(s): Breehna 423-5717004, Lori 202-797-6020

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

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

Date of Policy Term: From 10/22/2023 To 10/22/2024

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.

Lori Powell, Executive Director
Name / Title

[Signature]
Signature

Breehna J Bomba
Name / Title

[Signature]
Signature

Jonesborough Locally Grown
Organization

2/6/24
Date

Main St Catering
Restaurant

2-6-24
Date

TOWN OF JONESBOROUGH, TENNESSEE

Outdoor Use Permit Application

Hold Harmless and Indemnity Agreement

This agreement made on the 12 day of February, 2024, in the
City of Jonesborough, County of Washington, State of Tennessee.

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

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, indemnitee 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 indemnitee'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 indemnitee from any liability, loss or damages indemnitee may suffer as a result of claims, demands, costs, or judgments against it arising out of the operation within the limits of the Town of Jonesborough, County of Washington, State of Tennessee, of the 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 Indemnitee against any such claim or claims.

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

Section II

Period Covered

The indemnity will extend from the date of this agreement to and including the date the 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:

[Signature]

Printed Name:

Lori Powell

STATE OF TENNESSEE
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Lori Powell, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged 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 6th of February, 2024.

[Signature]
NOTARY PUBLIC

My Commission Expires:

04-29-2026



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

DATE: MARCH 11, 2024 AGENDA ITEM #: 9 *Consent Agenda*

SUBJECT: Jackson Theatre Consultation Proposal

BACKGROUND:

The Jackson Theatre interview panel met on January 29th to interview Steve Johnson for the position of Executive Director. The panel consisted of Kelly Wolfe, Terry Countermine, Nancy Dishner, Lynda Harris, and I. The panel was very impressed with the candidate based on his vast experience in what we are striving for at the Jackson.

As you are aware, during ongoing discussions with Mr. Johnson, Alderman Wolfe and I believe that Steve is our "guy" to advance us in our priority areas of business plan, venue, marketing, financial, licensing, etc. At present time, our best course of action is to hire Steve in a consultant role/agreement now and start advancing the Jackson in a positive trajectory.

Our FY24 budget has the salary for director at \$71,320 (unspent so far), and additional unspent funds related to that position like projected TCRS and health benefits. Steve has provided an excellent and detailed consultation proposal with a consulting fee schedule broken down through different months, with a total of \$22,500.00 for him to meet the strategies and benchmarks identified in the proposal, to include March 1st through August 1st. This is a great investment in what we believe will be a fruitful outcome utilizing Steve and his expertise. The proposal is included as part of the agenda materials.

During this time of consultation, we will continue to work with Steve on securing a permanent role for him with the Town of Jonesborough.

RECOMMENDATION:

Approve the Jackson Theatre Consultation Proposal for Mr. Steve Johnson for \$22,500.00, as presented.

Jackson Theatre Consultation Proposal

Prepared for

**Glenn Rosenoff
Town Administrator
Town of Jonesborough
Jonesborough, Tennessee**

Prepared by

**Steve Johnson
Independent Consultant
Weaverville, North Carolina
828-216-0931 mobile
stevejohnson@alumni.duke.edu**

Executive Summary:

This document outlines the key deliverables and scope for a consulting engagement aimed at assisting in the establishment of a new performing arts venue, the Jackson Theatre, located in Jonesborough, Tennessee. The objective is to provide strategic guidance and operational support to ensure the successful launch and sustained success of the venue.

This agreement is not intended to be all inclusive. Mutually agreed deliverables, not included herein, are expected, and welcomed.

Consultant Background:

Steve Johnson has been involved with the performing arts community since his teenage years. He successfully led MerleFest in the role of Artist Relations Events Manager from 2012-2019 and continues to work with the festival each year from 2020-present day. He led five of the top revenue producing events at MerleFest during his tenure and in the 30-year history of the festival. He developed and assisted to implement the Earl Scruggs Music Festival in collaboration with Isothermal Community College, Tryon International Equestrian Center, WNCW Radio, and The Earl Scruggs Center. He served in this consultant role from 2018-2022. The festival held its inaugural event in September 2022. He has numerous accolades to include a shared Pinnacle Award with the Town of Jonesborough for collaboration on the Historic Jonesborough Bluegrass Series. Events he created were twice nominated for Event of the Year in the International Bluegrass Music Association Momentum Awards category. He has served various committees and agencies as a board member and consultant since 2008.

Outside of performing arts Steve has held positions in healthcare and aviation to include Director of Government Affairs, Health System Business Development Director, Vice President of Marketing and Business Development, and Director of Development.

Steve holds degrees from Duke University, Winston Salem State University, and is currently enrolled in a doctoral program at Northern Kentucky University. He resides near Asheville, North Carolina.

Deliverables:**1. Market Analysis:**

- Conduct a thorough analysis of the local and regional market to identify target audiences, competitors, and trends in the performing arts industry.
- Provide insights into potential collaborations, partnerships, and opportunities for the venue within the town of Jonesborough, county of Washington, region of East Tennessee, and state of Tennessee.

2. Business Plan Development:

- Assist in the creation of a comprehensive business plan outlining the venue's mission, vision, values, programmatic and operational goals, revenue streams, and financial projections.
- Develop strategies for sustainable revenue generation, including ticket sales, memberships, sponsorships, and partnerships.

3. Venue Design and Layout:

- Collaborate with architects and designers to optimize the layout of the venue for both performers and audience experience.
- Provide recommendations for technical specifications, acoustics, and accessibility.

4. Programming Strategy:

- Develop a diverse and appealing programming strategy that aligns with the target audience and the artistic vision of the venue.
- Identify potential resident companies, guest artists, and community engagement initiatives.

5. Operational Planning:

- Assist in the creation of an efficient operational plan, including staffing requirements, scheduling, and facility management/rental.
- Develop contingency plans and risk management strategies in collaboration with key stakeholders and the Town Administrator.

6. Marketing and Promotion:

- Formulate a comprehensive marketing and promotional strategy to create awareness and drive attendance.
- Implement digital marketing campaigns, community engagement initiatives, and public relations efforts.

7. Financial Management:

- Provide guidance on financial systems, budgeting, and financial controls in collaboration with the Town Administrator.
- Assist in securing funding through grants, sponsorships, and partnerships.

8. Incremental Revenue Evaluation:

- Provide an operational plan for the concessions relative to incremental revenue.
- Explore other sources of incremental revenue to include venue rentals, outsourced vendor services, in-kind donations, venue merchandising, membership, and other opportunities as identified.

9. Licensing Requirement:

- Explore, and assist with, obtaining licensing relative to film, live musical performances, recorded musical performances, and theatrical productions.
- Determine management strategy, and any permitting required, for use of union labor stagehands and technicians.

Scope of Work:

1. Project Kickoff:

- Conduct an initial meeting to understand vision, goals, and expectations.
- Define the project timeline, milestones, and key deliverables.

2. Research and Analysis:

- Conduct market research and present findings.
- Work collaboratively with identified stakeholders to refine the venue's identity and artistic direction.

3. Strategy Development:

- Collaborate on the development of a comprehensive business plan.
- Work with the stakeholders to establish key performance indicators (KPIs) for success of the venue and staff.

4. Implementation:

- Support stakeholders in executing the recommended strategies.
- Provide ongoing guidance and adjustments as needed.

5. Monitoring and Evaluation:

- Regularly assess the progress of the venue against established KPIs.
- Provide recommendations for continuous improvement and sustainability.

This consulting engagement aims to leverage expertise in the performing arts industry to ensure the successful launch and long-term viability of the new venue, the Jackson Theatre. The collaborative approach will empower the Town of Jonesborough with the knowledge and tools necessary to thrive in the dynamic and competitive arts and entertainment landscape.

Consulting Fee Schedule:

1. March 1st - June 1st:

- Monthly Fee: \$2,500
- Total for March, April, May (3 months): \$7,500

2. June 1st - August 1st:

- Monthly Fee: \$7,500
- Total for June and July (2 months): \$15,000
- Estimated increase in hours worked during this time period.

Payment Terms:

1. Monthly Invoicing:

- Invoices will be issued at the end of each month.
- Payment is due within 15 days of receiving the invoice.

2. Payment Method:

- Payments can be made via bank transfer or a mutually agreed-upon method.

3. Contract Duration:

- The consulting engagement will be from March 1st to August 1st.

4. Cancellation Clause:

- Either party may terminate the contract with a 30-day written notice.

5. Additional Expenses:

- Any additional expenses incurred during the consulting engagement (travel, accommodation, etc.) will be discussed and agreed upon in advance. These expenses will be reimbursed separately.

6. Late Payment:

- A late fee of 1.5% per month will be applied to overdue payments.

This fee schedule is structured to accommodate the different phases of the consulting engagement, with a higher monthly fee during the critical period leading up to the venue's launch. The terms are designed to be transparent, fair, and reflective of the value the consultant brings to the successful establishment of the performing arts venue.

TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

DATE: MARCH 11, 2024 AGENDA ITEM #: 1

SUBJECT: Financial Report

Attached for your review are the preliminary February, 2024 Financial Operating Statements:

	Current Year		Prior Year	
	February	YTD	February	YTD
GENERAL FUND				
Revenues	1,486,129	13,920,374	1,528,714	7,283,970
Expenditures	826,483	11,063,884	1,179,971	7,145,052
Rev. Over/(Under) Exp.	659,646	2,856,490	348,743	138,918
DRUG FUND				
Revenues	361	7,472	13,283	50,608
Expenditures	-	17,385	-	6,500
Rev. Over/(Under) Exp.	361	(9,913)	13,283	44,108
SOLID WASTE FUND				
Revenues	73,366	575,864	59,571	493,254
Expenditures	66,301	490,721	100,828	502,076
Rev. Over/(Under) Exp.	7,065	85,143	(41,257)	(8,822)
HRA INTERNAL SERV. FUND				
Revenues	10,790	51,320	5,790	46,070
Expenditures	-	53,231	5,455	48,530
Rev. Over/(Under) Exp.	10,790	(1,911)	335	(2,460)
WATER/SEWER FUND				
Revenues	802,944	7,294,143	2,159,259	12,277,398
Expenditures	873,119	8,064,260	674,065	6,421,125
Rev. Over/(Under) Exp.	(70,175)	(770,117)	1,485,194	5,856,273
K-8 CAPITAL PROJECT FUND				
Revenues	-	40,068,770	-	30,854,929
Expenditures	(112,341)	42,278,364	-	30,931,521
Rev. Over/(Under) Exp.	112,341	(2,209,594)	-	(76,592)

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

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

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

Town of Jonesborough
Statement of Revenues - City
February 2024

Fund : 110 General Fund		Monthly Comparative			
		Total Estimated	MTD Realized	YTD Realized	Unrealized % UnRealized
31100	Property Taxes (Current)	2,689,962.00	(584,797.00)	(2,451,413.00)	238,549.00 8.87%
31120	Public Utilities Property Tax (Current)	36,000.00	(31,611.00)	(33,814.00)	2,186.00 6.07%
31310	Inter And Penalty On Prop Taxes (Current)	15,000.00	(2,287.45)	(10,232.20)	4,767.80 31.79%
31500	Payments In Lieu Of Property Taxes	260,000.00	0.00	(86,666.67)	173,333.33 66.67%
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	70,000.00	0.00	(35,907.40)	34,092.60 48.70%
31520	TVA Impact Payment	28,000.00	0.00	(21,546.99)	6,453.01 23.05%
31600	Local Option Sales Tax	2,800,000.00	(262,136.42)	(1,973,424.94)	826,575.06 29.52%
31710	Wholesale Beer Tax	230,000.00	(14,602.35)	(151,711.35)	78,288.65 34.04%
31720	Wholesale Liquor Tax	140,000.00	(10,441.68)	(86,423.24)	53,576.76 38.27%
31800	Business Taxes	170,000.00	(32,021.74)	(58,885.66)	111,114.34 65.36%
31870	Hotel/Motel Tax	75,000.00	0.00	(35,384.47)	39,615.53 52.82%
31912	Cable TV Franchise Tax	92,000.00	0.00	(1,640.45)	90,359.55 98.22%
32200	Alcoholic Beverage Fees/Applications	15,000.00	0.00	(3,000.00)	12,000.00 80.00%
32610	Building Permits	180,000.00	(12,328.41)	(98,244.39)	81,755.61 45.42%
32661	Rezoning/Plan Review/Variance Fee	2,000.00	(1,100.00)	(2,800.00)	(800.00) -40.00%
33490	Other State Grants	22,400.00	0.00	0.00	22,400.00 100.00%
33491	State Revenue	14,000.00	(1,088.00)	(7,616.00)	6,384.00 45.60%
33510	State Sales Tax	700,000.00	(78,890.19)	(484,658.76)	215,341.24 30.76%
33520	State Income Tax	10,000.00	0.00	(376.40)	9,623.60 96.24%
33530	State Beer Tax	2,700.00	0.00	0.00	2,700.00 100.00%
33535	State Telecommunication Tax	6,500.00	(393.61)	(3,590.38)	2,909.62 44.76%
33536	State Local Occupancy Tax	8,000.00	(874.10)	(7,483.37)	516.63 6.46%
33540	State Alcoholic Beverage Tax	10,000.00	(1,282.72)	(10,529.13)	(529.13) -5.29%
33550	State Street Aid	240,000.00	(17,472.69)	(139,707.83)	100,292.17 41.79%
33552	State-City Streets And Transportation	10,500.00	(894.62)	(7,156.98)	3,343.02 31.84%
33570	State Maintenance Reimbursement	40,000.00	(1,520.20)	(7,592.87)	32,407.13 81.02%
33580	State Sports Betting	6,000.00	(3,409.79)	(7,789.81)	(1,789.81) -29.83%
33593	Corporate Excise Tax	30,000.00	0.00	0.00	30,000.00 100.00%
33600	State Police Training Supplement	0.00	(16,000.00)	(16,000.00)	(16,000.00) No Budget
33711	County Revenue	50,000.00	(22,500.00)	(45,000.00)	5,000.00 10.00%
SCNTR					

Fund : 110 General Fund		Monthly Comparative			
		Total Estimated	MTD Realized	YTD Realized	% UnRealized
34901	Stormwater Fees	3,000.00	0.00	0.00	100.00%
36330	Sale Of Equipment	0.00	(285.12)	(285.12)	No Budget
36904	Proceeds - 2023 Capital Outlay Note	1,000,000.00	0.00	(1,000,000.00)	0.00%
36905	Proceeds - 2021 RD Loan - Jackson	875,000.00	0.00	(348,279.64)	60.20%
36921	Bond Proceeds - USDA	0.00	0.00	(2,832,100.00)	No Budget
38101	SCNTR Title IIIB Transportation	6,000.00	(1,000.00)	(7,000.00)	-16.67%
38102	SCNTR Service Coordination Funds	46,960.00	(4,027.00)	(29,467.00)	37.25%
38104	SCNTR United Way Funding	5,000.00	0.00	(2,500.00)	50.00%
38105	SCNTR Tcad State Grant	0.00	(8,000.00)	(8,000.00)	No Budget
38106	SCNTR Health Promo & Class Revenue	40,000.00	(4,840.00)	(35,629.00)	10.93%
38107	SCNTR Rental Revenue	600.00	(550.00)	(1,170.00)	-95.00%
38108	SCNTR Membership Dues	25,000.00	(1,387.66)	(11,787.63)	52.85%
38109	SCNTR My Ride Fees	11,500.00	(340.00)	(5,350.00)	53.48%
38111	Pep Safety Grant-Employee Wellnes	2,000.00	0.00	0.00	100.00%
38112	Pep Driver Safety Grant	4,000.00	0.00	0.00	100.00%
38113	Tree & Townscape Spec.Proj.Revenu	0.00	0.00	(15.95)	No Budget
38114	Washington County Fire Funds	135,000.00	(33,750.00)	(101,250.00)	25.00%
38115	Wash.Cnty-Special Appro-Fire Fund	0.00	0.00	(1,358.26)	No Budget
38116	School Project Management Fees	30,000.00	0.00	0.00	100.00%
38117	Visitor Center - Auditorium Rent	12,000.00	(2,502.50)	(12,629.55)	-5.25%
38118	Visitor Center Gift Shop	55,000.00	(2,448.53)	(37,103.94)	32.54%
38119	Visitor Center Miscellaneous	1,000.00	(21,942.28)	(39,907.95)	-3890.80%
38120	Visitor Center - Special Program	12,500.00	(4,182.66)	(16,650.04)	-33.20%
38121	Gazebo Rental	350.00	0.00	0.00	100.00%
38122	Recreation Events/Special Program	7,500.00	(4.20)	(4,667.05)	37.77%
38123	State Of Tn Tourism Grant	30,000.00	(40,000.00)	(40,000.00)	-33.33%
38125	Music On The Square Revenues	36,000.00	(551.93)	(12,980.86)	63.94%
38126	Recreation Reserve Revenues	1,000.00	0.00	0.00	100.00%
38127	Repertory Theatre/Jpac	52,000.00	(497.27)	(11,589.86)	77.71%
00009	Repertory Theatre/Jpac	0.00	(2,260.63)	(10,092.22)	No Budget
00010	Repertory Theatre/Jpac	0.00	0.00	617.88	No Budget

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Created by: LGC

Town of Jonesborough
Statement of Revenues - City
February 2024

User: Janet Jennings
Date/Time: 3/7/2024 6:52 AM
Page 3 of 10

Fund : 110 General Fund			Monthly Comparative				
			Total Estimated	MTD Realized	YTD Realized	Unrealized	% UnRealized
38127	00011	Repertory Theatre/Jpac	0.00	(5,026.66)	(21,866.72)	(21,866.72)	No Budget
38127	00012	Repertory Theatre/Jpac	0.00	0.00	(9,817.14)	(9,817.14)	No Budget
38127	00013	Repertory Theatre/Jpac	0.00	(6,979.00)	(7,483.62)	(7,483.62)	No Budget
38127	00014	Repertory Theatre/Jpac	0.00	(14,389.60)	(31,832.77)	(31,832.77)	No Budget
38127	00015	Repertory Theatre/Jpac	0.00	0.00	(16,744.58)	(16,744.58)	No Budget
38127	00016	Repertory Theatre/Jpac	0.00	0.00	(11,765.77)	(11,765.77)	No Budget
38127	00017	Repertory Theatre/Jpac	0.00	(1,000.00)	1,032.18	1,032.18	No Budget
38127	00018	Repertory Theatre/Jpac	0.00	0.00	6,418.34	6,418.34	No Budget
38127	00019	Repertory Theatre/Jpac	0.00	13,335.20	(10,871.67)	(10,871.67)	No Budget
38127	00020	Repertory Theatre/Jpac	0.00	400.00	400.00	400.00	No Budget
38127	00021	Repertory Theatre/Jpac	0.00	4,070.21	4,070.21	4,070.21	No Budget
38127	00100	Repertory Theatre/Jpac	0.00	(631.62)	(41.67)	(41.67)	No Budget
38127	00200	Repertory Theatre/Jpac	0.00	(29,007.74)	2,652.58	2,652.58	No Budget
38128		Jrt Players Education Program	50,000.00	3,700.49	(40,655.41)	9,344.59	18.69%
38130		Story Town Radio Show Revenue	17,500.00	(2,275.17)	(23,212.57)	(5,712.57)	-32.64%
38131		Jrt Don Squibb Scholarship Progra	3,000.00	(125.00)	(1,550.00)	1,450.00	48.33%
38132		Main Street Usa Revenues	2,500.00	(324.68)	(1,203.14)	1,296.86	51.87%
38133		Main St.Brews & Tunes Revenues	12,000.00	0.00	(9,961.40)	2,038.60	16.99%
38134		Main St.Jonesborough Days Revenue	31,900.00	0.00	(6,318.32)	25,581.68	80.19%
38135	WETL D	Season Passes	40,000.00	0.00	(1,719.33)	38,280.67	95.70%
38136	WETL D	Facility Rental	35,000.00	(800.00)	(21,990.00)	13,010.00	37.17%
38137	WETL D	Daily Admissions	290,000.00	0.00	(191,331.71)	98,668.29	34.02%
38138	WETL D	Concessions	90,000.00	0.00	(56,745.40)	33,254.60	36.95%
38139	WETL D	Merchandise Sales	3,500.00	0.00	0.00	3,500.00	100.00%
38140	WETL D	Tube Rentals	9,000.00	0.00	(8,577.25)	422.75	4.70%
38141	WETL D	Snowball Sales	3,000.00	0.00	(1,787.44)	1,212.56	40.42%
38142	WETL D	Swim Lessons/Cpr Training	3,500.00	0.00	0.00	3,500.00	100.00%

Fund : 110 General Fund		Monthly Comparative			
		Total Estimated	MTD Realized	YTD Realized	Unrealized % UnRealized
38143	Police Fines	160,000.00	(13,927.75)	(102,821.50)	57,178.50 35.74%
38144	Police Fines - Cameras	50,000.00	0.00	(24,042.00)	25,958.00 51.92%
38145	General Sessions Court Fines	3,500.00	(229.62)	(5,172.52)	(1,672.52) -47.79%
38146	Litigation Tax	17,500.00	(430.67)	(11,099.76)	6,400.24 36.57%
38147	Defensive Driving School Revenue	20,000.00	(1,260.00)	(10,692.00)	9,308.00 46.54%
38148	Shop With Cop Program	25,000.00	0.00	(31,461.27)	(6,461.27) -25.85%
38149	Driving School Tech Fees	2,250.00	(180.00)	(1,308.00)	942.00 41.87%
38150	Ps Electronic Citation Fee Reserv	3,500.00	0.00	(1,908.00)	1,592.00 45.49%
38151	Doj Bullet Proof Vests Grant	8,500.00	0.00	0.00	8,500.00 100.00%
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	0.00	(477.00)	523.00 52.30%
38155	Jonesborough Cops For Kids	2,500.00	0.00	0.00	2,500.00 100.00%
38156	Paws In Blue Canine Revenue Cont	0.00	0.00	(1,400.00)	(1,400.00) No Budget
38157	McKinney Center - Rental Fees	12,000.00	(370.93)	(9,133.43)	2,866.57 23.89%
38158	Mbm Prog.-Donations	0.00	(501.53)	(1,739.34)	(1,739.34) No Budget
38159	Mary Martin-Education Fees	75,000.00	(19,326.29)	(55,031.55)	19,968.45 26.62%
38160	McKinney Scholarship Fund Revenue	5,000.00	0.00	(475.00)	4,525.00 90.50%
38161	McKinney Center Membership Revenue	2,500.00	(1,406.97)	(3,423.45)	(923.45) -36.94%
38162	Tac Grant-Story Town Radio Show	8,880.00	0.00	(3,552.00)	5,328.00 60.00%
38165	Tac Grant Comm.Play Creative Plac	2,500.00	0.00	0.00	2,500.00 100.00%
38167	Interest Earned	7,500.00	0.00	(24,199.73)	(16,699.73) -222.66%
38168	Post Office Rent	77,098.00	0.00	(44,003.94)	33,094.06 42.92%
38169	Lease Revenue	10,520.00	(5,064.01)	(47,004.06)	(36,484.06) -346.81%
38169	Lease Revenue	0.00	(135,075.00)	(540,300.00)	(540,300.00) No Budget
38170	Miscellaneous Revenue	0.00	(44,996.00)	(2,136,526.36)	(2,136,526.36) No Budget
38172	Auction Proceeds - Surplus Equip	15,000.00	0.00	(15,675.00)	(675.00) -4.50%
38173	In Lieu Sidewalk Payment Reserve	20,000.00	0.00	(3,680.00)	16,320.00 81.60%
38174	Special Projects Re	55,000.00	(31.95)	(21,802.15)	33,197.85 60.36%
38175	Keep Jonesborough Beautiful Revenue	0.00	(12.00)	(60.00)	(60.00) No Budget
38176	Flag Replacement Revenue	200.00	0.00	(2,361.00)	(2,161.00) -1080.50%

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Town of Jonesborough
Statement of Revenues - City
February 2024

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Fund : 110 General Fund		Monthly Comparative				
		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
38177	Chuckey Depot Museum Revenue	3,000.00	(41.00)	(3,711.46)	(711.46)	-23.72%
38192	Police - Vehicle Towing Fees	0.00	0.00	(250.00)	(250.00)	No Budget
38193	East TN Foundation - Hope in Action Grant	0.00	0.00	2,304.00	2,304.00	No Budget
38196	Jrt Uso Show	0.00	0.00	0.00	0.00	No Budget
38198	Jrt Dearly Beloved	0.00	0.00	0.00	0.00	No Budget
38204	Jrt Concessions	0.00	0.00	0.00	0.00	No Budget
38205	Jrt Due From Jrt Checking	0.00	0.00	0.00	0.00	No Budget
38206	PEP Property Grant	5,000.00	0.00	0.00	5,000.00	100.00%
38207	38207	50,000.00	0.00	0.00	50,000.00	100.00%
38208	Tennessee Highway Safety Grant	93,801.00	0.00	(672.00)	93,129.00	99.28%
38209	Interest - Leases	11,152.00	0.00	0.00	11,152.00	100.00%
38210	Washington Co Contrib for K-8	291,900.00	0.00	0.00	291,900.00	100.00%
Total For Fund: 110		12,100,173.00	(1,486,129.04)	(13,920,373.60)	(1,820,200.60)	-15.04%

Fund : 131	Solid Waste Management Fund	Total Estimated	MTD Realized	YTD Realized	Unrealized	Monthly Comparative	% UnRealized
34312	Equipment Rental Charges	4,000.00	0.00	(900.00)	3,100.00		77.50%
34410	Solid Waste Collection Charges	780,438.00	(71,296.13)	(550,386.33)	230,051.67		29.48%
34420	Solid Waste Disposal	50.00	0.00	0.00	50.00		100.00%
34426	Solid Waste Service Charges	16,000.00	(650.00)	(9,050.00)	6,950.00		43.44%
34427	Tote Cart/Dumpster Charges	500.00	(112.00)	(392.00)	108.00		21.60%
34428	Bagster Bag Charges	300.00	(98.50)	(1,107.50)	(807.50)		-269.17%
34454	Sale Of Recyclable Materials	18,500.00	(452.20)	(4,468.79)	14,031.21		75.84%
34455	Sale of Compost/Mulch	20,000.00	(757.20)	(4,905.95)	15,094.05		75.47%
38170	Miscellaneous Revenue	0.00	0.00	(3,653.24)	(3,653.24)		No Budget
38191	Insurance Recoveries	0.00	0.00	(1,000.00)	(1,000.00)		No Budget
Total For Fund: 131		839,788.00	(73,366.03)	(575,863.81)	263,924.19		31.43%

Fund : 311 K-8 Capital Project Fund		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
		Monthly Comparative				
33492	State of TN Grant - LPRF	0.00	0.00	(1,065,222.99)	(1,065,222.99)	No Budget
36901	K8BAN Loan Proceeds	0.00	0.00	(396,223.98)	(396,223.98)	No Budget
36901	K8P3 Loan Proceeds	0.00	0.00	(4,557,322.83)	(4,557,322.83)	No Budget
36920	Sale Of Bonds	0.00	0.00	(33,750,000.00)	(33,750,000.00)	No Budget
37743	Capital Contributions - Washington County	0.00	0.00	(300,000.00)	(300,000.00)	No Budget
Total For Fund: 311		0.00	0.00	(40,068,769.80)	(40,068,769.80)	100.00%

Fund : 334		Health Reimbursement Fund	Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
36350		Insurance Recoveries	0.00	(5,000.00)	(5,000.00)	(5,000.00)	No Budget
36992	110	HRA Contributions	0.00	(2,730.00)	(21,840.00)	(21,840.00)	No Budget
36992	131	HRA Contributions	0.00	(750.00)	(6,000.00)	(6,000.00)	No Budget
36992	413	HRA Contributions	0.00	(2,310.00)	(18,480.00)	(18,480.00)	No Budget
Total For Fund: 334			0.00	(10,790.00)	(51,320.00)	(51,320.00)	100.00%

Fund : 413 Water & Sewer Fund		Monthly Comparative			
		Total Estimated	MTD Realized	YTD Realized	% UnRealized
33101	2021 EDA Indust Park Grant	260,000.00	0.00	0.00	100.00%
33401	TN Direct Local ARPA Funds	347,450.00	0.00	(100,192.00)	71.16%
36100	Interest Earnings	5,000.00	(378.37)	(6,142.46)	-22.85%
36721	Cap Contr-Wash Cnty-WL Proj	10,000.00	0.00	(987,850.33)	-9778.50%
36750	Judgments and Settlements	0.00	(280.00)	(280.00)	No Budget
37110	Metered Water Sales	7,024,541.00	(584,347.80)	(4,560,296.35)	35.08%
37115	Collection on Delinquent Accounts	0.00	0.00	(135.29)	No Budget
37151	Disconnect Fees	12,500.00	(1,922.39)	(23,010.91)	-84.09%
37152	Service Charges	55,000.00	(2,400.00)	(30,300.00)	44.91%
37196	Water Tap Fees	375,000.00	(41,000.00)	(255,450.01)	31.88%
37196	Water Tap Fees	0.00	(3,200.00)	(32,550.00)	No Budget
37197	Water Line Extension Charges	100,000.00	0.00	0.00	100.00%
37210	Sewer Charges	1,828,000.00	(158,490.88)	(1,187,361.12)	35.05%
37220	Sewer Tap Inspection Fees	2,500.00	(175.00)	(1,850.00)	26.00%
37230	Special Sewer User Fee	7,500.00	0.00	0.00	100.00%
37296	Sewer Tap Fees	225,000.00	(11,000.00)	(78,167.79)	65.26%
37726	Gain on Sale of Capital Assets	0.00	0.00	(3,764.65)	No Budget
38170	Miscellaneous Revenue	0.00	250.00	(26,791.59)	No Budget
Total For Fund: 413		10,252,491.00	(802,944.44)	(7,294,142.50)	28.85%

Fund : 619 Drug Enforcement Fund		Monthly Comparative			
		Total Estimated	MTD Realized	YTD Realized	% UnRealized
35140	Drug Related Fines	3,000.00	(361.15)	(1,295.06)	56.83%
36529	Auction Proceeds	3,500.00	0.00	(6,177.00)	-76.49%
36571	Property Forfeitures	3,000.00	0.00	0.00	100.00%
Total For Fund: 619		9,500.00	(361.15)	(7,472.06)	21.35%

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 110

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
41500	General Administration							
121		Salaries and Wages	(624,262.00)	(624,262.00)	371,589.66	(252,672.34)	14.02%	44,062.68
			0.00		0.00			0.00
141		Oasi (Employer's Share)	(47,756.00)	(47,756.00)	27,020.22	(20,735.78)	13.23%	3,183.84
			0.00		0.00			0.00
142		Hospital And Health Insurance	(86,182.00)	(86,182.00)	48,335.63	(37,846.37)	14.40%	6,206.35
			0.00		0.00			0.00
143		Employee Retirement Plan	(33,633.00)	(33,633.00)	18,333.11	(15,299.89)	13.05%	2,205.33
			0.00		0.00			0.00
146		Workmen's Compensation	(73,410.00)	(73,410.00)	0.00	(73,410.00)	0.00%	0.00
			0.00		0.00			0.00
147		Unemployment Insurance	(450.00)	(450.00)	207.36	(242.64)	40.68%	48.16
			0.00		0.00			0.00
166		Municipal Judge	(11,200.00)	(11,200.00)	6,825.00	(4,375.00)	17.19%	1,050.00
			0.00		0.00			0.00
167		Animal Control	(2,500.00)	(2,500.00)	95.14	(2,404.86)	0.00%	0.00
			0.00		0.00			0.00
168		USDA Wildlife Management	(3,100.00)	(3,100.00)	0.00	(3,100.00)	0.00%	0.00
			0.00		0.00			0.00
211		Postage, Box Rent, Etc.	(4,000.00)	(4,000.00)	1,456.80	(2,543.20)	5.69%	80.98
			0.00		0.00			0.00
230		Publicity, Subscriptions, And Dues	(1,000.00)	(1,000.00)	3,895.16	2,895.16	231.17%	0.00
			0.00		0.00			0.00
236		Public Relation	(6,500.00)	(6,500.00)	2,750.00	(3,750.00)	15.38%	500.00
			0.00		0.00			0.00
239		MTAS/TML Fees	(3,500.00)	(3,500.00)	3,247.00	(253.00)	0.00%	0.00
			0.00		0.00			0.00
241		Electric	(14,500.00)	(14,500.00)	7,718.35	(6,781.65)	19.82%	1,550.23
			0.00		0.00			0.00
242		Water	(1,500.00)	(1,500.00)	752.70	(747.30)	12.60%	116.13
			0.00		0.00			0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 110

Monthly Comparative: 66.67%

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)	(12,500.00)	5,778.02	(6,721.98)	14.58%	918.46
248		GPS Services	(500.00)	(500.00)	864.38	364.38	48.47%	121.17
251		Medical Services	(2,600.00)	(2,600.00)	1,516.35	(1,083.65)	14.85%	202.05
252		Legal Services	(60,000.00)	(60,000.00)	51,162.94	(8,837.06)	14.27%	5,958.69
253		Accounting And Auditing Services	(25,400.00)	(25,400.00)	28,092.50	2,692.50	110.60%	0.00
255		Data Processing Services	(67,095.00)	(67,095.00)	21,971.59	(45,123.41)	6.40%	884.34
256		Engineering Services	(35,000.00)	(35,000.00)	19,150.00	(15,850.00)	8.75%	1,375.00
261		Repair And Maintenance Motor Vehicles	(3,000.00)	(3,000.00)	2,148.24	(851.76)	30.52%	1,103.14
262		Repair And Maintenance Equipment	(250.00)	(250.00)	0.00	(250.00)	0.00%	0.00
266		Repair And Maintenance Buildings	(8,000.00)	(8,000.00)	21,145.08	13,145.08	4.88%	325.00
267		Repair And Maintenance Buildings - ISC Bldg	(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00%	0.00
270		Repair And Maintenance Surplus Vehicles &	(5,500.00)	(5,500.00)	105.00	(5,395.00)	1.91%	0.00
279		Website Maintenance	0.00	0.00	250.00	250.00	No Budget	0.00
288		Travel/Training/Car Allowance	(6,000.00)	(6,000.00)	1.00	(5,999.00)	4.18%	0.00
290		Other Contracted Services	0.00	0.00	20,554.99	20,554.99	No Budget	0.00
293		Jackson Contracted Services	(25,000.00)	(25,000.00)	0.00	(25,000.00)	0.00%	0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 110			Monthly Comparative:		66.67%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
297		Veterans Memorial	(2,500.00)	(2,500.00)	822.34	(1,677.66)	0.00%	0.00
			0.00		0.00			0.00
311		Office Supplies	(6,000.00)	(6,000.00)	3,159.34	(2,840.66)	6.55%	335.12
			0.00		0.00			0.00
312		Small Items Of Equipment	(4,500.00)	(4,500.00)	2,419.51	(2,080.49)	12.00%	0.00
			0.00		0.00			0.00
313		Stationary/Forms	(2,000.00)	(2,000.00)	1,394.25	(605.75)	40.78%	752.80
			0.00		0.00			0.00
323		Food	(15,500.00)	(15,500.00)	10,945.41	(4,554.59)	6.65%	45.63
			0.00		0.00			0.00
324		Household And Janitorial Supplies	(4,200.00)	(4,200.00)	1,082.47	(3,117.53)	5.33%	0.00
			0.00		0.00			0.00
326		Clothing And Uniforms	(1,800.00)	(1,800.00)	1,486.30	(313.70)	0.00%	0.00
			0.00		0.00			0.00
331		Gas, Oil, Diesel Fuel, Grease, Etc.	(6,500.00)	(6,500.00)	714.70	(5,785.30)	1.49%	74.81
			0.00		0.00			0.00
334		Tires, Tubes And Etc.	(700.00)	(700.00)	0.00	(700.00)	0.00%	0.00
			0.00		0.00			0.00
336		Municipal Judge Supplies	(2,352.00)	(2,352.00)	0.00	(2,352.00)	0.00%	0.00
			0.00		0.00			0.00
390		Miscellaneous Supplies	(4,500.00)	(4,500.00)	3,534.30	(965.70)	15.22%	302.91
			0.00		0.00			0.00
520		Property/Liability Insurance	(152,500.00)	(152,500.00)	114,772.76	(37,727.24)	0.00%	0.00
			0.00		0.00			0.00
535		Equipment Leases & Maint Contracts	(44,700.00)	(44,700.00)	25,517.32	(19,182.68)	18.08%	3,620.94
			0.00		0.00			0.00
555		Bank Service Charges	(3,000.00)	(3,000.00)	1,934.34	(1,065.66)	0.00%	0.00
			0.00		0.00			0.00
591		Property Taxes	0.00	0.00	864.00	864.00	No Budget	864.00
			0.00		0.00			0.00
595		Tax Relief Program	(15,000.00)	(15,000.00)	16,369.00	1,369.00	72.57%	10,886.00
			0.00		0.00			0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 110

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
596			0.00	0.00	66.34	66.34	No Budget	0.00
		Penalties For Late Filing	0.00		0.00			0.00
620	RDA27		0.00	0.00	26,136.94	26,136.94	No Budget	6,515.73
		Note Principal	0.00		0.00			0.00
620	RDA26		0.00	0.00	14,479.31	14,479.31	No Budget	3,586.79
		Note Principal	0.00		0.00			0.00
620	RDA24		0.00	0.00	84,045.33	84,045.33	No Budget	20,945.73
		Note Principal	0.00		0.00			0.00
620	RDA22		0.00	0.00	34,130.08	34,130.08	No Budget	8,505.88
		Note Principal	0.00		0.00			0.00
620	RDA28		0.00	0.00	60,986.16	60,986.16	No Budget	15,203.36
		Note Principal	0.00		0.00			0.00
620	MUNIB		(121,000.00)	(121,000.00)	121,000.00	0.00	0.00%	0.00
		Note Principal	0.00		0.00			0.00
620	JBANO		0.00	0.00	2,204,998.43	2,204,998.43	No Budget	0.00
		Note Principal	0.00		0.00			0.00
620	COMMF		(60,005.00)	(60,005.00)	39,811.26	(20,193.74)	16.71%	5,018.19
		Note Principal	0.00		0.00			0.00
620	RDA25		0.00	0.00	84,471.98	84,471.98	No Budget	21,052.06
		Note Principal	0.00		0.00			0.00
620	CAP23		0.00	0.00	28,438.74	28,438.74	No Budget	5,683.17
		Note Principal	0.00		0.00			0.00
640	MUNIB		(15,662.00)	(15,662.00)	8,502.60	(7,159.40)	0.00%	0.00
		Interest On Notes	0.00		0.00			0.00
640	JBANO		(50,000.00)	(50,000.00)	9,191.96	(40,808.04)	0.00%	0.00
		Interest On Notes	0.00		0.00			0.00
640	RDA24		0.00	0.00	74,342.67	74,342.67	No Budget	18,651.27
		Interest On Notes	0.00		0.00			0.00
640	RDA27		0.00	0.00	21,383.06	21,383.06	No Budget	5,364.27
		Interest On Notes	0.00		0.00			0.00
640	COMMF		(89,420.00)	(89,420.00)	59,804.74	(29,615.26)	16.64%	7,433.81
		Interest On Notes	0.00		0.00			0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 110

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
640	RDA28		0.00	0.00	49,893.84	49,893.84	No Budget	12,516.64
	Interest On Notes		0.00		0.00			0.00
640	JRDNO		0.00	0.00	0.00	0.00	No Budget	0.00
	Interest On Notes		0.00		0.00			0.00
640	CAP23		(35,000.00)	(35,000.00)	13,651.71	(21,348.29)	15.67%	2,734.92
	Interest On Notes		0.00		0.00			0.00
640	RDA26		(37,250.00)	(37,250.00)	21,432.69	(15,817.31)	28.50%	5,391.21
	Interest On Notes		0.00		0.00			0.00
640	K8PK		0.00	0.00	19,211.11	19,211.11	No Budget	6,122.23
	Interest On Notes		0.00		0.00			0.00
640	RDA25		0.00	0.00	74,720.02	74,720.02	No Budget	18,745.94
	Interest On Notes		0.00		0.00			0.00
640	RDA22		0.00	0.00	30,189.92	30,189.92	No Budget	7,574.12
	Interest On Notes		0.00		0.00			0.00
660		Debt Issuance Costs	(2,000.00)	(2,000.00)	9,500.00	7,500.00	0.00%	0.00
			0.00		0.00			0.00
802		NE TN Tourism Appropriation	(2,000.00)	(2,000.00)	2,000.00	0.00	0.00%	0.00
			0.00		0.00			0.00
803		WC Museum/Heritage Alliance Appro	(50,000.00)	(50,000.00)	33,333.36	(16,666.64)	16.67%	0.00
			0.00		0.00			0.00
804		Building Inspection	(4,500.00)	(4,500.00)	988.20	(3,511.80)	3.00%	0.00
			0.00		0.00			0.00
805		Dirty Street Fighters	(7,000.00)	(7,000.00)	4,240.01	(2,759.99)	8.94%	177.01
			0.00		0.00			0.00
806		F.T.D.D. Appropriation	(1,650.00)	(1,650.00)	1,649.00	(1.00)	0.00%	0.00
			0.00		0.00			0.00
807		F.T.H.R.A. Appro	(7,301.00)	(7,301.00)	0.00	(7,301.00)	0.00%	0.00
			0.00		0.00			0.00
808		WC E.M.S. Appropriation	(50,000.00)	(50,000.00)	0.00	(50,000.00)	0.00%	0.00
			0.00		0.00			0.00
809		NE TN Regional Economic Partnersh	(7,000.00)	(7,000.00)	0.00	(7,000.00)	0.00%	0.00
			0.00		0.00			0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 110

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
810		Historic Zoning Comm Training	(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
811		Vet Park Appropriation	0.00	0.00	250.00	250.00	No Budget	0.00
815		Main Street Jones.Program Exp	0.00	0.00	2,861.04	2,861.04	No Budget	0.00
817		Main St.-Jonesborough Days	0.00	0.00	2,043.90	2,043.90	No Budget	235.35
871		Washington Co-Jonesborough Library	(13,500.00)	(13,500.00)	0.00	(13,500.00)	0.00%	0.00
946		Computer Software	0.00	0.00	15,062.50	15,062.50	No Budget	4,687.50
991		Facade Renovation	(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00%	0.00
992		Street/Solid Waste Building	(285,000.00)	(285,000.00)	102,300.00	(182,700.00)	35.89%	0.00
998		Other Capital Projects	(149,742.00)	(149,742.00)	102,422.84	(47,319.16)	0.00%	0.00
Total 41500 General Administration			(2,432,620.00)	(2,432,620.00)	4,207,522.00	1,774,902.00	172.96%	262,918.94
			0.00		0.00			0.00
42100 Police								
121		Salaries and Wages	(1,223,770.00)	(1,223,770.00)	833,578.43	(390,191.57)	15.98%	95,713.52
141		Oasi (Employer's Share)	(93,618.00)	(93,618.00)	59,245.44	(34,372.56)	14.78%	6,760.59
142		Hospital And Health Insurance	(225,889.00)	(225,889.00)	179,239.38	(46,649.62)	18.79%	20,945.50
143		Employee Retirement Plan	(71,811.00)	(71,811.00)	47,701.51	(24,109.49)	15.96%	5,606.01
147		Unemployment Insurance	(850.00)	(850.00)	541.84	(308.16)	58.56%	177.12
			0.00		0.00			0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 110			Monthly Comparative:		66.67%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
148		Employee Education And Training	(16,000.00)	(16,000.00)	27,413.17	11,413.17	25.73%	5,756.26
164		Reserve Officer Program	(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
165		Court Costs	(10,000.00)	(10,000.00)	3,000.00	(7,000.00)	0.00%	0.00
211		Postage, Box Rent, Etc.	(2,500.00)	(2,500.00)	778.12	(1,721.88)	3.12%	0.00
230		Publicity, Subscriptions, And Dues	(2,000.00)	(2,000.00)	1,709.15	(290.85)	7.72%	0.00
236		Public Relation	(3,000.00)	(3,000.00)	1,512.13	(1,487.87)	0.00%	0.00
245		Telephone And Other Communication Services	(15,500.00)	(15,500.00)	8,835.88	(6,664.12)	21.22%	1,352.09
248		GPS Services	(5,250.00)	(5,250.00)	4,070.78	(1,179.22)	22.15%	581.54
251		Medical Services	(11,500.00)	(11,500.00)	5,560.97	(5,939.03)	10.11%	712.85
260		RADIO	(1,000.00)	(1,000.00)	605.67	(394.33)	21.05%	169.13
261		Repair And Maintenance Services	0.00	0.00	0.00	0.00	0.00	0.00
262		Repair And Maintenance Motor Vehicles	(18,000.00)	(18,000.00)	22,229.29	4,229.29	42.93%	7,177.47
270		Repair And Maintenance Equipment	(1,000.00)	(1,000.00)	509.98	(490.02)	29.00%	290.00
280		Repair And Maintenance Surplus Vehicles &	(5,000.00)	(5,000.00)	3,875.60	(1,124.40)	5.60%	0.00
289		Travel	(5,000.00)	(5,000.00)	0.00	(1,327.45)	25.97%	1,209.81
290		Travel - Surplus Vehicles & Equip	(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
		Other Contracted Services	(39,739.00)	(39,739.00)	33,299.25	(6,439.75)	3.80%	550.00
			0.00	0.00	0.00	0.00		0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 110			Monthly Comparative:		66.67%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
307			(25,000.00)	(25,000.00)	28,644.49	3,644.49	25.59%	357.91
	Shop with a Cop		0.00		0.00			0.00
311			(3,000.00)	(3,000.00)	2,367.66	(632.34)	10.75%	209.45
	Office Supplies		0.00		0.00			0.00
312			(7,000.00)	(7,000.00)	4,380.44	(2,619.56)	0.00%	0.00
	Small Items Of Equipment		0.00		0.00			0.00
313			(1,200.00)	(1,200.00)	583.25	(616.75)	0.00%	0.00
	Stationary/Forms		0.00		0.00			0.00
314			0.00	0.00	43.16	43.16	No Budget	0.00
	Small Equip - TN Local Appropriation		0.00		0.00			0.00
326			(20,000.00)	(20,000.00)	19,861.72	(138.28)	47.83%	900.04
	Clothing And Uniforms		0.00		0.00			0.00
327			(7,000.00)	(7,000.00)	12,911.46	5,911.46	105.68%	259.80
	Fire Arm Supplies		0.00		0.00			0.00
331			(60,000.00)	(60,000.00)	30,831.42	(29,168.58)	13.10%	4,134.56
	Gas, Oil, Diesel Fuel, Grease, Etc.		0.00		0.00			0.00
334			(8,000.00)	(8,000.00)	10,352.27	2,352.27	7.45%	0.00
	Tires, Tubes And Etc.		0.00		0.00			0.00
344			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Safety Supplies		0.00		0.00			0.00
390			(5,000.00)	(5,000.00)	2,455.49	(2,544.51)	22.70%	548.58
	Miscellaneous Supplies		0.00		0.00			0.00
535			(18,275.00)	(18,275.00)	18,352.60	77.60	16.81%	1,839.83
	Equipment Leases & Maint Contracts		0.00		0.00			0.00
560			(25,000.00)	(25,000.00)	7,139.40	(17,860.60)	3.50%	876.07
	State Police Fines		0.00		0.00			0.00
596			0.00	0.00	184.59	184.59	No Budget	0.00
	Penalties For Late Filing		0.00		0.00			0.00
620		PSVEH	(119,000.00)	(119,000.00)	119,000.00	0.00	0.00%	0.00
	Note Principal		0.00		0.00			0.00
640		PSVEH	(5,129.00)	(5,129.00)	3,067.35	(2,061.65)	0.00%	0.00
	Interest On Notes		0.00		0.00			0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
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Fund : 110

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
701		DOJ Bullet Proof Vests Grant	(8,500.00)	(8,500.00)	0.00	(8,500.00)	0.00%	0.00
702		TN Highway Safety Grant	(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
831		Ps Electr.Citation Reserve Exp	(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
832		Clerk Electr.Citation Reserve Exp	(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
833		Handgun Permit Class Expense	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
834		Driving School Tech Fund Expenses	(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
835		Paws In Blue Canine Expenses	0.00	0.00	8,208.21	8,208.21	No Budget	97.67
874		Jonesborough Cops for Kids	(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00%	0.00
940		Machinery And Equipment	(43,000.00)	(43,000.00)	43,000.00	0.00	0.00%	0.00
952		Police Vehicles	0.00	0.00	20,117.60	20,117.60	No Budget	0.00
955		PS Training Facility	0.00	0.00	(339.09)	(339.09)	No Budget	0.00
Total 42100 Police			(2,134,531.00)	(2,134,531.00)	1,568,541.16	(565,989.84)	73.48%	156,225.80
			0.00		0.00			0.00
42200	Fire Protection And Control Services							
121		Salaries and Wages	(432,579.00)	(432,579.00)	310,208.73	(122,370.27)	17.68%	36,938.49
141		Oasi (Employer's Share)	(33,092.00)	(33,092.00)	22,169.63	(10,922.37)	16.57%	2,642.12
142		Hospital And Health Insurance	(70,888.00)	(70,888.00)	53,312.01	(17,575.99)	16.86%	5,976.89
			0.00		0.00			0.00

Town of Jonesborough
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Fund : 110			Monthly Comparative:			66.67%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
143		Employee Retirement Plan	(25,343.00)	(25,343.00)	17,644.16	(7,698.84)	16.98%	2,064.57
			0.00		0.00			0.00
147		Unemployment Insurance	(340.00)	(340.00)	188.10	(151.90)	55.06%	63.63
			0.00		0.00			0.00
148		Employee Education And Training	(8,500.00)	(8,500.00)	2,026.40	(6,473.60)	0.69%	0.00
			0.00		0.00			0.00
211		Postage, Box Rent, Etc.	(200.00)	(200.00)	115.25	(84.75)	27.98%	52.16
			0.00		0.00			0.00
230		Publicity, Subscriptions, And Dues	(1,800.00)	(1,800.00)	1,207.26	(592.74)	17.78%	20.00
			0.00		0.00			0.00
236		Public Relation	(500.00)	(500.00)	283.10	(216.90)	0.00%	0.00
			0.00		0.00			0.00
245		Telephone And Other Communication Services	(6,250.00)	(6,250.00)	3,015.36	(3,234.64)	17.34%	360.58
			0.00		0.00			0.00
248		GPS Services	(700.00)	(700.00)	1,526.49	826.49	62.31%	218.07
			0.00		0.00			0.00
251		Medical Services	(6,500.00)	(6,500.00)	4,013.23	(2,486.77)	16.12%	675.70
			0.00		0.00			0.00
261		Repair And Maintenance Motor Vehicles	(30,000.00)	(30,000.00)	21,341.38	(8,658.62)	20.99%	300.67
			0.00		0.00			0.00
262		Repair And Maintenance Equipment	(2,500.00)	(2,500.00)	2,002.57	(497.43)	26.44%	0.00
			0.00		0.00			0.00
266		Repair And Maintenance Buildings	(10,000.00)	(10,000.00)	8,751.37	(1,248.63)	84.14%	6,656.74
			0.00		0.00			0.00
280		Travel	(1,000.00)	(1,000.00)	88.50	(911.50)	0.00%	0.00
			0.00		0.00			0.00
290		Other Contracted Services	(11,000.00)	(11,000.00)	2,073.11	(8,926.89)	3.56%	0.00
			0.00		0.00			0.00
311		Office Supplies	(1,000.00)	(1,000.00)	787.13	(212.87)	38.35%	0.00
			0.00		0.00			0.00
312		Small Items Of Equipment	(45,000.00)	(45,000.00)	26,523.00	(18,477.00)	28.94%	6,445.75
			0.00		0.00			0.00

Town of Jonesborough
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Fund : 110			Monthly Comparative:					66.67%
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
313	Stationary/Forms		(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
326			0.00		0.00			0.00
	Clothing And Uniforms		(11,000.00)	(11,000.00)	13,359.96	2,359.96	11.27%	0.00
			0.00		0.00			0.00
329			(30,000.00)	(30,000.00)	17,476.68	(12,523.32)	14.14%	0.00
	Fire Fighting Gear		0.00		0.00			0.00
331			(12,000.00)	(12,000.00)	8,102.59	(3,897.41)	17.06%	914.98
	Gas, Oil, Diesel Fuel, Grease, Etc.		0.00		0.00			0.00
334			(8,000.00)	(8,000.00)	0.00	(8,000.00)	0.00%	0.00
	Tires, Tubes And Etc.		0.00		0.00			0.00
344			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Safety Supplies		0.00		0.00			0.00
390			(5,500.00)	(5,500.00)	4,560.33	(939.67)	11.78%	206.80
	Miscellaneous Supplies		0.00		0.00			0.00
535			(6,500.00)	(6,500.00)	3,643.60	(2,856.40)	11.78%	381.35
	Equipment Leases & Maint Contracts		0.00		0.00			0.00
596			0.00	0.00	71.92	71.92	No Budget	0.00
	Penalties For Late Filing		0.00		0.00			0.00
620	FT16		(38,760.00)	(38,760.00)	25,746.39	(13,013.61)	16.71%	3,241.25
	Note Principal		0.00		0.00			0.00
620	FT21		(46,000.00)	(46,000.00)	46,000.00	0.00	0.00%	0.00
	Note Principal		0.00		0.00			0.00
640	FT16		(3,167.00)	(3,167.00)	2,204.73	(962.27)	16.19%	252.64
	Interest On Notes		0.00		0.00			0.00
640	FT21		(10,109.00)	(10,109.00)	5,323.50	(4,785.50)	0.00%	0.00
	Interest On Notes		0.00		0.00			0.00
941			0.00	0.00	48,800.00	48,800.00	No Budget	48,800.00
	Vehicles		0.00		0.00			0.00
957			0.00	0.00	1,358.26	1,358.26	No Budget	0.00
	Brush Truck		0.00		0.00			0.00
Total 42200 Fire Protection And Control			(859,428.00)	(859,428.00)	653,924.74	(205,503.26)	76.09%	116,212.39
			0.00		0.00			0.00

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43100	Highways And Streets							
121			(400,991.00)	(400,991.00)	276,579.86	(124,411.14)	13.47%	26,555.53
		Salaries and Wages	0.00		0.00			0.00
141			(30,676.00)	(30,676.00)	19,962.50	(10,713.50)	12.67%	1,908.03
		Oasi (Employer's Share)	0.00		0.00			0.00
142			(63,206.00)	(63,206.00)	43,173.98	(20,032.02)	13.66%	4,318.53
		Hospital And Health Insurance	0.00		0.00			0.00
143			(23,191.00)	(23,191.00)	14,925.33	(8,265.67)	13.88%	1,593.32
		Employee Retirement Plan	0.00		0.00			0.00
147			(310.00)	(310.00)	153.41	(156.59)	49.49%	59.49
		Unemployment Insurance	0.00		0.00			0.00
148			0.00	0.00	110.00	110.00	No Budget	0.00
		Employee Education And Training	0.00		0.00			0.00
245			(2,500.00)	(2,500.00)	1,048.38	(1,451.62)	12.14%	153.48
		Telephone And Other Communication Services	0.00		0.00			0.00
247			(192,500.00)	(192,500.00)	124,004.88	(68,495.12)	18.38%	17,703.39
		Street Lighting (Electric And Maint.)	0.00		0.00			0.00
248			(1,800.00)	(1,800.00)	1,621.75	(178.25)	25.48%	224.34
		GPS Services	0.00		0.00			0.00
251			(3,300.00)	(3,300.00)	2,353.95	(946.05)	14.93%	329.20
		Medical Services	0.00		0.00			0.00
261			(41,250.00)	(41,250.00)	30,128.02	(11,121.98)	14.14%	1,088.98
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
262			(1,500.00)	(1,500.00)	269.97	(1,230.03)	7.52%	0.00
		Repair And Maintenance Equipment	0.00		0.00			0.00
266			(6,000.00)	(6,000.00)	2,223.74	(3,776.26)	34.34%	30.80
		Repair And Maintenance Buildings	0.00		0.00			0.00
268			(15,000.00)	(15,000.00)	14,406.06	(593.94)	15.60%	2,340.18
		Repair And Maintenance Roads And Streets	0.00		0.00			0.00
311			(400.00)	(400.00)	145.65	(254.35)	0.00%	0.00
		Office Supplies	0.00		0.00			0.00

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Fund : 110			Monthly Comparative:		66.67%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
312		Small Items Of Equipment	(4,000.00)	(4,000.00)	1,277.54	(2,722.46)	2.27%	0.00
326		Clothing And Uniforms	(3,850.00)	(3,850.00)	3,453.55	(396.45)	0.00%	0.00
331		Gas, Oil, Diesel Fuel, Grease, Etc.	(32,175.00)	(32,175.00)	20,488.05	(11,686.95)	15.46%	2,685.00
334		Tires, Tubes And Etc.	(7,000.00)	(7,000.00)	3,294.24	(3,705.76)	0.00%	0.00
342		Sign Parts And Supplies	(6,050.00)	(6,050.00)	5,824.30	(225.70)	34.66%	234.40
344		Safety Supplies	(2,200.00)	(2,200.00)	420.13	(1,779.87)	12.82%	170.40
390		Miscellaneous Supplies	(2,750.00)	(2,750.00)	1,076.16	(1,673.84)	8.26%	56.74
395		Storm Water	(6,000.00)	(6,000.00)	6,621.62	621.62	0.00%	0.00
454		Sodium Chloride	(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00%	0.00
473		Curbing, Sidewalks, and Rock	(100,000.00)	(100,000.00)	16,738.89	(83,261.11)	0.55%	381.90
474		Street Paving	(175,000.00)	(175,000.00)	53,205.86	(121,794.14)	29.71%	0.00
535		Equipment Leases & Maint Contracts	(2,500.00)	(2,500.00)	2,283.20	(216.80)	18.38%	228.81
560		State Storm Water Maintenance Fees	(5,000.00)	(5,000.00)	1,125.00	(3,875.00)	0.00%	0.00
596		Penalties For Late Filing	0.00	0.00	65.45	65.45	No Budget	0.00
973		3 - 2500 4 Wheel Drive Trucks	(150,000.00)	(150,000.00)	76,750.00	(73,250.00)	0.00%	0.00
975		Oak Grove Curbing & Sidewalk	(30,000.00)	(30,000.00)	36,336.40	6,336.40	4.45%	1,336.40
			0.00		0.00			0.00

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Fund : 110			Monthly Comparative:		66.67%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
977		Lincoln Park Parking Lot	(106,000.00)	(106,000.00)	189,992.34	83,992.34	0.96%	367.98
			0.00		0.00			0.00
984		West Main Sidewalk	(105,000.00)	(105,000.00)	161,700.00	56,700.00	50.43%	52,950.00
			0.00		0.00			0.00
985		Thompson Meadow Lane Paving	(52,000.00)	(52,000.00)	302,864.48	250,864.48	1.06%	551.97
			0.00		0.00			0.00
986		Boone Street Paving	(135,000.00)	(135,000.00)	0.00	(135,000.00)	0.00%	0.00
			0.00		0.00			0.00
Total 43100 Highways And Streets			(1,717,149.00)	(1,717,149.00)	1,414,624.69	(302,524.31)	82.38%	115,268.87
			0.00		0.00			0.00
43170	City Garage							
121		Salaries and Wages	(75,157.00)	(75,157.00)	42,347.58	(32,809.42)	23.50%	8,907.48
			0.00		0.00			0.00
141		Oasi (Employer's Share)	(5,750.00)	(5,750.00)	2,774.54	(2,975.46)	20.85%	605.17
			0.00		0.00			0.00
142		Hospital And Health Insurance	(25,186.00)	(25,186.00)	17,353.75	(7,832.25)	20.79%	2,618.57
			0.00		0.00			0.00
143		Employee Retirement Plan	(4,452.00)	(4,452.00)	2,512.33	(1,939.67)	23.80%	534.45
			0.00		0.00			0.00
147		Unemployment Insurance	(130.00)	(130.00)	35.84	(94.16)	27.57%	9.58
			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)	83.62	(166.38)	0.00%	0.00
			0.00		0.00			0.00
241		Electric	(5,000.00)	(5,000.00)	4,539.73	(460.27)	35.03%	528.08
			0.00		0.00			0.00
242		Water	(1,000.00)	(1,000.00)	87.22	(912.78)	4.21%	42.11
			0.00		0.00			0.00
245		Telephone And Other Communication Services	(2,250.00)	(2,250.00)	1,672.50	(577.50)	20.03%	226.14
			0.00		0.00			0.00

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Fund : 110			Monthly Comparative:		66.67%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
248	GPS Services		(400.00) 0.00	(400.00)	145.38 0.00	(254.62)	12.12%	24.23 0.00
251	Medical Services		(800.00) 0.00	(800.00)	642.34 0.00	(157.66)	10.23%	40.90 0.00
261	Repair And Maintenance Motor Vehicles		(2,000.00) 0.00	(2,000.00)	2,369.78 0.00	369.78	-64.93%	0.00 0.00
262	Repair And Maintenance Equipment		(500.00) 0.00	(500.00)	277.06 0.00	(222.94)	15.84%	0.00 0.00
266	Repair And Maintenance Buildings		(1,500.00) 0.00	(1,500.00)	1,322.98 0.00	(177.02)	43.08%	34.00 0.00
311	Office Supplies		(500.00) 0.00	(500.00)	11.00 0.00	(489.00)	0.00%	0.00 0.00
312	Small Items Of Equipment		(3,470.00) 0.00	(3,470.00)	2,465.92 0.00	(1,004.08)	54.93%	0.00 0.00
324	Household And Janitorial Supplies		(1,500.00) 0.00	(1,500.00)	1,820.56 0.00	320.56	38.36%	0.00 0.00
326	Clothing And Uniforms		(1,900.00) 0.00	(1,900.00)	1,447.71 0.00	(452.29)	22.72%	217.01 0.00
331	Gas, Oil, Diesel Fuel, Grease, Etc.		(2,300.00) 0.00	(2,300.00)	798.04 0.00	(1,501.96)	12.44%	162.82 0.00
334	Tires, Tubes And Etc.		(1,000.00) 0.00	(1,000.00)	672.00 0.00	(328.00)	0.00%	0.00 0.00
341	Consumable Tools		(2,300.00) 0.00	(2,300.00)	1,847.17 0.00	(452.83)	-82.87%	0.00 0.00
344	Safety Supplies		(1,000.00) 0.00	(1,000.00)	372.61 0.00	(627.39)	19.97%	0.00 0.00
345	Welding Supplies		(400.00) 0.00	(400.00)	129.87 0.00	(270.13)	0.00%	0.00 0.00
346	Wash Bay Maintenance and Supplies		(2,500.00) 0.00	(2,500.00)	2,025.00 0.00	(475.00)	25.48%	637.00 0.00
390	Miscellaneous Supplies		(1,000.00) 0.00	(1,000.00)	374.14 0.00	(625.86)	0.00%	0.00 0.00

Town of Jonesborough
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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	(3,000.00)	(3,000.00)	2,569.45	(430.55)	16.48%	246.31
			0.00		0.00			0.00
596		Penalties For Late Filing	0.00	0.00	7.77	7.77	No Budget	0.00
			0.00		0.00			0.00
Total 43170 City Garage			(145,745.00)	(145,745.00)	90,705.89	(55,039.11)	62.24%	14,833.85
			0.00		0.00			0.00
44320		Senior Citizen Facilities						
121		TRANS	(6,000.00)	(6,000.00)	0.00	(6,000.00)	0.00%	0.00
		Salaries and Wages	0.00		0.00			0.00
121		Salaries and Wages	(337,015.00)	(337,015.00)	219,247.89	(117,767.11)	15.20%	26,888.14
			0.00		0.00			0.00
121		IIIB	(30,389.00)	(30,389.00)	21,213.34	(9,175.66)	12.90%	1,307.20
		Salaries and Wages	0.00		0.00			0.00
141		IIIB	(2,325.00)	(2,325.00)	1,472.12	(852.88)	11.26%	87.27
		Oasi (Employer's Share)	0.00		0.00			0.00
141		Oasi (Employer's Share)	(25,782.00)	(25,782.00)	15,546.62	(10,235.38)	14.04%	1,901.47
			0.00		0.00			0.00
141		TRANS	(459.00)	(459.00)	0.00	(459.00)	0.00%	0.00
		Oasi (Employer's Share)	0.00		0.00			0.00
142		Oasi (Employer's Share)	(64,437.00)	(64,437.00)	43,867.58	(20,569.42)	15.29%	4,927.66
			0.00		0.00			0.00
142		Hospital And Health Insurance	(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
		TRANS	0.00		0.00			0.00
142		Hospital And Health Insurance	(2,850.00)	(2,850.00)	7,062.34	4,212.34	70.40%	1,003.14
		IIIB	0.00		0.00			0.00
143		Hospital And Health Insurance	(16,759.00)	(16,759.00)	11,011.56	(5,747.44)	15.76%	1,380.99
			0.00		0.00			0.00
143		Employee Retirement Plan	(2,387.00)	(2,387.00)	1,089.51	(1,297.49)	9.86%	78.43
		IIIB	0.00		0.00			0.00
143		Employee Retirement Plan	(420.00)	(420.00)	156.86	(263.14)	0.00%	0.00
		TRANS	0.00		0.00			0.00
		Employee Retirement Plan						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
147		Unemployment Insurance	(310.00)	(310.00)	39.27	(270.73)	11.00%	27.77
		TRANS	0.00		0.00			0.00
147		Unemployment Insurance	(30.00)	(30.00)	0.00	(30.00)	0.00%	0.00
		IIIB	0.00		0.00			0.00
147		Unemployment Insurance	(35.00)	(35.00)	117.66	82.66	336.17%	39.22
		IIIB	0.00		0.00			0.00
148		Employee Education And Training	(2,500.00)	(2,500.00)	1,691.06	(808.94)	17.54%	191.61
		Employee Education And Training	0.00		0.00			0.00
148		Employee Education And Training	(2,500.00)	(2,500.00)	236.21	(2,263.79)	0.00%	0.00
		Employee Education And Training	0.00		0.00			0.00
211		Postage, Box Rent, Etc.	(800.00)	(800.00)	947.11	147.11	37.94%	198.00
		Postage, Box Rent, Etc.	0.00		0.00			0.00
230		Publicity, Subscriptions, And Dues	(5,500.00)	(5,500.00)	3,242.01	(2,257.99)	4.45%	109.95
		Publicity, Subscriptions, And Dues	0.00		0.00			0.00
241		Electric	(40,000.00)	(40,000.00)	16,521.57	(23,478.43)	10.64%	2,251.70
		Electric	0.00		0.00			0.00
242		Water	(4,000.00)	(4,000.00)	1,553.50	(2,446.50)	10.01%	197.43
		Water	0.00		0.00			0.00
245		IIIB	(780.00)	(780.00)	455.00	(325.00)	16.67%	65.00
		Telephone And Other Communication Services	0.00		0.00			0.00
245		Telephone And Other Communication Services	(10,000.00)	(10,000.00)	5,078.55	(4,921.45)	14.00%	763.54
		Telephone And Other Communication Services	0.00		0.00			0.00
248		GPS Services	(1,000.00)	(1,000.00)	678.44	(321.56)	19.38%	96.92
		GPS Services	0.00		0.00			0.00
251		Medical Services	(2,500.00)	(2,500.00)	1,079.43	(1,420.57)	12.17%	161.15
		Medical Services	0.00		0.00			0.00
261		Repair And Maintenance Motor Vehicles	(1,000.00)	(1,000.00)	217.39	(782.61)	0.00%	0.00
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
262		Repair And Maintenance Equipment	(1,000.00)	(1,000.00)	902.76	(97.24)	23.10%	158.99
		Repair And Maintenance Equipment	0.00		0.00			0.00
265		Repair And Maintenance Grounds And	(9,000.00)	(9,000.00)	8,590.44	(409.56)	1.39%	22.32
		Repair And Maintenance Grounds And	0.00		0.00			0.00

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266		Repair And Maintenance Buildings	(20,400.00)	(20,400.00)	18,705.08	(1,694.92)	16.89%	2,348.90
			0.00		0.00			0.00
300		IIIB	(554.00)	(554.00)	116.87	(437.13)	3.42%	18.96
		Supplies	0.00		0.00			0.00
311			(3,200.00)	(3,200.00)	2,295.30	(904.70)	19.77%	457.72
		Office Supplies	0.00		0.00			0.00
312			(4,800.00)	(4,800.00)	4,623.54	(176.46)	10.83%	519.99
		Small Items Of Equipment	0.00		0.00			0.00
324			(6,000.00)	(6,000.00)	2,099.63	(3,900.37)	6.60%	341.75
		Household And Janitorial Supplies	0.00		0.00			0.00
326			(900.00)	(900.00)	241.26	(658.74)	0.00%	0.00
		Clothing And Uniforms	0.00		0.00			0.00
331			(2,700.00)	(2,700.00)	973.58	(1,726.42)	5.50%	124.86
		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00		0.00			0.00
334			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Tires, Tubes And Etc.	0.00		0.00			0.00
344			(2,000.00)	(2,000.00)	951.57	(1,048.43)	38.32%	376.59
		Safety Supplies	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			(1,500.00)	(1,500.00)	1,422.19	(77.81)	22.80%	334.47
		Miscellaneous Supplies	0.00		0.00			0.00
535			(21,000.00)	(21,000.00)	18,095.91	(2,904.09)	12.96%	1,274.14
		Equipment Leases & Maint Contracts	0.00		0.00			0.00
596			0.00	0.00	57.71	57.71	No Budget	0.00
		Penalties For Late Filing	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	(91,050.00)	(91,050.00)	45,525.00	(45,525.00)	0.00%	0.00
		Interest On Notes	0.00		0.00			0.00
836			(100.00)	(100.00)	0.00	(100.00)	0.00%	0.00
		Ada Compliance	0.00		0.00			0.00

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837		Parrish Nurse/Wellness Program	(20,000.00) 0.00	(20,000.00)	8,919.24 0.00	(11,080.76)	11.69%	(1,011.18) 0.00
838		Health Promotion Program	(38,000.00) 0.00	(38,000.00)	18,136.50 0.00	(19,863.50)	15.17%	500.00 0.00
839		Senior Center-Special Projects Ex	(55,000.00) 0.00	(55,000.00)	29,244.19 0.00	(25,755.81)	0.00%	0.00 0.00
841		Senior Center State Grant Tcad Ex	0.00 0.00	0.00	1,109.24 0.00	1,109.24	No Budget	0.00 0.00
967		My Ride SUV	0.00 (13,253.00)	0.00	13,253.00 0.00	13,253.00	No Budget	0.00 0.00
968		My Ride Golf Cart	0.00 (11,981.00)	(11,981.00)	0.00 0.00	(11,981.00)	0.00%	0.00 0.00
969		Patio Pavilion	0.00	0.00	0.00	0.00	0.00%	0.00
Total 44320 Senior Citizen Facilities			(967,216.00) 0.00	(967,216.00)	527,788.03 0.00	(439,427.97)	54.57%	47,144.10 0.00
44400	Parks and Recreation							
121		Salaries and Wages	(257,084.00) 0.00	(257,084.00)	136,646.98 0.00	(120,437.02)	11.64%	15,643.63 0.00
141		Oasi (Employer's Share)	(19,667.00) 0.00	(19,667.00)	10,104.33 0.00	(9,562.67)	11.22%	1,155.65 0.00
142		Hospital And Health Insurance	(43,051.00) 0.00	(43,051.00)	15,897.43 0.00	(27,153.57)	9.03%	1,942.98 0.00
143		Employee Retirement Plan	(12,889.00) 0.00	(12,889.00)	6,084.88 0.00	(6,804.12)	10.93%	705.48 0.00
147		Unemployment Insurance	(205.00) 0.00	(205.00)	92.01 0.00	(112.99)	37.72%	34.52 0.00
148		Employee Education And Training	(500.00) 0.00	(500.00)	88.50 0.00	(411.50)	0.00%	0.00 0.00
211		Postage, Box Rent, Etc.	(400.00) 0.00	(400.00)	296.38 0.00	(103.62)	31.49%	0.00 0.00

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220			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
		Printing, Duplicating, Typing, And Binding	0.00		0.00			0.00
230			(2,000.00)	(2,000.00)	1,152.26	(847.74)	0.00%	0.00
		Publicity, Subscriptions, And Dues	0.00		0.00			0.00
241			(37,500.00)	(37,500.00)	21,827.34	(15,672.66)	15.71%	3,371.22
		Electric	0.00		0.00			0.00
242			(15,000.00)	(15,000.00)	9,969.16	(5,030.84)	37.98%	991.68
		Water	0.00		0.00			0.00
245			(8,500.00)	(8,500.00)	5,824.70	(2,675.30)	19.02%	619.80
		Telephone And Other Communication Services	0.00		0.00			0.00
248			(950.00)	(950.00)	678.44	(271.56)	20.40%	96.92
		GPS Services	0.00		0.00			0.00
251			(2,300.00)	(2,300.00)	1,288.35	(1,011.65)	16.00%	184.05
		Medical Services	0.00		0.00			0.00
261			(6,500.00)	(6,500.00)	2,119.65	(4,380.35)	-14.51%	0.00
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
262			(7,000.00)	(7,000.00)	497.72	(6,502.28)	0.68%	0.00
		Repair And Maintenance Equipment	0.00		0.00			0.00
265			(95,000.00)	(95,000.00)	87,239.02	(7,760.98)	16.22%	689.76
		Repair And Maintenance Grounds And	0.00		0.00			0.00
266			(7,500.00)	(7,500.00)	9,115.42	1,615.42	11.01%	197.94
		Repair And Maintenance Buildings	0.00		0.00			0.00
311			(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
		Office Supplies	0.00		0.00			0.00
312			(5,000.00)	(5,000.00)	3,689.91	(1,310.09)	0.00%	0.00
		Small Items Of Equipment	0.00		0.00			0.00
324			(4,500.00)	(4,500.00)	3,446.06	(1,053.94)	10.62%	202.62
		Household And Janitorial Supplies	0.00		0.00			0.00
326			(1,600.00)	(1,600.00)	860.16	(739.84)	0.00%	0.00
		Clothing And Uniforms	0.00		0.00			0.00
331			(7,000.00)	(7,000.00)	2,354.44	(4,645.56)	5.79%	120.04
		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00		0.00			0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 110

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
334			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Tires, Tubes And Etc.	0.00		0.00			0.00
344			(250.00)	(250.00)	104.19	(145.81)	34.08%	85.20
		Safety Supplies	0.00		0.00			0.00
390			(1,300.00)	(1,300.00)	133.14	(1,166.86)	0.00%	0.00
		Miscellaneous Supplies	0.00		0.00			0.00
535			(2,520.00)	(2,520.00)	1,650.98	(869.02)	14.02%	276.34
		Equipment Leases & Maint Contracts	0.00		0.00			0.00
596			0.00	0.00	35.12	35.12	No Budget	0.00
		Penalties For Late Filing	0.00		0.00			0.00
843			(50,000.00)	(50,000.00)	27,619.60	(22,380.40)	7.75%	2,874.27
		Jrt Players Education Program	0.00		0.00			0.00
844			(20,000.00)	(20,000.00)	5,258.86	(14,741.14)	6.74%	630.30
		Special Programs	0.00		0.00			0.00
845			(10,000.00)	(10,000.00)	3,697.94	(6,302.06)	0.00%	0.00
		Athletic Programs	0.00		0.00			0.00
847			(3,000.00)	(3,000.00)	4,074.00	1,074.00	2.47%	0.00
		Jrt-Don Squibb Scholarship Awards	0.00		0.00			0.00
848			(52,000.00)	(52,000.00)	34,324.66	(17,675.34)	10.51%	(1,089.08)
		Jpac/Repertory Theatre	0.00		0.00			0.00
849			(2,000.00)	(2,000.00)	361.37	(1,638.63)	0.00%	0.00
		Flag Committee Expenditures	0.00		0.00			0.00
850			(45,000.00)	(45,000.00)	6,592.45	(38,407.55)	-8.96%	0.00
		Townscope	0.00		0.00			0.00
851			(3,000.00)	(3,000.00)	60.00	(2,940.00)	0.00%	0.00
		Keep Jonesborough Beautiful Progr	0.00		0.00			0.00
853			(3,000.00)	(3,000.00)	1,054.98	(1,945.02)	30.85%	0.00
		Chuckey Depot Museum Reserve Exp	0.00		0.00			0.00
854			(16,000.00)	(16,000.00)	8,691.92	(7,308.08)	4.29%	1,322.87
		E.Gillespie Bldg.Utilities&Suppli	0.00		0.00			0.00
855			(25,200.00)	(25,200.00)	7,580.94	(17,619.06)	14.35%	2,273.55
		Jackson Theatre Utilities	0.00		0.00			0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 110			Monthly Comparative:		66.67%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
856		Boone Street Mkt Utilities	(6,500.00) 0.00	(6,500.00)	4,454.16 0.00	(2,045.84)	40.84%	466.00 0.00
857		Chuckey Depot Operating Expenses	(7,000.00) 0.00	(7,000.00)	4,995.27 0.00	(2,004.73)	15.18%	661.29 0.00
858		Jrt Warehouse Expenses	0.00 0.00	0.00	2,612.95 0.00	2,612.95	No Budget	755.89 0.00
860		Tree & Townscape Exp	(2,000.00) 0.00	(2,000.00)	0.00 0.00	(2,000.00)	0.00%	0.00 0.00
872		K-8 Maintenance	(125,000.00) 0.00	(125,000.00)	130.00 0.00	(124,870.00)	0.10%	130.00 0.00
875		McKinney Center Operating Expense	0.00 0.00	0.00	132.12 0.00	132.12	No Budget	0.00 0.00
962		Stage Door Renovations	(100,000.00) 0.00	(100,000.00)	152,593.28 0.00	52,593.28	14.85%	0.00 0.00
963		Jackson Thtre Renov	(875,000.00) 0.00	(875,000.00)	853,810.01 0.00	(21,189.99)	0.55%	1,972.03 0.00
965		Ballfield Upgrades	(135,500.00) 0.00	(135,500.00)	0.00 0.00	(135,500.00)	0.00%	0.00 0.00
966		Depot St Park Upgrades	(30,000.00) 0.00	(30,000.00)	0.00 0.00	(30,000.00)	0.00%	0.00 0.00
987		Dog Park Project	(19,820.00) 0.00	(19,820.00)	0.00 0.00	(19,820.00)	0.00%	0.00 0.00
988		Slemmons House Painting	(16,000.00) 0.00	(16,000.00)	0.00 0.00	(16,000.00)	0.00%	0.00 0.00
989		Jonesborough Fitness Center	(49,000.00) 0.00	(49,000.00)	59,930.00 0.00	10,930.00	0.00%	0.00 0.00
990		Gillespie Building Roof	(41,758.00) 0.00	(41,758.00)	53,670.00 0.00	11,912.00	0.00%	0.00 0.00
Total 44400 Parks and Recreation			(2,176,494.00) 0.00	(2,176,494.00)	1,552,841.08 0.00	(623,652.92)	71.35%	36,314.95 0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 110		Monthly Comparative:				66.67%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	YTD		Funds Available	% Used	MTD Actual/ Encumbrance
				Total Budget	Expenditures/ Encumbrances			
44490	Wetlands Water Park							
121			(282,599.00)	(282,599.00)	163,943.56	(118,655.44)	0.00%	0.00
		Salaries and Wages	0.00		0.00			0.00
141			(21,619.00)	(21,619.00)	12,502.95	(9,116.05)	0.00%	0.00
		Oasi (Employer's Share)	0.00		0.00			0.00
142			(2,400.00)	(2,400.00)	825.23	(1,574.77)	0.00%	0.00
		Hospital And Health Insurance	0.00		0.00			0.00
143			(3,265.00)	(3,265.00)	1,155.29	(2,109.71)	0.00%	0.00
		Employee Retirement Plan	0.00		0.00			0.00
147			(845.00)	(845.00)	424.24	(420.76)	0.00%	0.00
		Unemployment Insurance	0.00		0.00			0.00
148			(2,000.00)	(2,000.00)	1,020.00	(980.00)	0.00%	0.00
		Employee Education And Training	0.00		0.00			0.00
211			(200.00)	(200.00)	85.56	(114.44)	0.00%	0.00
		Postage, Box Rent, Etc.	0.00		0.00			0.00
220			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Printing, Duplicating, Typing, And Binding	0.00		0.00			0.00
230			(1,000.00)	(1,000.00)	619.36	(380.64)	53.58%	340.00
		Publicity, Subscriptions, And Dues	0.00		0.00			0.00
238			(20,000.00)	(20,000.00)	5,316.99	(14,683.01)	10.00%	0.00
		Marketing and Marketing Supplies	0.00		0.00			0.00
241			(45,000.00)	(45,000.00)	26,172.76	(18,827.24)	7.57%	1,785.37
		Electric	0.00		0.00			0.00
242			(15,000.00)	(15,000.00)	11,924.77	(3,075.23)	4.76%	714.00
		Water	0.00		0.00			0.00
245			(5,300.00)	(5,300.00)	3,744.88	(1,555.12)	18.88%	513.79
		Telephone And Other Communication Services	0.00		0.00			0.00
251			(2,000.00)	(2,000.00)	180.33	(1,819.67)	0.00%	0.00
		Medical Services	0.00		0.00			0.00
262			(3,200.00)	(3,200.00)	0.00	(3,200.00)	0.00%	0.00
		Repair And Maintenance Equipment	0.00		0.00			0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
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Fund : 110			Monthly Comparative:		66.67%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
265		Repair And Maintenance Grounds And	(6,000.00)	(6,000.00)	0.00	(6,000.00)	0.00%	0.00
266			0.00		0.00			0.00
		Repair And Maintenance Buildings	(10,000.00)	(10,000.00)	4,929.58	(5,070.42)	1.05%	0.00
288			0.00		0.00			0.00
		Travel/Training/Car Allowance	(700.00)	(700.00)	0.00	(700.00)	0.00%	0.00
291			0.00		0.00			0.00
		Pool Maintenance	(10,000.00)	(10,000.00)	2,772.23	(7,227.77)	0.00%	0.00
296			0.00		0.00			0.00
		Pool Pump Repair/Replacement	(15,000.00)	(15,000.00)	5,518.54	(9,481.46)	0.00%	0.00
311			0.00		0.00			0.00
		Office Supplies	(800.00)	(800.00)	39.63	(760.37)	0.00%	0.00
312			0.00		0.00			0.00
		Small Items Of Equipment	(5,000.00)	(5,000.00)	1,794.92	(3,205.08)	0.00%	0.00
321			0.00		0.00			0.00
		Paper/Plastics	(7,500.00)	(7,500.00)	250.35	(7,249.65)	0.00%	0.00
323			0.00		0.00			0.00
		Food	(38,000.00)	(38,000.00)	23,594.06	(14,405.94)	0.00%	0.00
324			0.00		0.00			0.00
		Household And Janitorial Supplies	(5,000.00)	(5,000.00)	34.69	(4,965.31)	0.00%	0.00
325			0.00		0.00			0.00
		Beverages	(10,000.00)	(10,000.00)	122.36	(9,877.64)	0.00%	0.00
326			0.00		0.00			0.00
		Clothing And Uniforms	(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
337			0.00		0.00			0.00
		Photo ID Supplies	(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
344			0.00		0.00			0.00
		Safety Supplies	(800.00)	(800.00)	0.00	(800.00)	0.00%	0.00
351			0.00		0.00			0.00
		Merchandise Purchased For Resale	(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
390			0.00		0.00			0.00
		Miscellaneous Supplies	(750.00)	(750.00)	4,312.80	3,562.80	0.00%	0.00
			0.00		0.00			0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 110

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
493		Chemicals	(24,000.00)	(24,000.00)	11,900.71	(12,099.29)	0.00%	0.00
535		Equipment Leases & Maint Contracts	(3,000.00)	(3,000.00)	3,229.20	229.20	26.26%	363.11
556		Credit Card Fees	(7,500.00)	(7,500.00)	7,170.59	(329.41)	0.00%	0.00
596		Penalties For Late Filing	0.00	0.00	188.24	188.24	No Budget	0.00
620		TBF21	(32,900.00)	(32,900.00)	0.00	(32,900.00)	0.00%	0.00
640		Note Principal	0.00	0.00	0.00			0.00
640		TBF21	(1,799.00)	(1,799.00)	899.48	(899.52)	0.00%	0.00
958		Interest On Notes	0.00	0.00	0.00			0.00
958		Pump Room Renovations	(120,000.00)	(120,000.00)	0.00	(120,000.00)	0.00%	0.00
959		Building Renovations	(40,000.00)	(40,000.00)	0.00	(40,000.00)	0.00%	0.00
Total 44490 Wetlands Water Park			(746,977.00)	(746,977.00)	294,673.30	(452,303.70)	39.45%	3,716.27
44491 McKinney Center			0.00	0.00	0.00			0.00
121		Salaries and Wages	(211,640.00)	(211,640.00)	120,409.21	(91,230.79)	14.54%	15,631.16
141		Oasi (Employer's Share)	(16,190.00)	(16,190.00)	8,939.83	(7,250.17)	14.13%	1,161.79
142		Hospital And Health Insurance	(24,330.00)	(24,330.00)	10,954.88	(13,375.12)	12.85%	1,614.07
143		Employee Retirement Plan	(11,599.00)	(11,599.00)	6,358.02	(5,240.98)	15.22%	883.71
147		Unemployment Insurance	(180.00)	(180.00)	123.42	(56.58)	63.89%	33.46
148		Employee Education And Training	(1,000.00)	(1,000.00)	183.60	(816.40)	13.36%	133.60
			0.00	0.00	0.00			0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 110			Monthly Comparative:		66.67%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
211		Postage, Box Rent, Etc.	(300.00)	(300.00)	105.40	(194.60)	5.46%	0.00
220		Printing, Duplicating, Typing, And Binding	(350.00)	(350.00)	0.00	(350.00)	0.00%	0.00
230		Publicity, Subscriptions, And Dues	(370.00)	(370.00)	257.26	(112.74)	13.51%	50.00
238		Marketing and Marketing Supplies	(2,000.00)	(2,000.00)	1,168.56	(831.44)	27.18%	0.00
241		Electric	(8,500.00)	(8,500.00)	4,923.02	(3,576.98)	16.27%	778.59
242		Water	(800.00)	(800.00)	821.58	21.58	26.78%	214.27
245		Telephone And Other Communication Services	(6,500.00)	(6,500.00)	3,672.18	(2,827.82)	4.00%	(312.74)
251		Medical Services	(800.00)	(800.00)	634.45	(165.55)	15.34%	61.35
262		Repair And Maintenance Equipment	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
266		Repair And Maintenance Buildings	(20,000.00)	(20,000.00)	6,435.43	(13,564.57)	0.90%	0.00
272		Repair And Maintenance Buildings - Capital	(15,500.00)	(15,500.00)	0.00	(15,500.00)	0.00%	0.00
279		Website Maintenance	(2,400.00)	(2,400.00)	609.53	(1,790.47)	6.18%	49.00
311		Office Supplies	(1,100.00)	(1,100.00)	1,395.39	295.39	26.82%	295.06
312		Small Items Of Equipment	(5,000.00)	(5,000.00)	1,102.94	(3,897.06)	0.00%	0.00
313		Stationary/Forms	(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
323		Food	(1,100.00)	(1,100.00)	443.41	(656.59)	24.78%	272.61
			0.00		0.00			0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
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Fund : 110			Monthly Comparative:		66.67%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
324		Household And Janitorial Supplies	(3,000.00)	(3,000.00)	1,749.35	(1,250.65)	14.56%	142.39
			0.00		0.00			0.00
344		Safety Supplies	(125.00)	(125.00)	107.81	(17.19)	0.00%	0.00
			0.00		0.00			0.00
390		Miscellaneous Supplies	(450.00)	(450.00)	637.12	187.12	0.00%	0.00
			0.00		0.00			0.00
535		Equipment Leases & Maint Contracts	(8,500.00)	(8,500.00)	9,800.23	1,300.23	20.47%	843.45
			0.00		0.00			0.00
556		Credit Card Fees	(600.00)	(600.00)	515.65	(84.35)	0.00%	0.00
			0.00		0.00			0.00
596		Penalties For Late Filing	0.00	0.00	28.26	28.26	No Budget	0.00
			0.00		0.00			0.00
862		Special Programs	(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
			0.00		0.00			0.00
863		Americorps Worker Program	(8,500.00)	(8,500.00)	5,642.50	(2,857.50)	0.00%	0.00
			0.00		0.00			0.00
864		Mary Martin Prog.For The Arts	(50,000.00)	(50,000.00)	25,499.01	(24,500.99)	9.04%	3,395.00
			0.00		0.00			0.00
864		724	0.00	0.00	5,659.67	5,659.67	No Budget	3,041.81
		Mary Martin Prog.For The Arts	0.00		0.00			0.00
865		Story Town Radio Show	(13,500.00)	(13,500.00)	20,940.37	7,440.37	8.21%	1,108.42
			0.00		0.00			0.00
866		McKinney Scholarship Fund	(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
			0.00		0.00			0.00
867		Conversations That Matter Program	0.00	0.00	532.79	532.79	No Budget	300.00
			0.00		0.00			0.00
Total 44491 McKinney Center			(422,534.00)	(422,534.00)	239,650.87	(182,883.13)	56.72%	29,697.00
			0.00		0.00			0.00
47210		Tourism/Visitors Center						
121		Salaries and Wages	(369,719.00)	(369,719.00)	247,290.59	(122,428.41)	15.33%	28,800.62
			0.00		0.00			0.00

Town of Jonesborough
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Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
141		Oasi (Employer's Share)	(28,284.00)	(28,284.00)	18,114.40	(10,169.60)	14.64%	2,105.44
142		Hospital And Health Insurance	(39,821.00)	(39,821.00)	33,527.01	(6,293.99)	19.44%	3,670.35
143		Employee Retirement Plan	(18,114.00)	(18,114.00)	11,829.87	(6,284.13)	15.32%	1,391.10
147		Unemployment Insurance	(220.00)	(220.00)	160.73	(59.27)	73.06%	62.76
148		Employee Education And Training	(7,500.00)	(7,500.00)	3,517.00	(3,983.00)	10.92%	144.00
211		Postage, Box Rent, Etc.	(1,750.00)	(1,750.00)	621.42	(1,128.58)	6.42%	0.00
220		Printing, Duplicating, Typing, And Binding	(46,500.00)	(46,500.00)	7,990.00	(38,510.00)	4.30%	998.75
230		Publicity, Subscriptions, And Dues	(6,535.00)	(6,535.00)	4,287.14	(2,247.86)	8.80%	0.00
238		Marketing and Marketing Supplies	(60,000.00)	(60,000.00)	28,531.27	(31,468.73)	6.05%	1,351.60
241		Electric	(13,500.00)	(13,500.00)	6,280.94	(7,219.06)	15.61%	1,058.91
242		Water	(2,300.00)	(2,300.00)	1,813.97	(486.03)	26.22%	396.20
245		Telephone And Other Communication Services	(12,738.00)	(12,738.00)	4,500.07	(8,237.93)	6.45%	(123.21)
248		GPS Services	0.00	0.00	24.23	24.23	No Budget	0.00
251		Medical Services	(1,500.00)	(1,500.00)	667.60	(832.40)	10.91%	81.80
261		Repair And Maintenance Motor Vehicles	(1,500.00)	(1,500.00)	690.02	(809.98)	3.23%	24.23
262		Repair And Maintenance Equipment	(1,200.00)	(1,200.00)	0.00	(1,200.00)	0.00%	0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 110			Monthly Comparative:			66.67%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
266			(20,000.00)	(20,000.00)	2,854.95	(17,145.05)	4.62%	150.00
		Repair And Maintenance Buildings	0.00		0.00			0.00
311			(2,000.00)	(2,000.00)	1,055.30	(944.70)	4.49%	0.00
		Office Supplies	0.00		0.00			0.00
312			(12,000.00)	(12,000.00)	157.90	(11,842.10)	0.29%	0.00
		Small Items Of Equipment	0.00		0.00			0.00
313			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
		Stationary/Forms	0.00		0.00			0.00
323			(500.00)	(500.00)	97.99	(402.01)	6.29%	31.44
		Food	0.00		0.00			0.00
324			(5,000.00)	(5,000.00)	2,248.75	(2,751.25)	10.76%	156.99
		Household And Janitorial Supplies	0.00		0.00			0.00
331			(2,400.00)	(2,400.00)	225.77	(2,174.23)	0.00%	0.00
		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00		0.00			0.00
344			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
		Safety Supplies	0.00		0.00			0.00
390			(800.00)	(800.00)	719.26	(80.74)	1.78%	0.00
		Miscellaneous Supplies	0.00		0.00			0.00
535			(8,000.00)	(8,000.00)	5,932.93	(2,067.07)	6.64%	513.81
		Equipment Leases & Maint Contracts	0.00		0.00			0.00
556			(2,500.00)	(2,500.00)	2,119.11	(380.89)	0.00%	0.00
		Credit Card Fees	0.00		0.00			0.00
596			0.00	0.00	59.99	59.99	No Budget	0.00
		Penalties For Late Filing	0.00		0.00			0.00
598			(30,000.00)	(30,000.00)	23,176.47	(6,823.53)	14.10%	2,049.59
		Gift Shop Expenditures	0.00		0.00			0.00
815			(20,000.00)	(20,000.00)	1,739.76	(18,260.24)	3.22%	638.00
		Main Street Jones.Program Exp	0.00		0.00			0.00
816			(12,000.00)	(12,000.00)	7,364.08	(4,635.92)	0.00%	0.00
		Main St.-Brews & Tunes Program	0.00		0.00			0.00
817			(31,900.00)	(31,900.00)	2,220.04	(29,679.96)	0.00%	0.00
		Main St.-Jonesborough Days	0.00		0.00			0.00

Fund : 110			Monthly Comparative:			66.67%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
846		Music On The Square Exp	(36,000.00) 0.00	(36,000.00)	23,942.69 0.00	(12,057.31)	0.17%	61.96 0.00
861		Special Programs	(25,000.00) 0.00	(25,000.00)	20,101.10 0.00	(4,898.90)	11.60%	586.91 0.00
873		Seasonal Lighting	(50,000.00) 0.00	(50,000.00)	49,750.18 0.00	(249.82)	0.00%	0.00 0.00
Total 47210 Tourism/Visitors Center			(869,881.00) 0.00	(869,881.00)	513,612.53 0.00	(356,268.47)	59.04%	44,151.25 0.00
Total For Fund: 110			(12,472,575.00) 0.00	(12,472,575.00)	11,063,884.29 0.00	(1,408,690.71)	88.71%	826,483.42 0.00

Fund : 131

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
43200	Sanitation Services							
121			(276,574.00)	(276,574.00)	160,348.89	(116,225.11)	13.43%	18,497.34
		Salaries and Wages	0.00		0.00			0.00
141			(21,158.00)	(21,158.00)	11,451.08	(9,706.92)	12.54%	1,320.47
		Oasi (Employer's Share)	0.00		0.00			0.00
142			(68,021.00)	(68,021.00)	42,718.12	(25,302.88)	13.95%	4,516.53
		Hospital And Health Insurance	0.00		0.00			0.00
143			(16,423.00)	(16,423.00)	9,303.35	(7,119.65)	13.57%	1,109.84
		Employee Retirement Plan	0.00		0.00			0.00
147			(200.00)	(200.00)	121.47	(78.53)	56.63%	36.30
		Unemployment Insurance	0.00		0.00			0.00
235			(330.00)	(330.00)	0.00	(330.00)	0.00%	0.00
		Memberships, Registration Fees, And Tuition	0.00		0.00			0.00
237			0.00	0.00	0.00	0.00	No Budget	0.00
		Keep Jonesborough Beautiful Program	0.00		0.00			0.00
238			(550.00)	(550.00)	0.00	(550.00)	0.00%	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)	3,512.93	(1,987.07)	16.41%	456.68
		Telephone And Other Communication Services	0.00		0.00			0.00
248			(2,860.00)	(2,860.00)	1,531.32	(1,328.68)	15.13%	206.38
		GPS Services	0.00		0.00			0.00
251			(2,200.00)	(2,200.00)	1,247.74	(952.26)	22.42%	390.46
		Medical Services	0.00		0.00			0.00
259			0.00	0.00	0.00	0.00	No Budget	0.00
		Contract Lab Services	0.00		0.00			0.00
261			(66,000.00)	(66,000.00)	31,592.34	(34,407.66)	20.15%	7,013.58
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
266			(1,800.00)	(1,800.00)	1,092.89	(707.11)	60.72%	1,092.89
		Repair And Maintenance Buildings	0.00		0.00			0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 131			Monthly Comparative:		66.67%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
280	Travel		(550.00)	(550.00)	0.00	(550.00)	0.00%	0.00
294			0.00		0.00			0.00
			(1,100.00)	(1,100.00)	817.00	(283.00)	0.00%	0.00
		Tire Disposal Services	0.00		0.00			0.00
295			(120,000.00)	(120,000.00)	78,370.78	(41,629.22)	18.50%	11,971.72
		Waste Disposal Fees	0.00		0.00			0.00
310			(550.00)	(550.00)	25.80	(524.20)	0.00%	0.00
		Office Supplies And Materials	0.00		0.00			0.00
312			(825.00)	(825.00)	0.00	(825.00)	0.00%	0.00
		Small Items Of Equipment	0.00		0.00			0.00
326			(5,250.00)	(5,250.00)	3,432.31	(1,817.69)	0.00%	0.00
		Clothing And Uniforms	0.00		0.00			0.00
331			(75,000.00)	(75,000.00)	40,992.07	(34,007.93)	14.65%	5,333.38
		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00		0.00			0.00
334			(10,800.00)	(10,800.00)	5,635.67	(5,164.33)	0.00%	0.00
		Tires, Tubes And Etc.	0.00		0.00			0.00
344			(550.00)	(550.00)	170.40	(379.60)	30.98%	170.40
		Safety Supplies	0.00		0.00			0.00
350			(20,625.00)	(20,625.00)	7,083.00	(13,542.00)	0.00%	0.00
		Supplies For Resale	0.00		0.00			0.00
390			(4,800.00)	(4,800.00)	4,975.38	175.38	9.19%	0.00
		Miscellaneous Supplies	0.00		0.00			0.00
515			(10,300.00)	(10,300.00)	0.00	(10,300.00)	0.00%	0.00
		Workers Compensation Insurance	0.00		0.00			0.00
520			(6,750.00)	(6,750.00)	0.00	(6,750.00)	0.00%	0.00
		Property/Liability Insurance	0.00		0.00			0.00
533			(1,705.00)	(1,705.00)	884.07	(820.93)	9.00%	76.51
		Machinery And Equipment Rental	0.00		0.00			0.00
535			0.00	0.00	0.00	0.00	No Budget	0.00
		Equipment Leases & Maint Contracts	0.00		0.00			0.00
555			(330.00)	(330.00)	0.00	(330.00)	0.00%	0.00
		Bank Service Charges	0.00		0.00			0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 131			Monthly Comparative:		66.67%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
565		Permit Fee	(2,233.00)	(2,233.00)	0.00	(2,233.00)	0.00%	0.00
596		Penalties For Late Filing	0.00	0.00	45.44	45.44	No Budget	0.00
620		Note Principal	(43,807.00)	(43,807.00)	29,077.52	(14,729.48)	16.70%	3,662.35
640		Interest On Notes	(5,497.00)	(5,497.00)	3,791.12	(1,705.88)	16.38%	0.00
940		Machinery And Equipment	(60,000.00)	(60,000.00)	40,000.00	(20,000.00)	41.67%	446.23
976		Dumpster Pad	0.00	0.00	12,500.00	12,500.00	No Budget	0.00
Total 43200 Sanitation Services			(839,788.00)	(839,788.00)	490,720.69	(349,067.31)	58.43%	10,000.00
			0.00	0.00	0.00			0.00
Total For Fund: 131			(839,788.00)	(839,788.00)	490,720.69	(349,067.31)	58.43%	66,301.06
			0.00	0.00	0.00			0.00

Fund : 311

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
95003	AG Learning Center							
292		Landscaping Services	0.00	0.00	1,955.00	1,955.00	No Budget	0.00
			0.00		0.00			0.00
	Total 95003	AG Learning Center	0.00	0.00	1,955.00	1,955.00	100.00%	0.00
			0.00		0.00			0.00
95001	K-8 Capital Project							
252		Legal Services	0.00	0.00	19,000.00	19,000.00	No Budget	0.00
			0.00		0.00			0.00
254		Architectural Services	0.00	0.00	50,104.47	50,104.47	No Budget	0.00
			0.00		0.00			0.00
256		Engineering Services	0.00	0.00	11,468.00	11,468.00	No Budget	0.00
			0.00		0.00			0.00
292		Landscaping Services	0.00	0.00	77,943.57	77,943.57	No Budget	0.00
			0.00		0.00			0.00
390		Miscellaneous Supplies	0.00	0.00	497.79	497.79	No Budget	0.00
			0.00		0.00			0.00
533		Machinery And Equipment Rental	0.00	0.00	750.00	750.00	No Budget	0.00
			0.00		0.00			0.00
620		K8	0.00	0.00	33,750,000.00	33,750,000.00	No Budget	0.00
		Note Principal	0.00		0.00			0.00
640		K8P2	0.00	0.00	910,222.11	910,222.11	No Budget	0.00
		Interest On Notes	0.00		0.00			0.00
923		Institutional (Schools, Hospitals, Etc.)	0.00	0.00	5,866,937.80	5,866,937.80	No Budget	0.00
			0.00		0.00			0.00
949		Other Machinery And Equipment	0.00	0.00	396,223.98	396,223.98	No Budget	0.00
			0.00		0.00			0.00
	Total 95001	K-8 Capital Project	0.00	0.00	41,083,147.72	41,083,147.72	100.00%	0.00
			0.00		0.00			0.00
95002	Tiger Park - LPRF							
937		901	0.00	0.00	614,092.33	614,092.33	No Budget	(112,341.46)
		Parks And Recreation Facilities	0.00		0.00			0.00

Fund : 311			Monthly Comparative:			66.67%	
Object	Cost Center	Sub Object	Original Budget/ Amendments	YTD		MTD Actual/ Encumbrance	
				Total Budget	Expenditures/ Encumbrances		
937	902	Parks And Recreation Facilities	0.00	0.00	579,169.00	No Budget	0.00
			0.00		0.00		0.00
Total 95002			Tiger Park - LPRF	0.00	0.00	1,193,261.33	100.00%
Total For Fund:		311	0.00	0.00	42,278,364.05	100.00%	(112,341.46)
			0.00		0.00		0.00

Fund : 334			Monthly Comparative:		66.67%			
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		0.00	0.00	16,835.95	16,835.95	No Budget	0.00
		Hospital And Health Insurance	0.00		0.00			0.00
142	110		0.00	0.00	19,594.87	19,594.87	No Budget	0.00
		Hospital And Health Insurance	0.00		0.00			0.00
142	413		0.00	0.00	18,217.61	18,217.61	No Budget	0.00
		Hospital And Health Insurance	0.00		0.00			0.00
Total 41591 Health Insurance			0.00	0.00	54,648.43	54,648.43	100.00%	0.00
			0.00		0.00			0.00
Total For Fund: 334			0.00	0.00	54,648.43	54,648.43	100.00%	0.00
			0.00		0.00			0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 413			Monthly Comparative:		66.67%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
52113	Water Purification Facilities							
121		Salaries and Wages	(411,081.00) 0.00	(411,081.00)	281,648.73 0.00	(129,432.27)	17.27%	33,080.87 0.00
141		Oasi (Employer's Share)	(31,448.00) 0.00	(31,448.00)	20,366.85 0.00	(11,081.15)	16.30%	2,377.03 0.00
142		Hospital And Health Insurance	(63,368.00) 0.00	(63,368.00)	51,839.40 0.00	(11,528.60)	19.45%	6,162.44 0.00
143		Employee Retirement Plan	(24,408.00) 0.00	(24,408.00)	16,663.11 0.00	(7,744.89)	17.46%	1,984.85 0.00
147		Unemployment Insurance	(330.00) 0.00	(330.00)	185.65 0.00	(144.35)	56.26%	71.87 0.00
148		Employee Education And Training	(7,000.00) 0.00	(7,000.00)	1,837.00 0.00	(5,163.00)	26.24%	1,837.00 0.00
211		Postage, Box Rent, Etc.	(700.00) 0.00	(700.00)	0.00 0.00	(700.00)	0.00%	0.00 0.00
230		Publicity, Subscriptions, And Dues	(750.00) 0.00	(750.00)	417.26 0.00	(332.74)	33.33%	0.00 0.00
241		Electric	(600,000.00) 0.00	(600,000.00)	312,940.90 0.00	(287,059.10)	15.06%	47,444.69 0.00
242		Water	(2,000.00) 0.00	(2,000.00)	1,297.25 0.00	(702.75)	24.11%	231.00 0.00
245		Telephone And Other Communication Services	(12,000.00) 0.00	(12,000.00)	9,264.40 0.00	(2,735.60)	21.66%	1,067.24 0.00
248		GPS Services	(1,500.00) 0.00	(1,500.00)	442.63 0.00	(1,057.37)	7.96%	54.73 0.00
251		Medical Services	(3,250.00) 0.00	(3,250.00)	2,098.64 0.00	(1,151.36)	12.56%	184.05 0.00
259		Contract Lab Services	(15,000.00) 0.00	(15,000.00)	7,965.70 0.00	(7,034.30)	13.18%	1,708.50 0.00
261		Repair And Maintenance Motor Vehicles	(12,500.00) 0.00	(12,500.00)	10,623.96 0.00	(1,876.04)	16.24%	1,014.43 0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 413

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
266		Repair And Maintenance Buildings	(60,000.00)	(60,000.00)	9,599.10	(50,400.90)	0.77%	0.00
281		Repair and Maintenance Plant	(120,000.00)	(120,000.00)	40,662.51	(79,337.49)	12.71%	15,058.40
311		Office Supplies	(1,000.00)	(1,000.00)	489.73	(510.27)	22.19%	0.00
312		Small Items Of Equipment	(25,000.00)	(25,000.00)	3,698.67	(21,301.33)	3.74%	0.00
322		Chemical, Laboratory, And Medical Supplies	(25,000.00)	(25,000.00)	11,753.57	(13,246.43)	10.61%	1,529.91
324		Household And Janitorial Supplies	(3,250.00)	(3,250.00)	447.96	(2,802.04)	1.09%	0.00
326		Clothing And Uniforms	(5,750.00)	(5,750.00)	4,516.72	(1,233.28)	14.55%	328.62
331		Gas, Oil, Diesel Fuel, Grease, Etc.	(8,000.00)	(8,000.00)	4,425.69	(3,574.31)	13.69%	650.26
334		Tires, Tubes And Etc.	(2,500.00)	(2,500.00)	562.17	(1,937.83)	0.00%	0.00
344		Safety Supplies	(3,000.00)	(3,000.00)	1,038.96	(1,961.04)	17.11%	420.00
390		Miscellaneous Supplies	(4,500.00)	(4,500.00)	4,585.90	85.90	42.11%	484.90
493		Chemicals	(250,000.00)	(250,000.00)	120,397.16	(129,602.84)	8.72%	21,806.25
533		Machinery And Equipment Rental	(70,000.00)	(70,000.00)	34,944.07	(35,055.93)	21.88%	14,894.00
535		Equipment Leases & Maint Contracts	(5,500.00)	(5,500.00)	2,381.02	(3,118.98)	8.35%	228.81
596		Penalties For Late Filing	0.00	0.00	69.50	69.50	No Budget	0.00
824		Intake Access Road Maintenance	(7,500.00)	(7,500.00)	0.00	(7,500.00)	0.00%	0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 413

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
980			(10,000.00)	(10,000.00)	9,957.00	(43.00)	99.57%	9,957.00
		New Exmark Lawnmower	0.00		0.00			0.00
981			(251,450.00)	(251,450.00)	107,400.00	(144,050.00)	1.67%	0.00
		WTP Plant Engineering	0.00		0.00			0.00
982			(96,000.00)	(96,000.00)	19,792.00	(76,208.00)	2.92%	0.00
		Plant Transmission Line	0.00		0.00			0.00
983			(9,000.00)	(9,000.00)	0.00	(9,000.00)	0.00%	0.00
		Woodlawn Pump House Re-Roof	0.00		0.00			0.00
Total 52113 Water Purification			(2,142,785.00)	(2,142,785.00)	1,094,313.21	(1,048,471.79)	51.07%	162,576.85
			0.00		0.00			0.00
52114	Transmission And Distribution							
121			(607,471.00)	(607,471.00)	400,908.90	(206,562.10)	17.18%	47,605.88
		Salaries and Wages	0.00		0.00			0.00
141			(46,472.00)	(46,472.00)	29,549.02	(16,922.98)	16.53%	3,490.68
		Oasi (Employer's Share)	0.00		0.00			0.00
142			(89,011.00)	(89,011.00)	44,599.88	(44,411.12)	12.00%	5,338.98
		Hospital And Health Insurance	0.00		0.00			0.00
143			(34,804.00)	(34,804.00)	23,878.67	(10,925.33)	17.99%	2,856.36
		Employee Retirement Plan	0.00		0.00			0.00
147			(475.00)	(475.00)	312.27	(162.73)	62.87%	92.71
		Unemployment Insurance	0.00		0.00			0.00
148			(10,000.00)	(10,000.00)	2,089.43	(7,910.57)	20.89%	2,089.43
		Employee Education And Training	0.00		0.00			0.00
213			0.00	0.00	26.33	26.33	No Budget	26.33
		Automobile Licenses And Titles	0.00		0.00			0.00
230			(6,500.00)	(6,500.00)	4,528.68	(1,971.32)	64.02%	654.00
		Publicity, Subscriptions, And Dues	0.00		0.00			0.00
245			(10,400.00)	(10,400.00)	5,780.74	(4,619.26)	14.26%	626.83
		Telephone And Other Communication Services	0.00		0.00			0.00
248			(3,950.00)	(3,950.00)	2,544.15	(1,405.85)	18.40%	363.45
		GPS Services	0.00		0.00			0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 413

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
249	GIS Mapping Services		(39,500.00) 0.00	(39,500.00)	0.00	(39,500.00)	0.00%	0.00
251	Medical Services		(6,500.00) 0.00	(6,500.00)	6,055.90	(444.10)	22.02%	535.73
259	Contract Lab Services		(1,000.00) 0.00	(1,000.00)	100.00	(900.00)	0.00%	0.00
261	Repair And Maintenance Motor Vehicles		(55,000.00) 0.00	(55,000.00)	25,358.21	(29,641.79)	8.40%	730.47
262	Repair And Maintenance Equipment		(7,000.00) 0.00	(7,000.00)	4,010.53	(2,989.47)	24.52%	528.40
266	Repair And Maintenance Buildings		0.00 0.00	0.00	1,000.00	1,000.00	No Budget	0.00
269	Repair And Maintenance Utility Lines		(150,000.00) 0.00	(150,000.00)	166,502.08	16,502.08	22.65%	9,153.95
290	Other Contracted Services		0.00 0.00	0.00	41.95	41.95	No Budget	0.00
311	Office Supplies		(3,000.00) 0.00	(3,000.00)	770.46	(2,229.54)	2.83%	0.00
312	Small Items Of Equipment		(10,000.00) 0.00	(10,000.00)	6,530.49	(3,469.51)	27.26%	1,373.82
323	Food		0.00 0.00	0.00	245.10	245.10	No Budget	0.00
326	Clothing And Uniforms		(9,000.00) 0.00	(9,000.00)	5,823.78	(3,176.22)	15.03%	430.46
331	Gas, Oil, Diesel Fuel, Grease, Etc.		(60,000.00) 0.00	(60,000.00)	41,320.35	(18,679.65)	18.24%	6,650.76
334	Tires, Tubes And Etc.		(13,000.00) 0.00	(13,000.00)	8,981.14	(4,018.86)	0.00%	0.00
344	Safety Supplies		(13,000.00) 0.00	(13,000.00)	1,789.32	(11,210.68)	4.39%	370.38
348	Water Line Upgrades		(100,000.00) 0.00	(100,000.00)	0.00	(100,000.00)	0.00%	0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 413		Monthly Comparative:					66.67%	
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
349		Water Loss Reduction	(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00%	0.00
			0.00		0.00			0.00
390		Miscellaneous Supplies	(20,000.00)	(20,000.00)	4,357.44	(15,642.56)	5.06%	191.28
			0.00		0.00			0.00
391		Water Meters	(180,000.00)	(180,000.00)	63,202.25	(116,797.75)	10.99%	15,727.00
			0.00		0.00			0.00
392		Fire Hydrants	(35,000.00)	(35,000.00)	0.00	(35,000.00)	0.00%	0.00
			0.00		0.00			0.00
451		Rock and Crushed Stone	(18,000.00)	(18,000.00)	20,270.18	2,270.18	49.02%	6,382.34
			0.00		0.00			0.00
491		Direct Boring Machine	(8,500.00)	(8,500.00)	1,076.03	(7,423.97)	0.00%	0.00
			0.00		0.00			0.00
533		Machinery And Equipment Rental	(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
			0.00		0.00			0.00
535		Equipment Leases & Maint Contracts	(6,000.00)	(6,000.00)	5,619.19	(380.81)	28.34%	1,102.22
			0.00		0.00			0.00
596		Penalties For Late Filing	0.00	0.00	103.56	103.56	No Budget	0.00
			0.00		0.00			0.00
869		Water Booster Stations Engineering	(28,000.00)	(28,000.00)	0.00	(28,000.00)	0.00%	0.00
			0.00		0.00			0.00
870		EDA - Washington Co Industrial Park	(35,235.00)	(35,235.00)	23,303.16	(11,931.84)	0.00%	0.00
			0.00		0.00			0.00
940		Machinery And Equipment	(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00%	0.00
			0.00		0.00			0.00
941		Vehicles	(110,000.00)	(110,000.00)	98,534.00	(11,466.00)	71.39%	78,534.00
			0.00		0.00			0.00
974		EDA - Washington Co Industrial Park	0.00	0.00	2,189.52	2,189.52	No Budget	0.00
			0.00		0.00			0.00
Total 52114 Transmission And			(1,738,818.00)	(1,738,818.00)	1,001,402.71	(737,415.29)	57.59%	184,855.46
			0.00		0.00			0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 413			Monthly Comparative:		66.67%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
52117 Administration And General Expenses								
121			(557,294.00)	(557,294.00)	336,831.44	(220,462.56)	14.15%	42,191.71
		Salaries and Wages	0.00		0.00			0.00
141			(42,633.00)	(42,633.00)	24,103.14	(18,529.86)	13.30%	3,046.49
		Oasi (Employer's Share)	0.00		0.00			0.00
142			(108,332.00)	(108,332.00)	58,166.19	(50,165.81)	11.45%	6,300.07
		Hospital And Health Insurance	0.00		0.00			0.00
143			(31,649.00)	(31,649.00)	15,234.58	(16,414.42)	10.90%	1,794.36
		Employee Retirement Plan	0.00		0.00			0.00
146			(44,640.00)	(44,640.00)	0.00	(44,640.00)	0.00%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(275.00)	(275.00)	215.05	(59.95)	73.20%	77.87
		Unemployment Insurance	0.00		0.00			0.00
168			(3,050.00)	(3,050.00)	0.00	(3,050.00)	0.00%	0.00
		USDA Wildlife Management	0.00		0.00			0.00
211			(48,300.00)	(48,300.00)	41,137.42	(7,162.58)	19.49%	4,820.00
		Postage, Box Rent, Etc.	0.00		0.00			0.00
230			(750.00)	(750.00)	465.25	(284.75)	7.33%	0.00
		Publicity, Subscriptions, And Dues	0.00		0.00			0.00
236			(3,500.00)	(3,500.00)	0.00	(3,500.00)	0.00%	0.00
		Public Relation	0.00		0.00			0.00
241			(9,500.00)	(9,500.00)	5,880.94	(3,619.06)	20.46%	1,073.32
		Electric	0.00		0.00			0.00
242		KINGS	0.00	0.00	9.35	9.35	No Budget	0.00
		Water	0.00		0.00			0.00
242			(4,000.00)	(4,000.00)	447.12	(3,552.88)	1.82%	0.00
		Water	0.00		0.00			0.00
245			(6,000.00)	(6,000.00)	1,860.87	(4,139.13)	11.25%	282.99
		Telephone And Other Communication Services	0.00		0.00			0.00
251			(2,700.00)	(2,700.00)	1,288.35	(1,411.65)	13.63%	184.05
		Medical Services	0.00		0.00			0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 413			Monthly Comparative:			66.67%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
252	Legal Services		(45,000.00) 0.00	(45,000.00)	36,697.06 0.00	(8,302.94)	15.21%	6,092.94 0.00
253	Accounting And Auditing Services		(25,400.00) 0.00	(25,400.00)	28,092.50 0.00	2,692.50	110.60%	0.00 0.00
253	RATE		(5,000.00) 0.00	(5,000.00)	0.00 0.00	(5,000.00)	0.00%	0.00 0.00
255	Accounting And Auditing Services		(71,595.00) 0.00	(71,595.00)	26,854.33 0.00	(44,740.67)	6.00%	884.34 0.00
256	Data Processing Services		(20,000.00) 0.00	(20,000.00)	1,500.00 0.00	(18,500.00)	0.00%	0.00 0.00
262	Engineering Services		(500.00) 0.00	(500.00)	0.00 0.00	(500.00)	0.00%	0.00 0.00
266	Repair And Maintenance Equipment		(4,000.00) 0.00	(4,000.00)	3,535.25 0.00	(464.75)	0.42%	0.00 0.00
271	Repair And Maintenance Buildings		(33,235.00) 0.00	(33,235.00)	24,926.37 0.00	(8,308.63)	50.00%	0.00 0.00
288	Repair And Maintenance Water Tank		(1,000.00) 0.00	(1,000.00)	480.92 0.00	(519.08)	48.09%	0.00 0.00
311	Travel/Training/Car Allowance		(5,500.00) 0.00	(5,500.00)	5,381.37 0.00	(118.63)	22.10%	698.77 0.00
312	Office Supplies		(2,000.00) 0.00	(2,000.00)	2,903.37 0.00	903.37	36.28%	495.56 0.00
313	Small Items Of Equipment		(8,500.00) 0.00	(8,500.00)	7,266.55 0.00	(1,233.45)	73.93%	6,221.18 0.00
323	Stationary/Forms		(10,000.00) 0.00	(10,000.00)	11,049.17 0.00	1,049.17	10.77%	39.95 0.00
324	Food		(200.00) 0.00	(200.00)	0.00 0.00	(200.00)	0.00%	0.00 0.00
326	Household And Janitorial Supplies		(400.00) 0.00	(400.00)	298.15 0.00	(101.85)	0.00%	0.00 0.00
390	Clothing And Uniforms		(2,000.00) 0.00	(2,000.00)	2,828.65 0.00	828.65	16.39%	188.92 0.00
	Miscellaneous Supplies							

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 413

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
515			0.00	0.00	0.00	0.00	No Budget	0.00
		Workers Compensation Insurance	0.00		0.00			0.00
520			(99,200.00)	(99,200.00)	116,748.00	17,548.00	0.00%	0.00
		Property/Liability Insurance	0.00		0.00			0.00
535			(32,250.00)	(32,250.00)	17,629.74	(14,620.26)	11.53%	2,524.79
		Equipment Leases & Maint Contracts	0.00		0.00			0.00
540			(1,600,000.00)	(1,600,000.00)	1,066,668.00	(533,332.00)	16.67%	133,334.00
		Depreciation	0.00		0.00			0.00
552			0.00	0.00	(7,751.20)	(7,751.20)	No Budget	(968.90)
		Amortization Of Bond Premium	0.00		0.00			0.00
555			(10,000.00)	(10,000.00)	(13,923.20)	(23,923.20)	-593.24%	(59,645.58)
		Bank Service Charges	0.00		0.00			0.00
564			(17,533.00)	(17,533.00)	18,889.00	1,356.00	0.00%	0.00
		Annual Maintenance Fee	0.00		0.00			0.00
570			(8,000.00)	(8,000.00)	0.00	(8,000.00)	0.00%	0.00
		NE TN Regional Economic Partnership	0.00		0.00			0.00
592			(260,000.00)	(260,000.00)	86,666.67	(173,333.33)	0.00%	0.00
		Payments In Lieu Of Taxes	0.00		0.00			0.00
596			0.00	0.00	108.03	108.03	No Budget	0.00
		Penalties For Late Filing	0.00		0.00			0.00
630	BD13B		(46,129.00)	(46,129.00)	30,874.96	(15,254.04)	16.63%	3,832.69
		Interest On Bond Debt	0.00		0.00			0.00
630	BND22		(80,000.00)	(80,000.00)	79,999.06	(0.94)	0.00%	0.00
		Interest On Bond Debt	0.00		0.00			0.00
630	BD21B		(65,598.00)	(65,598.00)	32,798.75	(32,799.25)	0.00%	0.00
		Interest On Bond Debt	0.00		0.00			0.00
630	BD22B		0.00	0.00	0.00	0.00	No Budget	0.00
		Interest On Bond Debt	0.00		0.00			0.00
630	BND13		(2,429.00)	(2,429.00)	1,937.97	(491.03)	23.75%	377.81
		Interest On Bond Debt	0.00		0.00			0.00
630	BD21A		(70,850.00)	(70,850.00)	35,425.00	(35,425.00)	0.00%	0.00
		Interest On Bond Debt	0.00		0.00			0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 413

Monthly Comparative: 66.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
630	BND12		(23,424.00)	(23,424.00)	15,681.43	(7,742.57)	16.63%	1,945.95
		Interest On Bond Debt	0.00		0.00			0.00
640	CP22A		(59,943.00)	(59,943.00)	59,942.70	(0.30)	0.00%	0.00
		Interest On Notes	0.00		0.00			0.00
640	TDEC		0.00	0.00	14,982.50	14,982.50	No Budget	0.00
		Interest On Notes	0.00		0.00			0.00
650			(3,350.00)	(3,350.00)	1,842.50	(1,507.50)	0.00%	0.00
		Bonds - Other Fees	0.00		0.00			0.00
946			0.00	0.00	15,062.50	15,062.50	No Budget	4,687.50
		Computer Software	0.00		0.00			0.00
Total 52117 Administration And			(3,475,659.00)	(3,475,659.00)	2,211,035.80	(1,264,623.20)	63.61%	160,480.78
			0.00		0.00			0.00
52118	Meter Department							
121			(408,820.00)	(408,820.00)	272,188.32	(136,631.68)	16.83%	31,887.52
		Salaries and Wages	0.00		0.00			0.00
141			(31,275.00)	(31,275.00)	19,514.68	(11,760.32)	15.85%	2,285.96
		Oasi (Employer's Share)	0.00		0.00			0.00
142			(80,637.00)	(80,637.00)	46,404.44	(34,232.56)	13.30%	5,362.48
		Hospital And Health Insurance	0.00		0.00			0.00
143			(24,273.00)	(24,273.00)	15,663.65	(8,609.35)	17.01%	1,913.29
		Employee Retirement Plan	0.00		0.00			0.00
147			(335.00)	(335.00)	215.13	(119.87)	56.18%	64.22
		Unemployment Insurance	0.00		0.00			0.00
148			(5,000.00)	(5,000.00)	2,961.95	(2,038.05)	59.24%	2,961.95
		Employee Education And Training	0.00		0.00			0.00
213			0.00	0.00	52.66	52.66	No Budget	52.66
		Automobile Licenses And Titles	0.00		0.00			0.00
245			(5,500.00)	(5,500.00)	2,768.61	(2,731.39)	12.14%	334.74
		Telephone And Other Communication Services	0.00		0.00			0.00
248			(1,600.00)	(1,600.00)	1,258.30	(341.70)	22.61%	175.88
		GPS Services	0.00		0.00			0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
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Fund : 413		Monthly Comparative:					66.67%	
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
251	Medical Services		(4,000.00) 0.00	(4,000.00)	1,379.77 0.00	(2,620.23)	5.11%	102.25 0.00
261			(10,000.00)	(10,000.00)	4,009.94	(5,990.06)	11.07%	819.24
290	Repair And Maintenance Motor Vehicles		0.00		0.00			0.00
			(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
	Other Contracted Services		0.00		0.00			0.00
311			(5,000.00)	(5,000.00)	1,902.79	(3,097.21)	0.38%	0.00
	Office Supplies		0.00		0.00			0.00
312			(10,000.00)	(10,000.00)	2,353.81	(7,646.19)	15.64%	726.16
	Small Items Of Equipment		0.00		0.00			0.00
326			(5,000.00)	(5,000.00)	3,019.66	(1,980.34)	12.01%	201.51
	Clothing And Uniforms		0.00		0.00			0.00
331			(22,400.00)	(22,400.00)	12,346.93	(10,053.07)	15.42%	1,604.68
	Gas, Oil, Diesel Fuel, Grease, Etc.		0.00		0.00			0.00
334			(3,500.00)	(3,500.00)	1,256.20	(2,243.80)	0.00%	0.00
	Tires, Tubes And Etc.		0.00		0.00			0.00
344			(2,500.00)	(2,500.00)	445.17	(2,054.83)	17.81%	85.20
	Safety Supplies		0.00		0.00			0.00
353			(50,000.00)	(50,000.00)	0.00	(50,000.00)	0.00%	0.00
	Water Purchased For Resale		0.00		0.00			0.00
390			(5,400.00)	(5,400.00)	1,587.56	(3,812.44)	6.11%	56.14
	Miscellaneous Supplies		0.00		0.00			0.00
535			(8,000.00)	(8,000.00)	4,292.77	(3,707.23)	33.66%	2,333.35
	Equipment Leases & Maint Contracts		0.00		0.00			0.00
596			0.00	0.00	56.79	56.79	No Budget	0.00
	Penalties For Late Filing		0.00		0.00			0.00
941			(58,000.00)	(58,000.00)	0.00	(58,000.00)	0.00%	0.00
	Vehicles		0.00		0.00			0.00
951			0.00	0.00	59,000.00	59,000.00	No Budget	59,000.00
	Vehicles - Trucks		0.00		0.00			0.00
Total 52118 Meter Department			(744,240.00) 0.00	(744,240.00)	452,679.13 0.00	(291,560.87)	60.82%	109,967.23 0.00

Fund : 413			Monthly Comparative:		66.67%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
52119	Water Line Project - Washington County							
121			0.00	0.00	147,850.70	147,850.70	No Budget	18,505.26
		Salaries and Wages	0.00		0.00			0.00
141			0.00	0.00	10,348.12	10,348.12	No Budget	1,281.58
		Oasi (Employer's Share)	0.00		0.00			0.00
142			0.00	0.00	36,715.37	36,715.37	No Budget	5,544.53
		Hospital And Health Insurance	0.00		0.00			0.00
143			0.00	0.00	8,257.30	8,257.30	No Budget	1,110.32
		Employee Retirement Plan	0.00		0.00			0.00
147			0.00	0.00	176.36	176.36	No Budget	46.50
		Unemployment Insurance	0.00		0.00			0.00
251			0.00	0.00	1,103.50	1,103.50	No Budget	299.55
		Medical Services	0.00		0.00			0.00
261			0.00	0.00	3,923.02	3,923.02	No Budget	416.16
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
311			0.00	0.00	230.54	230.54	No Budget	0.00
		Office Supplies	0.00		0.00			0.00
326			0.00	0.00	2,923.66	2,923.66	No Budget	673.70
		Clothing And Uniforms	0.00		0.00			0.00
331			0.00	0.00	2,321.10	2,321.10	No Budget	744.77
		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00		0.00			0.00
334			0.00	0.00	255.20	255.20	No Budget	255.20
		Tires, Tubes And Etc.	0.00		0.00			0.00
596			0.00	0.00	42.99	42.99	No Budget	0.00
		Penalties For Late Filing	0.00		0.00			0.00
827			0.00	0.00	224,562.09	224,562.09	No Budget	0.00
		Saylor Hill Rd - County Water Line	0.00		0.00			0.00
828			0.00	0.00	515,485.68	515,485.68	No Budget	7,839.73
		Dry Creek Rd - County Water Line	0.00		0.00			0.00
829			0.00	0.00	711,102.99	711,102.99	No Budget	0.00
		Taylor Bridge Rd - County Water Line	0.00		0.00			0.00

Fund : 413		Monthly Comparative:					66.67%	
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
934	5016		0.00	0.00	243,805.22	243,805.22	No Budget	0.00
		Water And Sewage Improvements	0.00		0.00			0.00
934	5017		0.00	0.00	58,403.91	58,403.91	No Budget	0.00
		Water And Sewage Improvements	0.00		0.00			0.00
Total 52119 Water Line Project -			0.00	0.00	1,967,507.75	1,967,507.75	100.00%	36,717.30
			0.00		0.00			0.00
52213	Sewer Treatment And Disposal							
121			(636,567.00)	(636,567.00)	410,563.93	(226,003.07)	15.67%	50,646.40
		Salaries and Wages	0.00		0.00			0.00
141			(48,697.00)	(48,697.00)	29,339.72	(19,357.28)	14.72%	3,642.65
		Oasi (Employer's Share)	0.00		0.00			0.00
142			(115,424.00)	(115,424.00)	75,241.75	(40,182.25)	14.14%	8,162.69
		Hospital And Health Insurance	0.00		0.00			0.00
143			(37,795.00)	(37,795.00)	24,108.38	(13,686.62)	15.84%	3,038.80
		Employee Retirement Plan	0.00		0.00			0.00
147			(435.00)	(435.00)	277.34	(157.66)	63.76%	108.99
		Unemployment Insurance	0.00		0.00			0.00
148			(5,000.00)	(5,000.00)	1,888.23	(3,111.77)	8.78%	322.97
		Employee Education And Training	0.00		0.00			0.00
211			(150.00)	(150.00)	125.20	(24.80)	12.43%	0.00
		Postage, Box Rent, Etc.	0.00		0.00			0.00
213			0.00	0.00	26.33	26.33	No Budget	26.33
		Automobile Licenses And Titles	0.00		0.00			0.00
230			(18,000.00)	(18,000.00)	13,549.57	(4,450.43)	18.93%	250.00
		Publicity, Subscriptions, And Dues	0.00		0.00			0.00
241		PLANT	(145,000.00)	(145,000.00)	86,539.65	(58,460.35)	19.73%	14,801.55
		Electric	0.00		0.00			0.00
241		ADMIN	(5,000.00)	(5,000.00)	1,548.96	(3,451.04)	9.04%	0.00
		Electric	0.00		0.00			0.00
241		LIFTS	(33,500.00)	(33,500.00)	33,348.85	(151.15)	31.54%	5,649.07
		Electric	0.00		0.00			0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 413

Monthly Comparative: 66.67%

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	(22,000.00)	(22,000.00)	16,271.63	(5,728.37)	18.28%	2,260.27
248		GPS Services	(2,700.00)	(2,700.00)	2,035.32	(664.68)	21.54%	290.76
249		GIS Mapping Services	(15,000.00)	(15,000.00)	0.00	(15,000.00)	0.00%	0.00
251		Medical Services	(4,500.00)	(4,500.00)	3,489.42	(1,010.58)	19.69%	286.30
259		Contract Lab Services	(16,500.00)	(16,500.00)	10,168.20	(6,331.80)	0.00%	0.00
261		Repair And Maintenance Motor Vehicles	(25,000.00)	(25,000.00)	23,153.39	(1,846.61)	34.93%	7,051.56
262		GENER	(10,000.00)	(10,000.00)	4,949.50	(5,050.50)	0.00%	0.00
262		PLANT	(30,000.00)	(30,000.00)	10,036.73	(19,963.27)	9.03%	375.59
266		Repair And Maintenance Equipment	0.00	0.00	0.00	500.00	No Budget	0.00
266		COMPO	0.00	0.00	0.00	0.00	0.00%	50.00
266		Repair And Maintenance Buildings	0.00	0.00	0.00	0.00	0.00%	0.00
266		PLANT	(3,000.00)	(3,000.00)	1,502.77	(1,497.23)	14.17%	380.00
269		Repair And Maintenance Buildings	0.00	0.00	0.00	0.00	0.00%	0.00
269		Repair And Maintenance Utility Lines	(30,000.00)	(30,000.00)	33,326.66	3,326.66	28.96%	1,062.62
311		Office Supplies	(8,900.00)	(8,900.00)	6,754.82	(2,145.18)	1.15%	0.00
322		Chemical, Laboratory, And Medical Supplies	(20,000.00)	(20,000.00)	13,826.41	(6,173.59)	4.40%	0.00
324		Household And Janitorial Supplies	(1,500.00)	(1,500.00)	288.52	(1,211.48)	9.78%	146.71
326		Clothing And Uniforms	(11,000.00)	(11,000.00)	7,490.00	(3,510.00)	19.77%	571.85
331		Gas, Oil, Diesel Fuel, Grease, Etc.	(30,000.00)	(30,000.00)	27,288.93	(2,711.07)	19.75%	2,789.32
			0.00	0.00	0.00	0.00		0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 413			Monthly Comparative:			66.67%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
334			(5,000.00)	(5,000.00)	571.49	(4,428.51)	0.00%	0.00
		Tires, Tubes And Etc.	0.00		0.00			0.00
344			(6,000.00)	(6,000.00)	2,224.19	(3,775.81)	7.82%	441.61
		Safety Supplies	0.00		0.00			0.00
390			(5,500.00)	(5,500.00)	3,426.81	(2,073.19)	41.30%	984.45
		Miscellaneous Supplies	0.00		0.00			0.00
471			(20,000.00)	(20,000.00)	17,890.26	(2,109.74)	50.64%	7,907.24
		Asphalt And Asphalt Filler	0.00		0.00			0.00
493			(60,000.00)	(60,000.00)	51,785.53	(8,214.47)	13.10%	4,724.00
		Chemicals	0.00		0.00			0.00
494			(5,000.00)	(5,000.00)	110.49	(4,889.51)	0.00%	0.00
		Pretreatment	0.00		0.00			0.00
533			(15,000.00)	(15,000.00)	9,620.90	(5,379.10)	9.83%	1,473.90
		Machinery And Equipment Rental	0.00		0.00			0.00
535			(6,500.00)	(6,500.00)	5,426.44	(1,073.56)	22.59%	1,019.28
		Equipment Leases & Maint Contracts	0.00		0.00			0.00
568			(8,000.00)	(8,000.00)	10,380.00	2,380.00	0.00%	0.00
		Annual Permit Fees	0.00		0.00			0.00
596			0.00	0.00	105.08	105.08	No Budget	0.00
		Penalties For Late Filing	0.00		0.00			0.00
820			(30,000.00)	(30,000.00)	0.00	(30,000.00)	0.00%	0.00
		Sewer Rehabilitation	0.00		0.00			0.00
821			(40,000.00)	(40,000.00)	41,479.76	1,479.76	33.79%	11,762.28
		Lift Stations Maintenance	0.00		0.00			0.00
822			(25,000.00)	(25,000.00)	15,090.10	(9,909.90)	24.45%	2,917.68
		Sludge Disposal Fees	0.00		0.00			0.00
823			(2,500.00)	(2,500.00)	2,555.90	55.90	7.20%	0.00
		Electrical Maintenance Service	0.00		0.00			0.00
940			(10,000.00)	(10,000.00)	9,939.00	(61.00)	99.39%	9,939.00
		Machinery And Equipment	0.00		0.00			0.00
941			(130,000.00)	(130,000.00)	67,159.00	(62,841.00)	51.66%	28,900.00
		Vehicles	0.00		0.00			0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 413			Monthly Comparative:		66.67%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
951		Vehicles - Trucks	0.00	0.00	49,500.00	49,500.00	No Budget	29,500.00
971		12" Boone Street - CIPP	(125,000.00)	(125,000.00)	6,373.60	(118,626.40)	0.00%	0.00
972		Depot Street - CIPP	(125,000.00)	(125,000.00)	9,490.35	(115,509.65)	0.00%	0.00
974		EDA - Washington Co Industrial Park	(159,800.00)	(159,800.00)	0.00	(159,800.00)	0.00%	0.00
978		Sewer Pump Station A	(65,200.00)	(65,200.00)	0.00	(65,200.00)	0.00%	0.00
979		Boones Creek Lift Station	(50,000.00)	(50,000.00)	0.00	(50,000.00)	0.00%	0.00
Total 52213 Sewer Treatment And			(2,169,168.00)	(2,169,168.00)	1,140,769.11	(1,028,398.89)	52.59%	201,483.87
52315	Shop & Maintenance		0.00		0.00			0.00
121		Salaries and Wages	(167,452.00)	(167,452.00)	124,226.51	(43,225.49)	13.81%	11,160.00
141		Oasi (Employer's Share)	(12,810.00)	(12,810.00)	8,596.27	(4,213.73)	12.48%	768.59
142		Hospital And Health Insurance	(39,065.00)	(39,065.00)	30,858.46	(8,206.54)	14.24%	2,781.12
143		Employee Retirement Plan	(9,951.00)	(9,951.00)	7,353.34	(2,597.66)	13.94%	669.59
147		Unemployment Insurance	(155.00)	(155.00)	58.71	(96.29)	37.88%	22.81
148		Employee Education And Training	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
241		Electric	(12,000.00)	(12,000.00)	4,120.29	(7,879.71)	11.10%	528.08
242		Water	(1,000.00)	(1,000.00)	445.50	(554.50)	4.21%	42.12
			0.00		0.00			0.00

Town of Jonesborough
Statement of Expenditures and Encumbrances
February 2024

Fund : 413			Monthly Comparative:			66.67%		
Object	Cost Center	Sub Object	Original Budget/ Amendments	YTD		MTD Actual/ Encumbrance		
				Total Budget	Expenditures/ Encumbrances			
245		Telephone And Other Communication Services	(2,250.00)	(2,250.00)	1,672.48	(577.52)	20.03%	226.14
248			0.00		0.00			0.00
			(300.00)	(300.00)	169.61	(130.39)	16.15%	24.23
		GPS Services	0.00		0.00			0.00
251			(1,000.00)	(1,000.00)	498.31	(501.69)	8.18%	40.90
		Medical Services	0.00		0.00			0.00
261			(2,560.00)	(2,560.00)	402.67	(2,157.33)	0.25%	0.00
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
262			(1,000.00)	(1,000.00)	237.49	(762.51)	0.00%	0.00
		Repair And Maintenance Equipment	0.00		0.00			0.00
266			(2,000.00)	(2,000.00)	607.21	(1,392.79)	-142.54%	59.27
		Repair And Maintenance Buildings	0.00		0.00			0.00
311			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
		Office Supplies	0.00		0.00			0.00
312			(9,217.00)	(9,217.00)	2,149.29	(7,067.71)	0.00%	0.00
		Small Items Of Equipment	0.00		0.00			0.00
324			(2,500.00)	(2,500.00)	228.93	(2,271.07)	7.91%	0.00
		Household And Janitorial Supplies	0.00		0.00			0.00
326			(2,100.00)	(2,100.00)	1,993.74	(106.26)	20.56%	217.01
		Clothing And Uniforms	0.00		0.00			0.00
331			(2,800.00)	(2,800.00)	798.04	(2,001.96)	10.22%	162.82
		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00		0.00			0.00
334			(1,000.00)	(1,000.00)	516.86	(483.14)	51.69%	88.14
		Tires, Tubes And Etc.	0.00		0.00			0.00
341			(12,810.00)	(12,810.00)	5,864.50	(6,945.50)	0.00%	0.00
		Consumable Tools	0.00		0.00			0.00
344			(1,000.00)	(1,000.00)	966.98	(33.02)	30.93%	0.00
		Safety Supplies	0.00		0.00			0.00
345			(500.00)	(500.00)	573.95	73.95	89.87%	0.00
		Welding Supplies	0.00		0.00			0.00
346			(2,200.00)	(2,200.00)	1,130.52	(1,069.48)	0.00%	0.00
		Wash Bay Maintenance and Supplies	0.00		0.00			0.00

Fund : 413			Monthly Comparative:		66.67%			
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
390		Miscellaneous Supplies	(1,000.00)	(1,000.00)	498.93	(501.07)	17.00%	0.00
535			0.00		0.00			0.00
		Equipment Leases & Maint Contracts	(3,000.00)	(3,000.00)	2,552.95	(447.05)	16.48%	246.31
			0.00		0.00			0.00
596			0.00	0.00	30.92	30.92	No Budget	0.00
		Penalties For Late Filing	0.00		0.00			0.00
Total 52315 Shop & Maintenance			(290,970.00)	(290,970.00)	196,552.46	(94,417.54)	67.55%	17,037.13
			0.00		0.00			0.00
Total For Fund: 413			(10,561,640.00)	(10,561,640.00)	8,064,260.17	(2,497,379.83)	76.35%	873,118.62
			0.00		0.00			0.00

Fund : 619			Monthly Comparative:		66.67%			
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)	2,000.00	(1,000.00)	0.00%	0.00
			0.00		0.00			0.00
308		Undercover Cash (Drug Fund)	(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
			0.00		0.00			0.00
309		K-9 Supplies and Training	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
			0.00		0.00			0.00
312		Small Items Of Equipment	0.00	0.00	15,385.00	15,385.00	No Budget	0.00
			0.00		0.00			0.00
519		Other Liability Insurance	(2,025.00)	(2,025.00)	0.00	(2,025.00)	0.00%	0.00
			0.00		0.00			0.00
599		Sundry	(475.00)	(475.00)	0.00	(475.00)	0.00%	0.00
			0.00		0.00			0.00
Total 42129 Drug Investigation And			(9,500.00)	(9,500.00)	17,385.00	7,885.00	183.00%	0.00
			0.00		0.00			0.00
Total For Fund: 619			(9,500.00)	(9,500.00)	17,385.00	7,885.00	183.00%	0.00
			0.00		0.00			0.00

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

DATE: MARCH 11, 2024 AGENDA ITEM #: 1

SUBJECT: Financial Report – *Special Accounts*

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

Town of Jonesborough
Current Year Property Tax Billing
As of February 29, 2024

	<u>Current Tax Year (2023-24)</u>	<u>Prior Tax Year (2022-23)</u>
<u>Property Appraised and Assessed Values</u>		
Real and Personal Property Value	658,721,526	617,430,740
Taxable Assessed Value	186,321,245	176,347,750
<u>Billings</u>		
Real and Personal	2,702,151	2,116,289
Public Utilities	<u>33,867</u>	<u>35,874</u>
Total Billings	2,736,018	2,152,163
<u>Adjustments:</u>		
Real and Personal Reductions	(756)	(967)
Real and Personal Pick-ups	<u>634</u>	<u>1,242</u>
Adjusted Tax Billing	2,735,896	2,152,438
<u>Payments:</u>		
Real, Personal and Public Utility	92.69% <u>(2,535,912)</u>	91.44% <u>(1,968,084)</u>
Property Tax Outstanding	7.31% <u>199,984</u>	8.56% <u>184,354</u>
<u>Reconciliation to Open Tax Listing:</u>		
Real and Personal	199,931	180,610
Public Utilities	<u>53</u>	<u>3,744</u>
Total Open Tax List	199,984	184,354
Difference	<u>-</u>	<u>-</u>

Town of Jonesborough
Property Taxes Receivable
As of February 29, 2024

Tax Year	Amount Billed	6/30/2023 Balance	Collected	Adjustments	2/29/2024 Balance	% Collected
2013	\$ 1,683,183	\$ 1,127	\$ -	\$ (1,127)	\$ 0	100.00%
2014	1,698,685	1,968	-		1,968	99.88%
2015	1,714,059	650	95		555	99.97%
2016	1,734,978	763	-		763	99.96%
2017	1,764,377	1,009	-		1,009	99.94%
2018	1,797,636	1,550	-		1,550	99.91%
2019	1,914,327	2,765	-		2,765	99.86%
2020	1,961,968	1,632	116		1,516	99.92%
2021	2,028,891	14,209	10,324	345	4,230	99.79%
2022	2,116,289	83,214	54,142	208	29,280	98.62%
Totals		\$ 108,887	\$ 64,677	\$ (574)	\$ 43,636	

2023 Real and Personal Taxes Billed	2,702,151	
2023 Public Utility Taxes Billed	33,867	
Collected Through 2/29/2024	(2,535,912)	92.69%
Total Adjustments:		
Reductions	(756)	
Pick-ups	634	
Balance 2023 Property Taxes	<u>199,984</u>	
 Total Outstanding Property Taxes	 <u><u>243,620</u></u>	

Town of Jonesborough
Comparative Local Sales Tax Collections

Retail Sales Month	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Current Month % Growth	YTD % Growth
July	\$ 146,012.69	\$ 149,814.99	\$ 146,797.86	\$ 154,758.39	\$ 181,234.32	\$ 221,930.41	\$ 226,386.30	\$ 236,685.00	4.55%	4.55%
August	140,471.36	137,299.17	157,323.64	157,863.60	181,244.01	189,478.07	211,229.31	226,332.76	7.15%	5.80%
September	147,041.70	151,571.87	161,151.69	159,074.80	178,788.96	207,002.17	226,466.35	249,969.62	10.38%	7.36%
October	145,832.47	137,782.95	149,448.62	151,882.16	184,195.31	196,842.35	223,709.37	240,092.90	7.32%	7.35%
November	135,822.37	142,968.58	151,202.03	153,617.36	183,608.84	214,268.95	238,699.54	260,527.63	9.14%	7.73%
December	158,954.70	159,458.04	169,082.03	177,127.90	213,896.25	233,742.11	259,640.04	262,136.42	0.96%	6.47%
January	134,244.03	127,416.58	135,234.22	140,781.81	179,991.50	190,334.77	212,252.13			
February	116,136.15	127,945.05	134,822.85	142,290.13	164,213.28	184,027.14	199,473.61			
March	160,456.20	156,129.40	162,786.00	183,966.80	215,568.04	223,679.00	242,969.97			
April	152,058.60	149,219.62	156,558.86	183,153.95	204,688.52	222,063.76	320,646.71			
May	151,258.53	156,267.02	167,495.96	196,546.46	214,867.25	238,459.96	246,079.54			
June	159,181.59	164,321.92	170,764.62	195,799.56	197,429.44	244,631.05	251,601.07			
Totals	\$ 1,747,470.39	\$ 1,760,195.19	\$ 1,862,668.38	\$ 1,996,862.92	\$ 2,299,725.72	\$ 2,566,459.74	\$ 2,859,153.94	\$ 1,475,744.33		

GENERAL FUND SAVINGS ACCOUNT ACTIVITY

10-100-1117

SOLID WASTE SAVINGS ACCOUNT ACTIVITY

131-11221 (Formerly 12-100-1112)

K-8 TIGER PARK SAVINGS ACCOUNT ACTIVITY

50-100-1112

2023-2024

	Undesignated	Cash Bonds Being Held	Mary Martin Program Funds	McKinney Scholarship Fund	Mt. Emory Stormwater Upgrade Pay	Monthly Deposit - GF Reserves	PEP Insurance Claim for SW Building	James Martin Ex. Contrib. Jai/Jackson Theatre	James Martin Ext. Contrib. McKinney Center	Civilian Donation & Refund Found. Grant Dog Park	In-Use Sidewalk Reserve	Proceeds Bank of TN Loan \$1M	PS Vehicles Loan Proceeds	Drug Liability Suit Funds	Total GF Savings 10-100-1117	Solid Waste Savings 12-100-1112	K-8 School WFC DOE Savings 12-100-1112	Total In Bank Account
6/30/2023	\$ 1,191,614.06	\$ 16,650.00	\$ 34,620.76	\$ 10,936.01	\$ 20,202.90	\$ 1,195,672.98	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ -	\$ 30,588.25	\$ 135,512.29	\$ 2,258,174.99	\$ 148,174.91	\$ -	\$ 1,107,549.90
7/1/2023						35,000.00									35,000.00			3,142,549.90
7/15/2023	20,117.60												(20,117.60)					3,142,549.90
7/23/2023																5,000.00		3,147,549.90
7/31/2023	(100,000.00)														[100,000.00]			3,047,549.90
July Interest	4,659.06														4,659.06			3,052,208.96
7/31/2023	\$ 1,116,390.72	\$ 16,650.00	\$ 34,620.76	\$ 10,936.01	\$ 20,202.90	\$ 1,230,672.98	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ -	\$ 30,470.65	\$ 135,512.29	\$ 2,896,094.05	\$ 154,174.91	\$ -	\$ 3,092,208.96
Aug. Interest	4,584.89					35,000.00									35,000.00	5,000.00		3,092,208.96
8/31/2023	\$ 1,120,975.61	\$ 16,650.00	\$ 34,620.76	\$ 10,936.01	\$ 20,202.90	\$ 1,265,672.98	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ -	\$ 30,470.65	\$ 135,512.29	\$ 2,937,618.94	\$ 159,174.91	\$ -	\$ 3,096,793.85
8/7/2023						35,000.00									35,000.00			3,131,793.85
8/20/2023																		3,136,793.85
8/25/2023												1,000,000.00			1,000,000.00			4,136,793.85
Sept. Interest	(20,000.00)														(20,000.00)			4,116,793.85
9/30/2023	\$ 1,105,755.58	\$ 16,650.00	\$ 34,620.76	\$ 10,936.01	\$ 20,202.90	\$ 1,300,672.98	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 1,000,000.00	\$ 10,470.65	\$ 135,512.29	\$ 3,057,398.91	\$ 164,174.91	\$ -	\$ 4,121,573.82
10/5/2023						35,000.00									35,000.00			4,156,573.82
10/17/2023	(100,000.00)														(100,000.00)			4,056,573.82
10/18/2023	(225,000.00)														(225,000.00)			3,831,573.82
10/31/2023*						(938,592.31)									(938,592.31)			2,892,981.49
10/31/2023																		2,892,981.49
Oct. Interest	2,643.02														2,643.02	5,000.00		2,897,981.49
10/31/2023	\$ 783,398.60	\$ 16,650.00	\$ 34,620.76	\$ 10,936.01	\$ 20,202.90	\$ 397,080.65	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 1,000,000.00	\$ 10,470.65	\$ 135,512.29	\$ 2,781,449.40	\$ 169,174.91	\$ -	\$ 2,960,624.31
11/14/2023						35,000.00									35,000.00		300,000.00	3,200,624.31
11/9/2023																		3,235,624.31
11/27/2023																		3,240,624.31
Nov. Interest	1,833.42														1,833.42			3,242,457.93
11/30/2023	\$ 785,232.02	\$ 16,650.00	\$ 34,620.76	\$ 10,936.01	\$ 20,202.90	\$ 432,080.65	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 1,000,000.00	\$ 10,470.65	\$ 135,512.29	\$ 2,764,298.02	\$ 174,174.91	\$ 300,000.00	\$ 3,242,457.93
12/5/2023						35,000.00									35,000.00			3,277,457.93
12/21/2023												(677,695.21)			(677,695.21)			2,599,762.70
12/21/2023																5,000.00		2,604,762.70
Dec. Interest	1,820.14														1,820.14			2,606,582.84
12/31/2023	\$ 786,552.16	\$ 16,650.00	\$ 34,620.76	\$ 10,936.01	\$ 20,202.90	\$ 467,080.65	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 322,304.77	\$ 10,470.65	\$ 135,512.29	\$ 2,126,907.89	\$ 179,174.91	\$ 300,000.00	\$ 2,806,082.84
Jan. Interest	993.45														993.45			2,807,076.29
1/31/2024	\$ 787,545.61	\$ 16,650.00	\$ 34,620.76	\$ 10,936.01	\$ 20,202.90	\$ 467,080.65	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 322,304.77	\$ 10,470.65	\$ 135,512.29	\$ 2,127,901.36	\$ 179,174.91	\$ 300,000.00	\$ 2,807,076.29

GENERAL FUND SAVINGS ACCOUNT ACTIVITY

10-100-1117

SOLID WASTE SAVINGS ACCOUNT ACTIVITY

111-11221 (formerly 12-100-1112)

K-8 TIGER PARK SAVINGS ACCOUNT ACTIVITY

50-100-1112

2023-2024

	Cash Bonds Being Held	Mary Martin Program Funds	McKinney Scholarship Fund	Mt. Empire Stormwater Upgrade Pay	Monthly Deposit - GF Reserves	PEP Insurance Claim for SW Building	James Martin Est. Contrib. Jin/Jackson Therapeutic	James Martin Est. Contrib. McKinney Center	Chickam Donation & Beyd Found. Grant-Old Park	In-Lieu Sidewalk Reserve	Proceeds Bank of TN Loan \$1M	P5 Vehicles Loan Proceeds	Drug Liability Suit Funds	Total GF Savings 10-100-1117	Solid Waste Savings 12-100-1112	K-8 School WC BOE Savings 12-100-1112	Total In Bank Account
2/2/2024					35,000.00									35,000.00			2,642,076.29
2/23/2024					35,000.00									35,000.00			2,677,076.29
2/28/2024														-	5,000.00		2,682,076.29
2/28/2024														-	5,000.00		2,687,076.29
Feb. Interest														945.68			2,688,021.97
2/28/2024	\$ 788,491.29	\$ 34,620.76	\$ 10,916.01	\$ 20,303.90	\$ 517,080.65	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 322,304.77	\$ 16,470.65	\$ 135,513.39	\$ 2,198,847.06	\$ 189,174.91	\$ 300,000.00	\$ 2,688,021.97

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

Jackson Theater Project
RD Cost Overrun Loan

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

2022-23/2023-24 Loan Draws (3-010-030000-3993/110-36905)		
8/19/2022 Draw #6 - Ken Ross Architects - As Approved by BMA	(70,000.00)	
9/21/2022 Draw #7 - GRC Pay App Dated 8/31/22	(233,105.36)	
10/17/2022 Draw #7 - GRC Pay App Dated 8/31/22	(112,412.76)	
2/3/2023 Draw #8 - GRC Pay Apps Dated 11/30/22 & 12/31/22	(249,847.14)	
2/16/2023 Draw #9 - GRC Pay Apps Dated 1/31/23	(113,613.91)	
4/24/2023 Draw #11 - BrightRidge	(28,977.00)	
4/4/2023 Draw #10 - Clark Nexsen	(7,350.00)	
4/4/2023 Draw #10 - GRC Pay Apps Dated 2/28/23	(144,153.65)	
5/19/2023 Draw #11 - GRC Pay Apps Dated 3/31/23	(137,145.14)	
5/19/2023 Draw #11 - GRC Pay Apps Dated 4/30/23	(114,556.84)	
6/20/2023 Draw #12 - GRC Pay Apps Dated 5/31/23	(76,708.84)	
7/27/2023 Draw #13 - GRC Pay Apps Dated 6/30/23 AR/AP	(97,198.63)	
8/16/2023 Draw #14 - East TN Sprinkler Dated 3/28/23&4/2 AR/AP	(41,038.78)	
9/11/2023 Draw #15 - GRC Pay App #36	(90,820.15)	
9/11/2023 Draw #16 - GRC Pay App #37	(113,692.00)	
9/29/2023 Draw #17 - GRC Pay App #38	(162,418.10)	
11/20/2023 Draw #18 - GRC Pay App #40	(282,056.43)	
12/8/2023 Draw #19 - GRC Pay App #39	(108,297.53)	
12/14/2023 Draw #20 - GRC Pay App #41	(62,676.79)	
Total 2022-23/2023-24 Draws	(2,246,069.05)	
Retainage Payable - 2022-23/2023-24*	(110,458.07)	
Balance of Loan Funds Available		1,224,643.83

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

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

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

BAN obligated to Stage Door Concessions 30,000.00 **

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

Balance of funds after contract obligations 63,415.45

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

Town of Jonesborough
Goins Rash Cain, Inc. (GRC) Contract
Jackson Theatre Renovations and Additions
Project Account # 4-10-14200-6318/110-44400-963
Retainage Account # 10-200-2350

App. #	Total Complete and Stored	Less Retainage	Total Paid Less Retainage	Contract Balance Less Retainage	Date Paid	Ck #
1	\$ 62,849.26	\$ 3,142.46	\$ 59,706.80	\$ 5,895,973.95	5/14/2019	92740
2	96,447.38	4,822.37	91,625.01	5,833,124.69	6/29/2019	93233
3	129,485.61	6,474.28	123,011.33	5,736,677.31	7/10/2019	93376
4	189,839.91	9,492.00	180,347.91	5,607,191.70	8/23/2019	93734
5	303,943.04	15,197.15	288,745.89	5,417,351.79	9/16/2019	93984
6	104,227.45	5,211.37	99,016.08	5,113,408.75	10/17/2019	94271
7	59,984.90	2,999.25	56,985.65	5,009,181.30	12/4/2019	94726
8	112,999.45	5,849.97	107,349.48	4,949,196.40	12/13/2019	94862
9	152,503.59	7,625.18	144,878.41	4,836,196.95	2/13/2020	95375
10	113,985.10	5,699.25	108,285.85	4,683,693.36	3/30/2020	95726
11	347,106.72	17,355.34	329,751.38	4,569,708.26	4/22/2020	95987
12	43,956.85	2,197.84	41,759.01	4,222,601.54	5/26/2020	96243
13	48,485.24	(85,866.46)	134,351.70	4,178,644.69	8/7/2020	96893
14	18,579.01	-	18,579.01	4,130,159.45	11/10/2020	97565
15	45,004.65	2,250.23	42,754.42	4,111,580.44	3/25/2021	98538
16	96,914.71	4,845.74	92,068.97	4,068,575.79	3/25/2021	98538
17	77,251.42	3,862.57	73,388.85	3,969,661.06	6/10/2021	99193
18	108,730.95	5,436.55	103,294.40	3,892,409.66	5/25/2021	99056
19	44,170.12	2,208.50	41,961.62	3,783,678.71	6/30/2021	99446
20	54,641.64	2,732.08	51,909.56	3,739,508.59	2/15/2022	101552
21	137,699.95	6,885.00	130,814.95	3,684,866.95	4/1/2022	101992
22	104,922.49	5,246.13	99,676.36	3,547,167.00	4/25/2022	102165
23	36,758.33	1,837.91	34,920.42	3,442,244.51	7/13/2022	102981
24	43,512.93	2,174.70	41,338.23	3,405,486.18	7/13/2022	102981
25	29,790.12	1,489.51	28,300.61	3,361,973.25	8/10/2022	103271
26	245,374.06	12,268.70	233,105.36	3,332,183.13	9/21/2022	103603
27	118,329.22	5,916.46	112,412.76	3,086,809.07	10/18/2022	103923
28	224,814.79	11,240.74	213,574.05	2,968,479.85	2/8/2023	105049
29	38,182.20	1,909.11	36,273.09	2,743,665.06	2/8/2023	105049
30	119,593.59	5,979.68	113,613.91	2,705,482.86	2/16/2023	105119
31	151,740.69	7,587.04	144,153.65	2,585,889.27	4/5/2023	105616
32	144,363.30	7,218.16	137,145.14	2,434,148.58	5/22/2023	106117
33	120,586.15	6,029.31	114,556.84	2,289,785.28	5/22/2023	106117
34	80,746.15	4,037.31	76,708.84	2,169,199.13	6/29/2023	106514
35	102,314.34	5,115.71	97,198.63	2,088,452.98	7/28/23 AP	106835
36	95,600.16	4,780.01	90,820.15	1,986,138.64	9/11/2023	107336
37	119,675.79	5,983.79	113,692.00	1,890,538.48	9/11/2023	107336
38	170,966.42	8,548.32	162,418.10	1,770,862.69	9/29/2023	107456
39	113,997.41	5,699.87	108,297.54	1,599,896.27	12/8/2023	108180
40	296,901.51	14,845.08	282,056.43	1,485,898.86	9/29/2023	107456
41	65,975.57	3,298.78	62,676.79	1,188,997.35	9/29/2023	107456

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

Contract Changes:

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

\$400,000 STATE APPROPRIATION FUNDS:

9/5/18	Funds Received	\$	400,000.00
5/15/19	GRC Inc. - Pay Request #1		(59,706.80)
6/29/19	GRC Inc. - Pay Request #2		(91,625.01)
7/11/19	GRC Inc. - Pay Request #3		(123,011.33)
8/14/19	GRC Inc. - Pay Request #4		(125,656.86)
	Accrued Interest Through 8/31/201		3,394.42
9/16/19	GRC Inc. - Pay Request #6		(3,394.42)
	Balance of Funds	\$	-

Payments by SourceThru GRC Pay Request #40 (#39 missing)

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

Stage Door Project Analysis

Project area	Comments	Company	Project Manager Cost Estimate	P.O. Issued	Expenses Paid	Expenses/Items not applied to P.O.	P.O. Balance - Note - All liquidated at 6/30	Balance Remaining ***	Notes
***Balance remaining column is judgement based on P.O. vs Estimate									
Framing/Construction	Includes cabinet install, box office booth, woodwork (Original estimate to BMA 35,400 8/18/22 Item 7-F)	Lewis Hulme/CD Builders	45,000.00	0.00	206,067.50	206,067.50	0.00	0.00	Balance Unknown - past original estimate
Framing/Construction	Purchased by Lewis on town account	Lowes	0.00	5,000.00	15,609.70	10,609.70	0.00	0.00	Used balance of P.O.
Framing/Construction	Lumber - Ordered by Lewis	Builders First Source	0.00	0.00	1,683.42	1,683.42	0.00	0.00	
Framing/Construction	Equipment Rental - Ordered by Lewis	East TN Rent-All	0.00	0.00	48.19	48.19	0.00	0.00	
Framing/Construction	Misc mortar? - Ordered by Lewis	C&C Masonry Supply	0.00	42.55	42.55	0.00	0.00	0.00	
Framing/Construction	Lumber for facade repair - Lewis	East Tennessee Millwork	0.00	0.00	2,128.58	2,128.58	0.00	0.00	
Electrical - Materials	Cable - Lewis?	Williams Electric	10,000.00	103.65	7,885.28	7,360.30	50.67	2,114.72	Used P.O. less actual expenses. More P.O. reduced from line item than issued. System allows...
Electrical - Materials	Additional items needed by Herman Archer	Williams Electric	0.00	5,404.40	8,687.39	3,282.99	0.00	0.00	
Electrical - Labor		Herman Archer	8,000.00	3,050.00	12,935.00	9,885.00	0.00	0.00	Estimate less actual expense
Light Fixtures	Wall Sconces downstairs	American Lighting	2,010.71	0.00	2,166.65	2,166.65	0.00	0.00	
Light Fixtures		American Lighting	0.00	1,736.85	2,087.40	-2,087.40	0.00	0.00	Added 4/26
HVAC	2 - 6 ton units, installation, per hour costs	TNT Heating & Air	80,000.00	38,237.10	71,027.10	32,790.00	0.00	8,972.90	Estimate less actual expense
Plumbing	Materials & Labor	Strickland Plumbing	8,800.00	0.00	4,500.00	4,500.00	0.00	4,300.00	
Plumbing	6 commodes, 2 urinals, 8 flush valves, 5 sinks and faucets	Modern Supply	2,955.35	4,883.79	0.00	0.00	-1,928.44	0.00	P.O. used beyond issuance
Bathroom Fixtures	Trash cans, grab bars, towel holders	Trimble Company	1,500.00	0.00	1,252.00	1,252.00	0.00	248.00	
Bathroom Accessories	Ordered 10/22	Trimble Company	7,263.00	10,743.00	3,480.00	0.00	0.00	0.00	Excess is installation
Bathroom Partitions	Includes 1st floor tile	Winco / Gaylin	20,857.57	20,518.76	0.00	0.00	338.81	338.81	
Bathroom Floor - Materials		Ed Lytle Tile	19,774.00	19,774.00	26,934.00	7,160.00	0.00	0.00	
Bathroom Floor - Installation		E.S. Dockery	12,000.00	9,330.00	15,200.00	0.00	-5,870.00	9,330.00	P.O. contract price
2nd Floor Carpet	Door 5,077.80/Hardware 7,175	Builders First Source	12,252.80	12,252.80	12,252.80	0.00	0.00	0.00	
Front Door	Includes Installation	Keller Glass	4,000.00	4,411.13	4,658.46	247.33	0.00	0.00	Used P.O. for balance due
Front Facade Glass	2 Columns	A&D Masonry	1,650.00	0.00	1,650.00	1,650.00	0.00	0.00	
Front Brick Columns		Creative Masonry	700.00	0.00	700.00	700.00	0.00	0.00	
Staining of Brick Mortar		TBD	1,000.00	0.00	0.00	0.00	0.00	1,000.00	P.O. applied incorrectly. Contract balance
Stucco Repair	Same firm as Jackson?		13,780.00	13,780.00	13,338.00	0.00	0.00	442.00	accurate.
Interior Doors	Ordered 10/22	Trimble Company	0.00	0.00	915.00	915.00	0.00	0.00	
Door frame/hinges	Ordered by Lewis	Trimble Company	0.00	0.00	392.00	392.00	0.00	0.00	
Closets	Ordered by Lewis	Trimble Company	0.00	0.00	0.00	0.00	0.00	0.00	
Concession Cabinets	Cabinets and granite countertop - Both floors	Builders First Source	31,682.79	31,792.79	31,792.79	0.00	0.00	0.00	
Concession Equipment	30,000 USDA Loan	Katom Restaurant Supply	18,548.10	0.00	18,650.61	18,650.61	0.00	0.00	30K from RD, Request pending?
Sheet Rock	Materials, installation, Finishing (includes all ceilings)	Full Circle Construction	13,750.00	13,750.00	13,850.00	100.00	0.00	0.00	
Painting	Walls & Ceiling	Cooper Painting	11,433.50	11,433.50	9,833.50	0.00	1,600.00	1,600.00	
Drop Ceiling - Installation	Acoustic Tile Materials	Dockery Floor Covering	8,850.00	0.00	8,850.00	0.00	0.00	0.00	
Drop Ceiling - Materials	110 Tiles/Shipping	American Tin	1,874.40	1,874.40	1,874.40	0.00	0.00	0.00	

Town of Jonesborough
General Fund
Fund Balance Reserve Accounts
As of February 29, 2024

	Reserve	Revenue	Expenditure	Balance 6/30/2023	Revenues	Expenditures	Transfer (To)/From Unrestricted Fund Balance	Balance 2/29/2024
McKinney Scholarship Fund	10-200-2702	110-38160	110-44491-866	17,126.94	475.00	-		17,601.94
Senior Center - Special Projects	10-200-2703	110-38174--SCNTR	110-44320-839	47,924.61	21,802.15	(29,244.19)		40,482.57
PS Driving School Tech Fees	10-200-2706	110-38149	110-42100-834	11,174.00	1,308.00	-		12,482.00
PS Gun Permit Classes	10-200-2707	10-30000-3719	110-42100-833	12,240.00	-	-		12,240.00
Police Litigation	10-200-2708	110-38146	110-42100-165	71,729.86	11,099.76	(3,000.00)		79,829.62
Volunteer Fire	10-200-2709	10-30000-3968	110-42200-765	2,528.45	-	-		2,528.45
Campground Reserve	10-200-2710	10-30000-3668	110-44400-842	23,907.16	-	-		23,907.16
PS Electronic Citation Fee	10-200-2711	110-38150	110-42100-831	25,351.61	1,908.00	-		27,259.61
Chuckey Depot Museum Rev	10-200-2712	110-38177	110-44400-853	6,698.95	3,711.46	(1,054.98)		9,355.43
Veterans War Memorial	10-200-2713	110-38110	110-41500-297	16,287.84	-	(822.34)		15,465.50
Flag Replacement	10-200-2716	110-38176	110-44400-849	3,331.46	2,361.00	(361.37)		5,331.09
Tree & Townscape	10-200-2717	110-38113	110-44400-860	2,519.62	15.95	-		2,535.57
Recreation Fundraising	10-200-2718	110-38126	110-44400-490	16,556.89	-	-		16,556.89
Clerk Electronic Citation Fees	10-200-2720	110-38154	110-42100-832	7,385.61	477.00	-		7,862.61
Cemetery Maintenance Fund	10-200-2723	110-38178	110-44400-861	3,838.94	-	-		3,838.94
In-Lieu Sidewalk Reserve	10-200-2728	110-38173	Board	60,819.75	3,680.00	-		64,499.75
Keep Jonesborough Beautiful	10-200-2730	110-38175	110-44400-851	-	60.00	(60.00)		-
Total Presented Reserved Amounts				329,421.69	46,898.32	(34,542.88)	-	341,777.13

Town of Jonesborough
Health Reimbursement Account
2023-24 Fiscal Year

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

Town of Jonesborough
Health Reimbursement Account
2023-24 Fiscal Year

Date	Fund				Balance
	General	Solid Waste	Water/Sewer	Total	
Dec Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 189,220.73
12/4/2023			(50.00)	(50.00)	189,170.73
12/11/2023	(376.74)			(376.74)	188,793.99
12/26/2023	(128.81)		(1,512.98)	(1,641.79)	187,152.20
12/31/2023	\$ 93,910.70	\$ 25,177.39	\$ 68,064.11	\$ 187,152.20	
Jan Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 192,942.20
1/2/2024	(767.30)		(50.00)	(817.30)	192,124.90
1/8/2024			(600.23)	(600.23)	191,524.67
1/31/2024	\$ 95,873.40	\$ 25,927.39	\$ 69,723.88	\$ 191,524.67	
	6/30/2023 Balance		\$ 205,643.10		
	Year-to-date HRA Contributions		40,530.00		
	Year-to-date HRA Fees		(1,389.44)		
	Year-to-date HRA Claims		(53,258.99)		
	1/31/2024 Balance		<u>\$ 191,524.67</u>		

Note: February details not available at time of publication

Town of Jonesborough
K-8 School Construction Project

Total Loan Draws		38,669,001.39
Less 2020-21 Payments	(3,415,481.66)	
Less 2021-22 Payments	(12,727,076.05)	
Less 2022-23 Payments	(15,708,035.77)	
Less 2023-24 Payments	<u>(6,861,640.46)</u>	
Total Project Payments		(38,712,233.94)
1/24/2021 Transfer from General Fund Checking		20,000.00
Cleared by check #1094 to Town of Jonesborough		<u>(20,000.00)</u>
Loan Draws Less Payments Plus Transfer From GF		<u>(23,232.55)</u>
Tree Grant Reimbursement (Expenditure of K-8 reimbursed by grant)		7,970.00
Loan Draws Less Payments		<u>(31,202.55)</u>
Balance of Cash on Hand		<u><u>(23,232.55)</u></u>
Balance of Cash on Hand 8/31/23:		
Pinnacle Checking Account #1 (BAN Proceeds Balance ONLY presented here)***		-
Pinnacle Checking Account #2		<u>12,850.72</u>
*** Contains Balance of TN Ag Learning Center Grant. Separate Project under department No. 5500		<u><u>12,850.72</u></u>
INTERIM LOAN FUNDS:		
Total Funds Available	42,750,000.00	
Total Draws	<u>(38,669,001.39)</u>	
Balance of Loan Funds Available	<u>4,080,998.61</u>	
Balance of Contract With Burwil Construction (including retainage)	(3,811,266.63)	
Balance of Contract With Clark Nexsen	(22,500.00)	
Balance of Contract With Burleson Construction, Inc	(60,106.73)	
Balance of Contract With TriMark (Kitchen Equip)	-	
Balance of Funds After Contract Obligations	<u><u>187,125.25</u></u>	

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

Water/Sewer Savings Account & Money Market Account

40-100-1125/40-100-1126

2023-24

	Unreserved	Equipment Reserve	Debt Service Reserve	County Crew Advanced Labor	2022 \$1M COB Note	ARPA Funds	40-200-2119 Line Extensions	Total
6/30/2023	\$ 1,387.17	\$ 271,281.13	\$ -	\$ 48,257.20	\$ 472,821.05	\$ 453,159.24	\$ -	\$ 1,247,868.79
7/5/2023								
To Savings from Revenue								
7/13/2023	81,784.00				(5,734.00)	(78,060.00)		
Reallocate ARPA/51M COB spent (June AP)								
7/19/2023	(4,700.00)	(46,000.00)			(10,300.00)			
To OPM Used County Trucks, Operating Exp)								
7/24/2023	(10,000.00)							
To OPM - Operating Expenses								
7/31/2023	27,824.28			(17,824.28)				
Reallocate Used County Crew Labor								
7/31/2023			86,433.25					
To Savings from Revenue								
7/31/2023	875.43							
July Interest								
Balance as of July 31, 2023	\$ 79,270.88	\$ 231,281.13	\$ 86,433.25	\$ 21,433.92	\$ 456,797.05	\$ 375,058.24	\$ 14,306.22	\$ 1,266,570.69
8/6/2023								
To OPM for ARPA/51M COB expenses								
8/15/2023	19,172.59				(2,600.00)	(17,572.59)		
Reallocate County Crew use of labor								
8/21/2023	1,604.46				(1,604.46)			
Reallocate 51M COB use on projects								
8/21/2023	(10,000.00)							
To OPM for operations								
8/24/2023			905,018.86					
TDEC ARPA Funds (for 1M COB payroll)			(905,000.00)					
8/24/2023								
To OPM (51M COB Pym. Pmt)								
Revenue to Savings - Advanced Funding for								
8/16/2023				74,202.50				
County Crew labor costs								
8/31/2023								
Reallocate ARPA/51M spent								
8/31/2023			44,153.00		(1,000.00)	(43,153.00)		
Reallocate County Crew use of labor								
8/31/2023			4,829.09					
August Interest	675.29							
August Interest - MMA	252.99							
Balance as of August 31, 2023	\$ 50,966.21	\$ 231,281.13	\$ 135,441.20	\$ 71,633.24	\$ 451,592.59	\$ 274,867.24	\$ 14,306.22	\$ 1,232,098.53
9/25/2023	678.56							
September Interest	263.11							
September Interest - MMA								
Balance as of September 30, 2023	\$ 51,907.88	\$ 231,281.13	\$ 135,441.20	\$ 71,633.24	\$ 451,592.59	\$ 274,867.24	\$ 14,306.22	\$ 1,233,090.00
10/31/2023	352.89							
Prepaid Water Line Extension Materials	280.78							
October Interest								
October Interest - MMA								
Balance as of October 31, 2023	\$ 52,941.55	\$ 231,281.13	\$ 135,441.20	\$ 71,633.24	\$ 451,592.59	\$ 274,867.24	\$ 14,306.22	\$ 1,235,352.83
11/27/2023								
Penna Corp Invoice								
12/27/2023								
Penna Corp Reroute Pmt to 1st Horizon								
12/28/2023								
Blue Water Invoice								
12/28/2023								
East TN Rest-alls Invoice								
12/28/2023								
Ferguson Enterprises								
12/28/2023								
East TN Rest-alls Invoice								
12/28/2023								
East TN Rest-alls Invoice								
12/28/2023								
November Interest	325.28							
November Interest - MMA	263.38							
Balance as of November 30, 2023	\$ 53,560.17	\$ 231,281.13	\$ 135,441.20	\$ 71,633.24	\$ 451,231.57	\$ 274,867.24	\$ 14,306.22	\$ 1,235,540.43
12/21/2023								
Comm. Dev. Partners Invoice (pd. 8/21)								
12/21/2023								
Comm. Dev. Partners Invoice (pd. 12/21)								
12/28/2023	159.48							
December Interest	254.20							
December Interest - MMA								
Balance as of December 31, 2023	\$ 53,964.96	\$ 231,281.13	\$ 135,441.20	\$ 71,633.24	\$ 450,231.57	\$ 254,867.24	\$ 14,306.22	\$ 1,235,954.62
1/22/2024								
Comm. Dev. Partners Invoice (pd. XXXXX)								
1/31/2024	124.28							
January Interest	362.47							
January Interest - MMA								
Balance as of January 31, 2024	\$ 53,969.12	\$ 231,281.13	\$ 135,441.20	\$ 71,633.24	\$ 450,231.57	\$ 247,867.24	\$ 14,306.22	\$ 1,235,339.38
2/29/2024	115.38							
February Interest	263.01							
February Interest - MMA								
Balance as of February 29, 2024	\$ 54,347.48	\$ 231,281.13	\$ 135,441.20	\$ 71,633.24	\$ 450,231.57	\$ 247,867.24	\$ 14,306.22	\$ 1,235,737.79
Balance in Savings Account	\$ 542,488.68							
Balance in Money Market Account	575,239.67							
	\$ 1,117,728.35							

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

Town of Jonesborough
Washington County Water Lines Funding
Individual Projects
As of February 29, 2024

Description	Greenwood Drive	Hwy 815	Ralph Hoss	Malone Hollow	Saylor Hill	Dry Creek	Taylor Bridge	Maches Circle	Jackson Bridge	Rockhouse Road	Labor	Other	Total	EDA (Separate Analysis)	Adjusted Total
Funding:															
County 12/10/21											74,202.49		74,202.49		74,202.49
County 3/21/22											148,405.00		148,405.00		148,405.00
County 5/11/22											148,333.07		148,333.07		148,333.07
County 10/5/22	288,084.81	290,109.60		309,366.00	155,340.00	60,593.61		30,348.12			158,295.50	1,408.81	1,293,546.45	18,604.75	1,312,151.20
County 2/23/23					47,023.92	31,163.74							78,387.66		78,387.66
County 3/6/23						36,569.34							36,569.34		36,569.34
County 4/25/23					52,323.63								52,323.63		52,323.63
County 4/26/23						94,091.22							94,091.22		94,091.22
County 5/31/23				25,767.26	25,138.84		43,143.62						94,049.72		94,049.72
County 5/31/23											74,202.50		74,202.50		74,202.50
County 6/21/23						138,420.12	83,797.86						222,217.98		222,217.98
County 6/29/23					10,324.57								10,324.57		10,324.57
County 7/24/23					3,500.00	10,600.00			123,673.84				14,100.00		14,100.00
County 8/3/23													123,673.84		123,673.84
County 8/3/23							110,859.49					7,946.38	110,859.49		110,859.49
County 8/9/23						18,257.30							7,946.38		7,946.38
County 8/10/23							107,080.53						18,257.30		18,257.30
County 8/21/23							280,132.74		49,961.60		74,202.50		107,080.53		107,080.53
County 8/22/23					72,019.57						74,202.50		330,094.34		330,094.34
County 12/7/23									69,513.88				146,222.07		146,222.07
County 12/11/23	31,694.57		156,086.14										69,513.88		69,513.88
Reallocation				(23,530.82)	(141,108.44)	56,814.41	84,294.03				(206,921.50)	19,140.79	-		-
Reallocation		9,890.50		18,091.78				1,359.20			23,530.82		-		-
Reallocation								(3,896.33)			(29,341.48)		-		-
Total Funding	319,779.38	300,000.10	156,086.14	329,694.22	224,562.09	446,709.74	709,308.27	27,810.99	243,149.32	-	543,007.73	28,495.98	3,328,603.96	18,604.75	3,347,208.71
Expenditures:															
Water/Line Construction	(310,246.12)	(290,109.60)	(142,241.39)	(311,602.44)	(224,562.09)	(515,485.68)	(711,102.99)	(26,451.79)	(243,805.22)	(58,403.91)	(147,606.23)	(15,776.87)	(2,997,394.33)	(18,604.75)	(3,015,999.08)
Construction Labor											(400,966.00)	(23,476.13)	(424,442.13)		(424,442.13)
Distribution Labor	(9,533.26)	(9,890.50)	(13,844.75)	(18,091.78)				(1,359.20)					(52,719.49)		(52,719.49)
Total Expenditures	(319,779.38)	(300,000.10)	(156,086.14)	(329,694.22)	(224,562.09)	(515,485.68)	(711,102.99)	(27,810.99)	(243,805.22)	(58,403.91)	(548,572.23)	(39,253.00)	(3,474,555.95)	(18,604.75)	(3,493,160.70)
Net Funding Available	-	-	-	-	-	(68,775.94)	(1,794.72)	-	(655.90)	(58,403.91)	(5,564.50)	(10,757.02)	(145,951.99)	-	(145,951.99)

Complete

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

Account	Peter Pan 10-30000-3667- 010	Dearly Beloved 10-30000-3667- 011	It's a Wonderful Life 10-30000-3667- 012	The Play that Goes Wrong 10-30000-3667- 013	Beautiful 3667-014	Crazy For You 10-30000-3667- 016	Into the Woods 10-30000-3667- 017	Anastasia 10-30000-3667- 018	USA 10-30000-3667- 019	TOTAL
Revenues (through 6/30/23)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenditures (through 6/30/23)	\$ (400.00)	\$ (2,065.00)	\$ (844.00)	\$ (2,265.00)	\$ (1,550.00)	\$ (5,014.52)	\$ (400.00)	\$ (6,361.95)	\$ -	\$ (61,165.50)
Beginning Balance (7/1/2023)	\$ (400.00)	\$ (2,065.00)	\$ (844.00)	\$ (2,265.00)	\$ (1,550.00)	\$ (5,014.52)	\$ (400.00)	\$ (6,361.95)	\$ -	\$ (47,078.75)
REVENUES:										
July										
Ticket Sales Thunderbox	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Evan Morton Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gift Certificates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Season Pass Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donations:	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ 3,000.00	\$ 6,872.00
Playbill Advertisements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,750.00
Costume Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-shirt Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
July Total	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ 3,000.00	\$ 24,201.00
August										
Ticket Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,278.50
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 2,000.00	\$ -	\$ -	\$ 9,000.00
Gift Certificates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Season Pass Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donations:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,562.00
Playbill Advertisements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,700.00
Costume Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-shirt Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,050.00
August Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 2,000.00	\$ -	\$ -	\$ 29,590.50
September										
Ticket Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,214.50	\$ -	\$ -	\$ -	\$ 32,066.00
Gift Certificates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Season Pass Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donations:	\$ 3,000.00	\$ -	\$ 1,750.00	\$ -	\$ 3,000.00	\$ 4,575.00	\$ -	\$ -	\$ 2,000.00	\$ 6,643.50
Playbill Advertisements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,325.00
Costume Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-shirt Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 364.00	\$ -	\$ -	\$ -	\$ -
September Total	\$ 3,000.00	\$ -	\$ 1,750.00	\$ -	\$ 3,000.00	\$ 19,153.50	\$ -	\$ -	\$ 2,000.00	\$ 53,398.50
October										
Ticket Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,703.50	\$ -	\$ -	\$ -	\$ 12,703.50
Evan Morton Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gift Certificates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Season Pass Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donations:	\$ -	\$ -	\$ 250.00	\$ -	\$ 1,500.00	\$ 764.76	\$ -	\$ -	\$ -	\$ 4,014.76
Playbill Advertisements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Costume Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-shirt Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October Total	\$ -	\$ -	\$ 250.00	\$ -	\$ 1,500.00	\$ 13,468.26	\$ -	\$ -	\$ -	\$ 18,718.26
November										
Ticket Sales	\$ -	\$ -	\$ 6,049.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,067.00	\$ 13,116.00
Evan Morton Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gift Certificates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Season Pass Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Donations:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,080.00	\$ -	\$ -	\$ -	\$ 5,700.00
Playbill Advertisements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,080.00
Costume Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-shirt Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Account	Peter Pan 10-30000-3667- 010	Dearly Beloved 10-30000-3667- 011	It's a Wonderful Life 10-30000-3667- 012	The Play that Goes Wrong 10-30000-3667- 013	Beautiful 3667-014	Crazy For You 10-30000-3667- 016	Into the Woods 10-30000-3667- 017	Anastasia 10-30000-3667- 018	USA 10-30000-3667- 019	TOTAL
November Total	\$ -	\$ -	\$ 8,049.00	\$ -	\$ -	\$ 1,050.00	\$ -	\$ -	\$ 7,057.00	\$ 19,875.00
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ticket Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Evan Morton Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gift Certificates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Season Pass Allocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,050.00	\$ -	\$ -	\$ -	\$ 6,050.00
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Playbill Advertisements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Costume Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-shirt Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,050.00	\$ -	\$ -	\$ -	\$ 6,050.00
Total Revenues	\$ 5,000.00	\$ -	\$ 8,049.00	\$ -	\$ 6,000.00	\$ 42,231.76	\$ 2,000.00	\$ -	\$ 12,067.00	\$ 149,834.26
EXPENSES:										
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Costume	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,386.34)
Lights	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (803.65)
Production-General	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,222.00)	\$ -	\$ -	\$ -	\$ (11,809.06)
Set	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (322.28)
Sound	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Props	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (217.03)
Gala	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (175.11)
Mfg	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Credit Card	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
July Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,222.00)	\$ -	\$ -	\$ -	\$ (14,713.46)
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Costume	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (5,273.44)
Lights	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (76.38)	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ (3,630.00)	\$ -	\$ -	\$ -	\$ -	\$ (1,940.59)
Production-General	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,850.00)
Set	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sound	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Props	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (240.00)	\$ -	\$ -	\$ -	\$ (240.00)
Gala	\$ (105.38)	\$ (105.38)	\$ (105.38)	\$ (105.38)	\$ (105.38)	\$ (105.38)	\$ (105.38)	\$ -	\$ (105.38)	\$ (948.42)
Mfg	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August Total	\$ (105.38)	\$ (105.38)	\$ (105.38)	\$ (105.38)	\$ (3,735.38)	\$ (422.36)	\$ (105.38)	\$ -	\$ (105.38)	\$ (10,282.44)
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Costume	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (214.70)	\$ -	\$ -	\$ -	\$ (1,343.61)
Lights	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing	\$ (87.50)	\$ (135.00)	\$ -	\$ (135.00)	\$ (135.00)	\$ (135.00)	\$ (135.00)	\$ -	\$ (87.50)	\$ (997.00)
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,150.35)
Production-General	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,350.00)	\$ -	\$ -	\$ (8,225.00)
Set	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sound	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Props	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gala	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (21.86)	\$ -	\$ -	\$ -	\$ (1,269.32)
September Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (21.86)	\$ -	\$ -	\$ -	\$ (141.71)

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

Account	Peter Pan 10-30000-3667- 010	Dearly Beloved 10-30000-3667- 011	It's a Wonderful Life 10-30000-3667- 012	The Play that Goes Wrong 10-30000-3667- 013	Beautiful 3667-014	Crazy For You 10-30000-3667- 016	Into the Woods 10-30000-3667- 017	Anastasia 10-30000-3667- 018	USA 10-30000-3667- 019	TOTAL
Wig	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (101.17)
September Total	\$ (67.50)	\$ (135.00)	\$ -	\$ (135.00)	\$ (135.00)	\$ (371.56)	\$ (3,485.00)	\$ -	\$ (67.50)	\$ (12,228.16)
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Costume	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,224.00)	\$ -	\$ -	\$ (225.76)	\$ (2,449.76)
Lights	\$ -	\$ -	\$ (67.50)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (464.50)	\$ -	\$ -	\$ -	\$ (532.00)
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,408.90)	\$ -	\$ -	\$ -	\$ (2,408.90)
Production-General	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (550.00)	\$ -	\$ -	\$ -	\$ (550.00)
Director	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (500.00)	\$ -	\$ -	\$ -	\$ (500.00)
Director/Music Director	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (350.00)	\$ -	\$ -	\$ -	\$ (350.00)
Choreographer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (450.00)	\$ -	\$ -	\$ -	\$ (450.00)
Sound Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (150.00)	\$ -	\$ -	\$ -	\$ (150.00)
Light Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Set Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (150.00)	\$ -	\$ -	\$ -	\$ (150.00)
Costumes Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (150.00)	\$ -	\$ -	\$ -	\$ (150.00)
Band	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Technical Director / Karen Elb	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (250.00)	\$ -	\$ -	\$ -	\$ (500.00)
Pam Johnson	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,262.90)
Set	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,268.00)	\$ -	\$ -	\$ -	\$ (1,268.00)
Sound	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (14.21)	\$ -	\$ -	\$ -	\$ (14.21)
Props	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (403.20)	\$ -	\$ -	\$ -	\$ (403.20)
Gala	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wig	\$ -	\$ -	\$ (67.50)	\$ -	\$ -	\$ (273.89)	\$ -	\$ -	\$ -	\$ (273.89)
October Total	\$ -	\$ -	\$ (67.50)	\$ -	\$ -	\$ (9,634.72)	\$ -	\$ -	\$ (225.76)	\$ (11,440.97)
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Costume	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (745.70)	\$ (745.70)
Lights	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing	\$ -	\$ -	\$ (222.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (222.00)
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (82.82)	\$ -	\$ -	\$ -	\$ (82.82)
Production-General	\$ (5,045.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (52.56)	\$ (5,097.56)
Director/Music Director	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Choreographer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Band	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Credit Card	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (54.36)	\$ (54.36)
Set	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sound	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Props	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gala	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wig	\$ (5,045.00)	\$ -	\$ (222.00)	\$ -	\$ -	\$ (82.82)	\$ -	\$ -	\$ (852.62)	\$ (8,202.44)
November Total	\$ (5,045.00)	\$ -	\$ (222.00)	\$ -	\$ -	\$ (82.82)	\$ -	\$ -	\$ (852.62)	\$ (8,202.44)
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Costume	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lights	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (37.56)	\$ -	\$ -	\$ -	\$ (37.56)
Production-General	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (33.12)	\$ -	\$ -	\$ -	\$ (33.12)
Director/Music Director	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Choreographer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Light Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sound Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Band	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pam Johnson	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,131.55)	\$ -	\$ -	\$ -	\$ (1,131.55)
Credit Card	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

Account	Peter Pan 10-30000-3667- 010	Deerly Beloved 10-30000-3667- 011	It's a Wonderful Life 10-30000-3667- 012	The Play that Goes Wrong 10-30000-3667- 013	Beautiful 3667-014	Crazy For You 10-30000-3667- 016	Into the Woods 10-30000-3667- 017	Anastasia 10-30000-3667- 018	USA 10-30000-3667- 019	TOTAL
Set	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,000.00)	\$ -	\$ -	\$ -	\$ (1,000.00)
Sound	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Props	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wig	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,302.23)	\$ -	\$ -	\$ -	\$ (1,302.23)
Total Expenses	\$ (5,217.88)	\$ (240.38)	\$ (394.88)	\$ (240.38)	\$ (3,870.38)	\$ (14,035.69)	\$ (3,590.38)	\$ -	\$ (1,251.26)	\$ (56,169.70)
Revenues Over (Under) Expense	\$ (617.88)	\$ (2,295.38)	\$ 6,810.12	\$ (2,495.38)	\$ 579.62	\$ 23,181.55	\$ (1,990.38)	\$ (6,361.95)	\$ 10,815.74	\$ 107,751.31
Play Closing										
25% Jennifer Bernhardt	\$ (154.47)	\$ (573.85)	\$ 1,702.53	\$ (623.85)	\$ 144.91	\$ 5,795.39	\$ (497.60)	\$ (1,590.49)	\$ 2,703.94	\$ 26,937.83
25% JRT Checking	\$ (154.47)	\$ (573.85)	\$ 1,702.53	\$ (623.85)	\$ 144.91	\$ 5,795.39	\$ (497.60)	\$ (1,590.49)	\$ 2,703.94	\$ 26,937.83
50% Town of Jonesborough	\$ (308.94)	\$ (1,147.69)	\$ 3,405.06	\$ (1,247.69)	\$ 289.81	\$ 11,590.78	\$ (995.19)	\$ (3,180.98)	\$ 5,407.87	\$ 53,875.66
	\$ (617.88)	\$ (2,295.38)	\$ 6,810.12	\$ (2,495.38)	\$ 579.62	\$ 23,181.55	\$ (1,990.38)	\$ (6,361.95)	\$ 10,815.74	\$ 107,751.31

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

Balance 7/1/23 \$6,061.24

Revenues 3-10-30000-3669:

July

Theatre Class Fees (Gross)

Theatre Class Fees (Town portion retained 20%)

Education Workshop

RETURNED CHECKS

Total July

\$-

August

Theatre Class Fees (Gross)

\$16,275.00

Theatre Class Fees (Town portion retained 20%)

Education Workshop

RETURNED CHECKS

\$(100.00)

Total August

\$16,175.00

September

Theatre Class Fees (Gross)

\$1,200.00

Theatre Class Fees (Town portion retained 20%)

Education Workshop

Fundraiser

Total September

\$1,200.00

October

Theatre Class Fees (Gross)

\$3,142.90

Theatre Class Fees (Town portion retained 20%)

Performance Ticket Sales

Education Workshop

Fundraiser

\$45.00

Total October

\$3,187.90

November

Theatre Class Fees (Gross)

\$6,868.00

Theatre Class Fees (Town portion retained 20%)

Summer camps

Summer camp refund

Total November

\$6,868.00

December

Theatre Class Fees (Gross)

\$-

Theatre Class Fees (Town portion retained 20%)

Education Workshop

Donation Pam Pope

Total December

\$-

Total Revenues

\$27,430.90

Expenditures 4-10-14200-4939:

July

Education Director Stipend

5% Class Fees - Education Director

10% Ticket fees - Education Director

\$(445.80)

JRT Player Payments

JRT Player Marketing

JRT Education Teacher Payments

Camp Expense

\$-

Class Expense

Fundraiser

Total July

\$(445.80)

August

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

September

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

October

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

November

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

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

Reviewed and approved by Janette Gaines, JRT Education Director

Janette Gaines, Education Director_____
Date

Jonesborough Locally Grown

Profit and Loss by Class

January 1 - February 1, 2024

	BOONE ST MKT	FARMERS MKT	LOCALLY GROWN	TOTAL
Income				
Fundraising Events				\$0.00
Sponsorships		2,950.00		\$2,950.00
Total Fundraising Events		2,950.00		\$2,950.00
Grants				\$0.00
Town of Jonesborough - Utilities	349.09			\$349.09
Total Grants	349.09			\$349.09
Memberships			1,602.37	\$1,602.37
Other Contributions				\$0.00
Credit card cash back			50.00	\$50.00
Donation - general	0.00		874.53	\$874.53
Farm Fresh Fit Walking Program	12.00	7.00		\$19.00
Interest Earned			17.17	\$17.17
Total Other Contributions	12.00	7.00	941.70	\$960.70
Program Service Revenue				\$0.00
Local food sales	14,634.07			\$14,634.07
BSM Kitchen Sales	1,214.40			\$1,214.40
Build It Up Reimbursement	5.00			\$5.00
DTC Sales	6,220.62			\$6,220.62
DUFB Reimbursement	43.00			\$43.00
Token Sales for FM		40.00		\$40.00
Wholesale Sales	5,319.31			\$5,319.31
Total Local food sales	27,436.40	40.00		\$27,476.40
Program Fee Income				\$0.00
Vendor Fees	0.00	103.42		\$103.42
Total Program Fee Income	0.00	103.42		\$103.42
Total Program Service Revenue	27,436.40	143.42		\$27,579.82
Sales of Promotional Products	0.00			\$0.00
Total Income	\$27,797.49	\$3,100.42	\$2,544.07	\$33,441.98
GROSS PROFIT	\$27,797.49	\$3,100.42	\$2,544.07	\$33,441.98
Expenses				
Administrative				\$0.00
Donor Management Software Fee/Expense			727.52	\$727.52
Postage, Mailing Service			13.20	\$13.20
Taxes and License Fees				\$0.00
Sales Tax Paid	1,408.00			\$1,408.00
Total Taxes and License Fees	1,408.00			\$1,408.00
Total Administrative	1,408.00		740.72	\$2,148.72

Jonesborough Locally Grown

Profit and Loss by Class

January 1 - February 1, 2024

	BOONE ST MKT	FARMERS MKT	LOCALLY GROWN	TOTAL
cash on hand	0.00			\$0.00
Facilities and Equipment				\$0.00
Property Expense				\$0.00
Maintenance and Repair Costs	14.99			\$14.99
Total Property Expense	14.99			\$14.99
Utilities				\$0.00
Electric	698.18			\$698.18
Gas	94.56			\$94.56
Phone/internet	120.47			\$120.47
Total Utilities	913.21			\$913.21
Total Facilities and Equipment	928.20			\$928.20
Operations				\$0.00
Bank and Credit Card Fees	683.26	4.63	10.49	\$698.38
Program Expense (food)				\$0.00
DTC	18,359.71			\$18,359.71
Kitchen	726.56			\$726.56
Wholesale	8,473.02			\$8,473.02
Total Program Expense (food)	27,559.29			\$27,559.29
Program Expense (non-food)				\$0.00
Farm Fresh Fit Walking Expenses		0.00		\$0.00
Token Payments for FM		3.00		\$3.00
Total Program Expense (non-food)		3.00		\$3.00
Promotions				\$0.00
Promotional Products (t-shirts, totes, cookbooks)			1,100.67	\$1,100.67
Total Promotions			1,100.67	\$1,100.67
Service Expenses				\$0.00
Dishwasher	535.65			\$535.65
Kitchen Linens	84.18			\$84.18
Pest Control	42.00			\$42.00
Rentals for events		65.00		\$65.00
Shopkeep	129.00			\$129.00
Web hosting/services			75.00	\$75.00
Total Service Expenses	790.83	65.00	75.00	\$930.83
Supplies				\$0.00
Food Service Consumables	338.50			\$338.50
Paper Products	164.69			\$164.69
Total Supplies	503.19			\$503.19
Total Operations	29,536.57	72.63	1,186.16	\$30,795.36

Jonesborough Locally Grown

Profit and Loss by Class

January 1 - February 1, 2024

	BOONE ST MKT	FARMERS MKT	LOCALLY GROWN	TOTAL
Personnel Expenses			29.00	\$29.00
Employees				\$0.00
Hourly	1,656.13		2,075.66	\$3,731.79
Salaried	1,367.77			\$1,367.77
Total Employees	3,023.90		2,075.66	\$5,099.56
Payroll Expense	2,975.94		3,941.60	\$6,917.54
QuickBooks Direct Deposit Fee			28.75	\$28.75
Total Personnel Expenses	5,999.84		6,075.01	\$12,074.85
Total Expenses	\$37,872.61	\$72.63	\$8,001.89	\$45,947.13
NET OPERATING INCOME	\$ -10,075.12	\$3,027.79	\$ -5,457.82	\$ -12,505.15
NET INCOME	\$ -10,075.12	\$3,027.79	\$ -5,457.82	\$ -12,505.15

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

DATE: MARCH 11, 2024 **AGENDA ITEM #:** 2-a

SUBJECT: Arbor Day Proclamation

The Arbor Day Celebration will be held at 11:00 am, Friday, April 26, 2024 at the Library Community Garden.

Celebrate Arbor Day



PROCLAMATION

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and beautify our community, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal, and

WHEREAS, The Town of Jonesborough has been recognized as a Tree City USA by The National Arbor Day Foundation and desires to continue its tree-planting practices.

NOW, THEREFORE, I, Chuck Vest, Mayor of the Town of Jonesborough, Tennessee, do hereby proclaim April 26, 2024 as the Arbor Day celebration at 11:00 a.m., at the Library Community Garden. As the kick-off ceremony for **ARBOR DAY** in the Town of Jonesborough, and I urge all citizens to celebrate Arbor Day, to support efforts to protect our trees and woodlands, and to join us at the Town's tree planting ceremony.

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the Town of Jonesborough, Tennessee, to be affixed this 11th day of March, 2024.

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

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

DATE: MARCH 11, 2024 **AGENDA ITEM #:** 7-A

SUBJECT: Short Form of Agreement with GRW Engineers Water System Improvements

BACKGROUND:

The request from GRW is for the approval of a Short Form of Agreement between Owner and Engineer for Professional Services. The Town of Jonesborough and Washington County continue to work closely to improve water infrastructure in underserved areas, and as such our professional engineering services through GRW have evaluated such areas and propose the following additional engineering services:

- Complete plans, specifications, Engineering Report, and other submittals necessary to obtain approval from TDEC and TDEC ESU. Assist with bidding and construction Engineer for work in the Town of Jonesborough's water system as defined in Attachment II which includes the installation of a water Booster station on Hwy 81N and improvements to the Bumpus Cove and Charlie Hicks Booster Stations.

The project funds are through the county's American Rescue Plan (ARP), and administrative staff is working with the county on the funding/reimbursement process. The recommendation from town staff is to work through this project in similar manner as our arrangement with the county is under the county waterline extension projects, which allow the town to maintain a stable cash flow. The total amount of the agreement is \$182,000.00.

The breakdown of payment and time frame is as follows:

1. Engineering Design, Report and TDEC Submittal \$110,000.00
2. Engineering During Construction \$20,000
3. Resident Observation \$52,000.00 (4 Months)

RECOMMENDATION:

Approve the Short Form of Agreement between Owner (Town of Jonesborough, Tennessee) and Engineer (GRW Engineers, Inc) to provide services for 2023 Water System Improvements for the Town of Jonesborough, Tennessee (Project), and to be funded through Washington County's ARP funds, as presented.

SHORT FORM OF AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES

THIS IS AN AGREEMENT effective as of February 12, 2024 ("Effective Date") between

Town of Jonesborough, Tennessee ("Owner")

and GRW Engineers, Inc. ("Engineer")

Engineer agrees to provide the services described below to Owner for 2023 Water System Improvements for the Town of Jonesborough, TN ("Project").

Description of Engineer's Services: Complete plans, specifications, Engineering Report, and other submittals

necessary to obtain approval from TDEC and TDEC ESU. Assist with bidding and construction Eng. for

work in the Town of Jonesborough's water system as defined in Attachment II which includes the installation of a water

Booster station on Hwy 81N and improvements to the Bumpus Cove and Charlie Hicks Booster Stations.

Owner and Engineer further agree as follows:

1.01 Basic Agreement

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

2.01 Payment Procedures

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

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

3.01 Additional Services

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

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

4.01 Termination

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

1. For cause,

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

b. By Engineer:

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

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

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

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

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

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

5.01 Controlling Law

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

6.01 Successors, Assigns, and Beneficiaries

A. Owner and Engineer each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by paragraph 6.01.B the assigns of Owner

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

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

7.01 General Considerations

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

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

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

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

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

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

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

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

8.01 Total Agreement

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

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

9.01 Payment and Time Frame

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

1. Engineering Design, Report and TDEC Submittal \$110,000.00
2. Engineering During Construction \$20,000
3. Resident Observation \$52,000.00 (4 Months)

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

OWNER:

ENGINEER:

By:

By:



Title:

Title:

Vice President

Date Signed:

Date Signed:

February 12, 2024

Address for giving notices:

Address for giving notices:

Town of Jonesborough Tennessee

GRW Engineers, Inc.

123 Boone Street

404 BNA Drive, Suite 201

Jonesborough, TN 37659

Nashville, TN 37217

Attachments include:

- Attachment 1
- Attachment 2 – Estimate of Costs
- Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- Byrd Anti-Lobbying Amendment Certification
- Iran Divestment Act Certification
- Non-Boycott of Israel Certification

SECTION 1- BREACH OF AGREEMENT

A. Engineer shall be deemed to have breached this Agreement if any of the following occurs:

1. Failure to provide, in full or in part, the Services under this Agreement.
2. Failure to maintain the record and/or submit any report required in this Agreement.
3. Assignment of this Agreement without prior written authorization by Client.
4. Failure to perform, in full or in part, any of the conditions in this Agreement.
5. Failure to adhere to any county, state, or federal rules and regulations governing this Agreement.

B. If Engineer or any of its subcontractors fail to perform or comply with any of the provisions of this Agreement, including the Purchase Order/s issued in accordance hereof, Client may consider such failure or non-compliance a breach of this Agreement and reserves the right to terminate the Agreement at any time, in full or in part, in the sole judgement and discretion of the Client. Client expressly retains all its rights and remedies provided by law in case of such breach. No action by Client shall constitute a waiver of any such rights or remedies.

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

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

**WASHINGTON COUNTY TENNESSEE FOR THE
TOWN OF JONESBOROUGH
FEBRUARY 2024**

PROJECT COST ESTIMATES

I CONSTRUCTION COSTS

ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
1	Replace Charlie Hicks Water Booster Station or Move Electrical to Above Ground Structure	LS	1	\$250,000	\$250,000
2	Replace Bumpus Cove Water Booster Station or Move Electrical to Above Ground Structure	LS	1	\$250,000	\$250,000
3	New Pump Station on 81 North to Increase Pressure and Flow in Northern Part of County	LS	1	\$300,000	\$300,000
Total Construction Costs					\$800,000

II PROJECT COSTS

Construction (Development)				\$800,000
Administrative - County Matched		0%		\$34,083
Engineering				
• Design				\$110,000
• Construction Admin.				\$20,000
• Inspection				\$52,000
Contingency				\$120,000
Total Project Costs				\$1,136,083

III FUNDING

TDEC ARP COUNTY FUNDS				\$1,022,475
LOCAL MATCH - INCLUDED IN COUNTY FUNDS		0%		\$113,608
Total Funding				\$1,136,083





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

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

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

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

	
Signature of Authorized Representative	Date
Jim Hilborn	615-366-1600 jhilborn@grwinc.com
Printed Name	Phone Number / Email Address

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



STATE OF TENNESSEE

BYRD ANTI-LOBBYING AMENDMENT CERTIFICATION

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

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

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

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



☒ No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

☒ If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

☒ The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

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

	
Signature of Authorized Representative	Date
Jim Hilborn	615-366-1600 jhilborn@grwinc.com
Printed Name and Title	Phone Number / Email Address



**STATE OF TENNESSEE
IRAN DIVESTMENT ACT CERTIFICATION**

SUBJECT CONTRACT NUMBER(S):	
CONTRACTOR LEGAL ENTITY NAME:	GRW Engineers, Inc.
EDISON SUPPLIER IDENTIFICATION NUMBER:	

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

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

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

A handwritten signature in blue ink, appearing to read "Jim Hilborn", written over a horizontal line.

CONTRACTOR SIGNATURE

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

Jim Hilborn, Vice President, GRW Engineers, Inc.

PRINTED NAME AND TITLE OF SIGNATORY

A handwritten date in blue ink, "JAN 23, 2024", written over a horizontal line.

DATE





STATE OF TENNESSEE
NON-BOYCOTT OF ISRAEL CERTIFICATION

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

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

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

	
Signature of Authorized Representative	Date
Jim Hilborn	615-366-1600 jhilborn@grwinc.com
Printed Name	Phone Number / Email Address

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

DATE: MARCH 11, 2024 AGENDA ITEM #: 7-B

SUBJECT: Proposal for Printing Historic Jonesborough Visitor Guide

BACKGROUND:

Tourism and Main Street Director Cameo Waters has provided a detailed memorandum regarding the Historic Jonesborough Visitors Guide.

The Town of Jonesborough Department of Tourism is working to redesign and print the Historic Jonesborough Visitors Guide. This publication serves as a primary marketing tool and is vital to bringing visitors to Town. The guide is distributed in heavy traffic areas and welcome centers throughout Tennessee, Virginia, North Carolina, and Kentucky (over 600 locations). It is also mailed to potential visitors upon request in our specially designed envelopes averaging 1,000 mailed each year.

The Town of Jonesborough's Tourism Department sent out a request for proposal to redesign and print the Historic Jonesborough Visitors Guide. The RFP was advertised on the Town's website, in the Johnson City Press and directly sent to agencies/printers. We received three proposals for printing and one proposal for design. The recommendation is to award the design to Creative Energy in the amount of \$6,980.00 which is divided up as follows:

- Concept development, shoot and enhancement for magazine cover:
\$2500.00
- 20-pages plus cover (Total 24) for an 8.375 x 10.875 Magazine Town of Jonesborough team to provide all requested updates and photo changes. CE to incorporate those changes, review and edit copy as needed, proofing of entire magazine. Includes 3 rounds of client proofs
\$4480.00

This agency originally designed the Visitor Guide and provided our last round of updates. They were exceptional to working with in the past and town staff are confident in their work moving forward.

Further, the staff is recommending Creative Energy be awarded the printing portion of this project at a quantity of 150,000 guides at \$61,030.00 plus Estimated Shipping of \$2,498.06. The two other companies bidding on printing were Interstate

Graphics at \$61,580.00 and Pulp at \$67,887.93. Working with one agency on both portions of this project will save us time and create a more simplified process and the difference between bids (Pulp and Creative Energy) is less than \$2,000.00. Creative Energy demonstrated all capabilities needed to meet our proposal evaluation criteria as described in the memorandum, and the bid was competitive.

This project is partially funded by the Tennessee Department of Tourist Development through its Tourism Marketing Grant Program in the amount of \$30,000 with the remainder of the project being funded through budgeted funds for FY24.

RECOMMENDATION:

Award the Historic Jonesborough Visitors Guide to Creative Energy for design and printing at a total cost of \$70,508.06, as presented.

MEMO

To: Glenn Rosenoff, Town Administrator
From: Cameo Waters, Tourism and Main Street Director
Date: February 9, 2024
RE: Printing of the Historic Jonesborough Visitors Guide

The Town of Jonesborough Department of Tourism is working to redesign and print the Historic Jonesborough Visitors Guide. This publication serves as a primary marketing tool and is vital to bringing visitors to Town. The guide is distributed in heavy traffic areas and welcome centers throughout Tennessee, Virginia, North Carolina and Kentucky (over 600 locations). It is also mailed to potential visitors upon request in our specially designed envelopes averaging 1,000 mailed each year.

The Town of Jonesborough's Tourism Department sent out a request for proposal to redesign and print the Historic Jonesborough Visitors Guide. The RFP was advertised on the Town's website, in the Johnson City Press and directly sent agencies/printers. We received three proposals for printing and one proposal for design.

We are recommending Creative Energy be awarded the design in the amount of \$6,980.00. This agency originally designed the Visitor Guide and provided our last round of updates. They were exceptional to work with in the past and we feel confident in their work moving forward. We are recommending Creative Energy also be awarded the printing portion of this project at a quantity of 150,000 guides at \$61,030.00 + Estimated Shipping - \$2,498.06. They provided a very competitive price. Working with one agency on both portions of this project will save us time and create a more simplified process. Creative Energy demonstrated all capabilities needed to meet our proposal evaluation criteria stated below:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost/value of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience

This project is partially funded by the Tennessee Department of Tourist Development through its Tourism Marketing Grant Program in the amount of \$30,000.

Thanks,
Cameo Waters



January 12, 2024

Prepared for:
Ms. Cameo Waters
Town of Jonesborough
Department of Tourism
117 Boone Street
Jonesborough, TN 37659

Dear Cameo,

Thank you for the opportunity to respond to your RFP for Historic Jonesborough Visitors Guide and Photo Shoot.

With a strong background in hospitality, travel, and tourism, I strongly believe that Creative Energy will be an excellent partner for you and the Town of Jonesborough.

I would personally be your point of contact and project manager for the visitor's guide and photo shoot. I feel that with our exceptional talent and resources, we will create a guide and memorable photography that will further enhance the already spectacular visitor experience in Jonesborough.

Please find our response for proposal evaluation criteria and itemized pricing below in the attached document.

Sincerely,

Teresa Treadway
Vice President

Proposal

Agency Overview

About Creative Energy

Founded in 1992, Creative Energy is a vibrant full-service advertising, marketing, digital, and public relations firm with clients located in multiple states and engaged in local and regional advertising. The company employs 37 professionals at our corporate office in Johnson City, TN, all of whom are ready to serve the Town of Jonesborough Department of Tourism.

The company's key competencies include:

- Integrated Marketing Communications Plan Development & Management
- Brand Development
- Creative Development (TV, Radio, Outdoor, Print, Digital, Social)
- Media Planning, Negotiations, Buying
- Video/Photography
- Social Media Management & Content Development
- Public Relations

With specific expertise in hospitality, travel, and tourism, the company serves as Agency of Record (AOR) for firms as varied as Johnson City Convention & Visitors Bureau, The Pinnacle, Bank of Tennessee, Coca-Cola North America, Garner Foods (Texas Pete® Hot Sauce), and Pal's Sudden Service just to name a few. To name a few, Creative Energy is currently working with other travel, tourism, and attraction clients such as International Storytelling Center, Town of Abingdon, SWVA Dept. of Tourism, and Northeast Tennessee Tourism Association (NETTA).

Creative Energy has won numerous American Advertising Awards (ADDY) and Pinnacle Awards in the categories of branding, print, video, public relations, and events. Most recently a Gold ADDY and Best of Show for the NETTA Illustrative Brand Cover 2022.

Proposal Evaluation Criteria

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in design of promotional materials

At Creative Energy, we like to think that the beginning of great promotional materials begins with crafting an insightful creative brief that is loaded with reliable insights on points of differentiation, target audience(s), tone, and deliverables. Once approved by the client, Creative Energy assigns a team for creative development that includes a creative director, copywriter, art director, graphic designer, and the brand executive for that client.

Beginning with a "kick off" sessions, the group ideates multiple concepts before winnowing down the number of ideas to be executed through the creation of pencil sketches. Remaining concepts are scrutinized based upon whether they meet the criteria approved by the client in the creative brief.

Once successfully vetted, the concepts are shared with the client for initial input and further refinement into electronic designs, animatics, etc. Remaining concepts may be tested via the client's target consumers to evaluate their potential impact.

This process enables Creative Energy to deliver powerful executions that support the brand, increasing traffic and growing sales.

Look at a couple of examples:

- Examples of 3 or more promotional materials completed

1. You Can Do You Campaign/Assets – Visit Johnson City

In conjunction with the launch of the new VisitJohnsonCityTN.com website, they asked us to create a campaign that allows the visitor to really think how they want to visit and enjoy Johnson City. Hence the, You Can Do You in Johnson City Campaign. We created a print ad that can be used in a variety of publication, as well as :15/:30/:60 video commercials (:60 version [here](#)) that can be used to promote Visit Johnson City on social platforms, digital video campaigns, CTV or even network TV.



2. International Storytelling Center (ISC)

In 2022, Creative Energy was selected to create a series of requests for the International Storytelling Center. It included altering the current Storytelling Live logo to incorporate their 20th Anniversary, as well as their Storytelling Live Brochure, Festival Registration Booklet, Souvenir Program, Festival Posters and Map. It was the desire of ISC to create a fresh look and appeal for current and potential visitors and how they interacted with the collateral. These projects included concept development, layout, design, and printing for aforementioned projects, as well as web and digital assets.



Storytelling Live Anniversary Logo



Storytelling Live Brochure Sample

Teller in Residence Poster Sample

Festival Registration Program Book



January 12, 2024

Prepared for:
Ms. Cameo Waters
Town of Jonesborough
Department of Tourism
117 Boone Street
Jonesborough, TN 37659

Dear Cameo,

Thank you for the opportunity to respond to your RFP for Historic Jonesborough Visitors Guide and Photo Shoot.

With a strong background in hospitality, travel, and tourism, I strongly believe that Creative Energy will be an excellent partner for you and the Town of Jonesborough.

I would personally be your point of contact and project manager for the visitor's guide and photo shoot. I feel that with our exceptional talent and resources, we will create a guide and memorable photography that will further enhance the already spectacular visitor experience in Jonesborough.

Please find our response for proposal evaluation criteria and itemized pricing below in the attached document.

Sincerely,

Teresa Treadway
Vice President

Proposal

Agency Overview

About Creative Energy

Founded in 1992, Creative Energy is a vibrant full-service advertising, marketing, digital, and public relations firm with clients located in multiple states and engaged in local and regional advertising. The company employs 37 professionals at our corporate office in Johnson City, TN, all of whom are ready to serve the Town of Jonesborough Department of Tourism.

The company's key competencies include:

- Integrated Marketing Communications Plan Development & Management
- Brand Development
- Creative Development (TV, Radio, Outdoor, Print, Digital, Social)
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- Public Relations

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Storytelling Live Anniversary Logo



Storytelling Live Brochure Sample



Teller in Residence Poster Sample



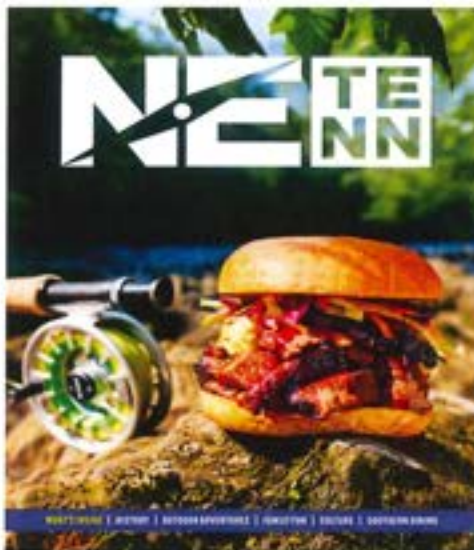
Festival Registration Program Book



Festival Souvenir Program Book

3. Northeast Tennessee Tourism – Magazine and Social Campaign

Creative Energy has been partnering with NETTA for the past several years creating unique cover designs that speaks to the target audience. We also provide layout, design, electronic production, and coordination for the magazine as well as the 4 x 9 visitors guide to attract visitors to our region. This cover design included original photography curated by our in-house photographer and food styling.



Bidders should showcase the following skills for consideration:

- Ability to produce a high-quality work

Creative Energy recruits the best talent, with more than 70% graduating from right here at ETSU allowing us to produce high quality work every day for our clients. Their standards for excellence, attention to detail and the ability to create a visual experience that further enhances your brand allows the consumer to emotionally connect with your product, service or offering.

- **Ability to create dynamic and creative design**

Logo and brand development is a favorite of many of our creative staff. The ability to establish a brand personality through research based on the company and the product(s). Hola Churros is a product offering of J&J Snack Foods and we were asked to create a logo and a variety of assets that will educate individuals and companies alike on how to enjoy Churros. This is just one version of the award-winning logo that received a Gold ADDY in 2022. We are also including a sample of how the logo and product is used in a foodservice print ad.



- **Ability to enhance and or create professional narratives**

Creative Energy is tasked to create narratives ranging from two-page spreads to 500-word advertorials to small character count descriptions that will provide the best representation of our client and their brand. With two full-time copywriters on staff, we can provide you and your team with whatever needs you may have as it relates to copy.

- **Ability to produce professional photography**

We maintain a staff of full-time photographers and videographers to capture images that best represents our clients whether it be on location or in our in-house studio in Johnson City. We offer a variety of lighting, and backgrounds to capture still images or even images that may require a green screen and used on other backgrounds.

Below are just a few of the images that were taken in the Fall and Winter in Abingdon, VA to support their tourism efforts.





- **Ability to complete projects on time**

At Creative Energy, we utilize Basecamp as a very powerful tool to keep all project assets in one centralized place. Assigned teams are provided with timelines for internal and external proofs, as well as deadlines allowing clients revisions, printing and any other deadlines that are of utmost importance for the completion of each project. Our Brand Executives works closely with our production team and the client to ensure that all deliverables and target dates are met.

- **Ability to stay within agreed upon budget**

The creative brief outlines the scope of work and direction of the project(s) and once the concept has been approved, there would be no changes in the budget. Should the client request a change in the scope of work, a discussion would take place based on the desired changes and a charge order and new estimate would be provided.

In Summary

What Makes Us Different

We know and understand the tourism industry. We understand the importance of driving engagement and interest of visitors, who will ultimately impact our local economy. We've been doing this since 1992. And now 30+ years later, while many things have changed, this mission statement written in 1992 remains true, "We will measure our success by the success of our clients." That is why the longevity of many of our client relationships is three times greater than the industry average. Texas Pete since 2001, Pal's Sudden Service since 1992, Johnson City Convention & Visitors Bureau 2008, and Bank of Tennessee 1993 among others are evidence that what we do works in building great brands and in generating sales.

So, we are creative, innovative hard working, and fun to be around, but once you work with us you will find we are an agency that is driven by results. It's our goal to position ourselves as a partner with your organization and not just a vendor.

It is our hope that you will choose Creative Energy for the upcoming projects of the Town of Jonesborough Visitors Guide and Photography.

Our estimate to produce the new Town of Jonesborough Visitors Guide is below:

Concept development, shoot and enhancement for magazine cover -	\$2500.00
---	------------------

20-pages plus cover (Total 24) for an 8.375 x 10.875 Magazine

Town of Jonesborough team to provide all requested updates and photo changes. CE to incorporate those changes, review and edit copy as needed, proofing of entire magazine.

Includes 3 rounds of client proofs	\$4480.00
------------------------------------	------------------

Onsite location photo shoot – Town of Jonesborough to supply list of 10-12 requested locations and licensing of talent. Creative Energy to provide pre-shoot scouting, photographer, art direction, lighting, hair & make-up for a 2 ½ day shoot. Photo editing up to 50 photos.

	\$26,865.00*
--	---------------------

***Note:** Since the location list is not available, our estimate is based on previous photo shoots that are like your request. You may choose to not include hair and make-up which can also be removed from the estimate. Based on location and specific needs, it may be possible to complete this in 2 days instead of 2 ½ days and would respectfully like to re-quote.

Jonesborough Visitors Guide Proposal – Page 9
Printing Description

20 + Cover - 8.375 x 10.875 - 1 lot

We will make plates from furnished digital file,
1 dylux and Epson proof for final approval prior to print.
We will print cover 4 + Varnish/4 (Process), moderate coverage, bleeds. We will print body
4/4 (Process), moderate coverage, bleeds.
We will cut, fold, stitch, ink jet, sort, tray.

20 Pages + Cover
Final Size: 8.375 x 10.875 Upright

60.0 lb Gloss Text/68.0 lb Gloss Cover

****NOTE ...** Due to current market conditions in the paper manufacturing industry, all estimates are subject to change due to the availability of paper from the mills and price prevailing at time of shipment.

Quantity *

150,000 - Price \$61,030.00 + Estimated Shipping - \$2,498.06

200,000 - Price \$76,489.18 + Estimated Shipping - \$2,538.50

250,000 - Price \$93,542.07 + Estimated Shipping - \$3,072.47

*Does not include shipping. Many local printers are not able to get paper.

Acceptance of this agreement:



Cameo Waters
Town of Jonesborough Visitors Center

Teresa Treadway
Creative Energy

Date

January 12, 2024

Terms: Net 30. This estimate is based on the description above and is presented for your approval prior to work being performed. Final billing may be made on actual hours worked plus materials. Price does not include applicable state sales tax. Your signature gives us permission to proceed with this project to completion in a timely manner. Any significant changes to the scope of work above will be re-submitted for your approval. Please sign and return by email to TJTREADWAY@CENERGY.COM. This estimate is valid for 14 days

3206 Hanover Road • Johnson City • TN • 37604 • 423-926-9494 • cenergy.com



your **gutsy** printhouse

Wednesday, January 3, 2024

Estimate : 29896

Cameo Waters
Town of Jonesborough
123 Boone Street
Jonesborough TN 37659

Phone: 423.753.1013
Fax: 423.753.1074
E-Mail: cameow@jonesboroughtn.org

We are pleased to submit the following quote as requested, based on the specifications provided:

Description: Jonesborough Tennessee Visitors Guide 2024
8.375 x 10.875 page size
20 pages + cover
4/4 w/bleeds throughout
Saddlestitch
Delivery to Jonesborough, TN included.

Form	Description	Stock	Inks	Side	Pages
1	Cover	67# Gloss Cover	4 Color Process	Both	4
2	Text	60# Gloss Text	4 Color Process	Both	20

We understand that you will be providing:

Print ready files

Quantity	150,000	200,000	250,000
Price	61,580.00	82,190.00	101,824.00

All quotes are subject to revision upon receipt of materials. Terms are 1/2 down at proof, balance on delivery unless terms have been established.

PULP also offers in-house mailing services. Using one source can get your project in the mail much quicker. Please ask your Account Consultant today for details.

Sincerely,

Janice Pearson

Payment Terms: Net 30

1706 W. STATE ST.

BRISTOL, TN 37620

P: 423-764-5751

P: 800-264-5934

F: 423-968-3811

WWW.PULPPRINTHOUSE.COM



Jonesborough

3208 Hanover Road
Johnson City, TN 37604
423.282.1511
fax: 423.282.0452

Date: 01/08/24
Est #: 1227-3

Attn: Cameo Waters

Please accept this estimate per the following specifications:

Title: Visitors Guide

Print and bind only (no design included in price)

Flat Size: 16.75 x 10.875

Fold/Bind Size: 8.375 x 10.875

Bind Style: saddlestitch

Pages/Items: 20 Plus Cover

Media: FTP

Proofs: Digital BL, Color

Stock: 65 # gloss cover

70 # gloss text

At this time there is not enough paper for this job

Ink: 4C / 4C

Please Note: If Metallic Inks are used and not spec'd at time of quote, there will be an additional charge.

Bind: Flat Cut, Fold, Stitch, Bulk Pack

Please Note: If a project requires a gate fold and gate fold is not spec'd at time of quote, there will be an additional charge. If inside delivery is required, there may be an additional charge.

Freight:

Quantity	150,000	250,000	100,000
Price \$	67,887.93	\$ 111,259.25	\$ 46,202.27
Unit Cost \$	0.4526	\$ 0.4450	\$ 0.4620

SALES TAX NOT INCLUDED

Thank you for the opportunity to submit this quotation for your review. Please give me a call if I can be of further assistance.

Sincerely,
Chris Bass

phone: 423-282-1511 x29
e-mail: cbass@igi4color.com

fax: 423-282-0452

Prices good for 30 days from above date.

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

DATE: MARCH 11, 2024 **AGENDA ITEM #:** 7-C

SUBJECT: Award of Jackson Theatre Video Development Plan

BACKGROUND:

Tourism and Main Street Director Cameo Waters has provided a memorandum outlining the description of the Jackson Theatre Video Project, which is captured below:

Town staff published an RFP in search of an agency to provide video development capturing the story and history of the Jackson Theatre. The video aims to inspire visitors, residents and potential sponsors about the venue's future and Jonesborough as a whole. The project will consist of 4 videos:

- **Video 1:** A short film about the Jackson Theatre filled with themes nostalgia. The video will share memories through narration and re-enactments. Staff will collect these stories and work alongside the agency for creative development of the script. We requested each agency to provide a quote for video 1 as a 15-minute, 10-minute and an 8-minute option.
- **Video 2:** 2.5-minute trailer for video 1 to be shown before each performance at the Theatre.
- **Video 3:** 30-second marketing brand video highlighting the venue as an experience to visitors.
- **Video 4:** Shortened version of video 3, as a 15-second marketing brand video.

The RFP was advertised on the Town's website and directly sent to agencies. We received three proposals. The committee, consisting of Amber Crumley, Mitchell Calvin, Nora Sword, Theresa Hammons, Anne Mason, Skye McFarland, and Cameo Waters is recommending DV Entertainment to be awarded this project.

DV Entertainment demonstrated all capabilities needed to meet the proposal evaluation criteria as stated below:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner

- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost/value of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience

DV Entertainment has broad experience in the film and video industry. They have worked with production companies for programing on PBS, VPM, and Hulu. Regionally, they worked with the Northeast Tennessee Tourism Association on an episode in the series, AWOL - Air Water Or Land which was featured on Amazon Prime. Jonesborough was part of this project and David Verde was wonderful to work with. He specifically wanted the intro and outro of the entire episode to be about Jonesborough. His creativity aligns well with the Jonesborough brand.

David Verde, owner of DV Entertainment and videographer will lead the project with 14 years of experience as a commercial photographer, filmmaker, and TV/Video producer. He specializes in history and travel video creation, making him the perfect fit for Jonesborough. Olivia Dinman will be part of the production team specializing in pre-production, camera, and lighting. Zack Latiberte brings over 15 years of experience in film and television work as a director and an actor.

As illustrated above, DV Entertainment has the exact experience we are looking for to execute this project. They were exceptional to work with in the past and we feel confident in their work moving forward. They provided numerous options. Below are the two that staff believe are the best and suggest the mid-range option over the high-range option. Even their highest priced option was still lower than what the other agencies proposed.

High Range Estimate:	\$45,000.00
Mid-Range Estimate:	\$35,000.00
Low-Range Estimate:	\$29,000.00

(Full Description in Memorandum)

Other RFP Quotes

1. Cumberland Marketing: \$76,000.00
2. Plan A Films: \$271,598.00

This project is partially funded in the amount of \$30,000.00 by the Tennessee Department of Tourist Development ARPA Funds, and the balance to be expensed from the current department's FY24 budgetary funds.

RECOMMENDATION:

Approve the award of the Jackson Theatre Video Project to DV Entertainment, being partially funded in the amount of \$30,000.00 by the Tennessee Department of Tourist Development ARPA Funds, and the balance to be spent from the current department's FY24 budgetary funds.

MEMO

To: Glenn Rosenoff, Town Administrator
From: Cameo Waters, Tourism and Main Street Director
Date: February 28, 2024
RE: Jackson Theatre Video project

Town staff published an RFP in search of an agency to provide video development capturing the story and history of the Jackson Theatre. The video aims to inspire visitors, residents and potential sponsors about the venue's future and Jonesborough as a whole. The project will consist of 4 videos:

- **Video 1:** A short film about the Jackson Theatre filled with themes nostalgia. The video will share memories through narration and re-enactments. Staff will collect these stories and work alongside the agency for creative development of the script. We requested each agency to provide a quote for video 1 as a 15-minute, 10-minute and an 8-minute option
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HIGH RANGE ESTIMATE: \$45,000.00

- Approx 8 shooting days
- Crew scaled to needs for each filming day (3 - 8 people)
- 15 minute primary with full package of deliverables as outlined in RFP from parent piece
- Select b-roll catalog

MID RAGE ESTIMATE OPTION: \$35,000.00

- 6 - 7 shooting days
- Crew scaled to needs for each filming day (3 - 7 people)
- 10 minute primary with full package of deliverables as outlined in RFP from parent piece
- Select b-roll catalog

This project is partially funded by the Tennessee Department of Tourist Development through ARPA Funds.

Town of Jonesborough Department of Tourism
117 Boone Street
Jonesborough, TN, 37659
Telephone: 423.791.6540
Email: cameow@jonesboroughtn.org
Website: jonesborough.com



REQUEST FOR PROPOSAL (RFP)

Videos to Engage Audience members about the Jackson Theatre

Goals and Scope of Project

The Town of Jonesborough is seeking a firm to provide video development capturing the story and history of the Jackson Theatre while also inspiring visitors, residents and potential sponsors about the venue's future and Jonesborough as a whole. The project will have these goals:

Plan, develop and execute

Video 1:

- A short film to be shown before selective events at the Jackson Theatre upon reopening in June 2024. The film should contain:
 - A theme of nostalgia, not only for the Jackson Theatre but also historic theatres of the 1940's-1960's
 - History of building with photographs and movie posters
 - Memories of the theatre from the 1940s-1960s from local people, capture these stories on film. Staff will collect these stories showcasing 3-6 stories
 - Re-enactments of these memories with period dress and local actors
 - One example: a 1940s-1950s tractor filled with young men on it – This is specific to a story that Claude Strickland shared about loading up his tractor with his friends and riding it down Main St from Greenwood Drive to the movie theatre. We will line up the tractor and actors
 - Elements appealing to potential sponsors
 - Elements evoking a sense of civic pride in the Jackson Theatre and community as a whole
 - Info on where people can learn more about Jonesborough

- The narrator will tell the story of the Jackson by highlighting the history, walking the audience through the facility and mentioning preservation efforts. This needs to be executed through creative storytelling and with a movie-like quality

Please provide a quote for video 1 as a 15-minute, 10-minute and an 8-minute option.

Video 2:

- 2.5-minute trailer for video 1 to be shown before each performance at the Theatre
- Contains information where the audience can view the entire video and more information about Jonesborough

Video 3:

- 30-second marketing brand video highlighting the venue as an experience to visitors

Video 4:

- Shortened version of video 3, as a 15-second marketing brand video

Summary and Background

Jonesborough is Tennessee's Oldest Town and the Storytelling Capital of the World. Visitors and residents enjoy the well-preserved 18th century town that is alive with events and festivals all year long as well as quaint locally-owned shops and restaurants.

In keeping with Jonesborough's efforts of revitalization and preservation, the Town embarked on a preservation project with a full restoration of its 1940s Jackson Theatre. The facility will serve as a music venue, theater, and an independent film house. The 300- plus seat theatre will be a strong economic driver for Jonesborough, but also an essential component of the quality of life for all residents.

History of the Theatre

In 1921 as a furniture store, this was also once home to Jonesborough's first moving picture theater called the Blue Mouse Theater. By 1925, it was known as the Lyric Theatre and offered additional retail space to businesses such as the Tennessee Hatch and Cash Feed Store. This building later became the Jackson Theatre, named after President Andrew Jackson.

The Jackson Theatre was a popular hangout for kids to gather and spend \$0.25 on movies and concessions. The adjacent building was home to a funeral parlor and now houses the Stage Door as part of the Jonesborough Repertory Theatre which was organized in 1972.

Project Guidelines and Specifications

Formats and Delivery:

- Final video project, b-roll, audio, and any graphics created must be included in a downloadable link or a physical drive
- All final videos need to be formatted in 4k and 1080p video
- All b-roll must be formatted in 4k
- All audio must be formatted and uploaded in .WAV and .MP3
- A selection of b-roll, oriented vertically, to fit both Instagram and TikTok

The Town of Jonesborough would be responsible for:

- The initial scripting but will look for collaboration from the selected vendor
- Collecting stories, historic photos and movie posters
- Providing talent/extras, wardrobe, hair/makeup, backdrops/props, location fee, permits and additional liability insurance

The Vendor would be responsible for:

- Audio mixing and mastering audio to include voice overs, community member contributions, foley, and a rights-free music selection or obtaining rights to selected music
- Supplying equipment both physical and digital
- Providing motion graphics if applicable to the project
- Filming and editing the final video with correct color correction agreed upon during the creative meetings with staff
- Collaboration with the script and developing a storyboard
- Providing a director, art direction, craft services, camera, lighting, pre-production scouting

Quotes for this project must be broken down for the committee's review and comparison.

There shall be no additional fees for The Town of Jonesborough to have full ownership and use of all content created for this project beyond the service fee quoted in your response to the RFP.

Request for Proposal and Project Timeline

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than February 26, 2024, at 10 a.m. EST

Notifications to bidders will be completed no later than March 12, 2024

Project Timeline:

The timeline is subject to change upon both parties' agreement.

Initial meeting March 19, 2024

Creative collaboration meeting 1 March 26, 2024

Creative collaboration meeting 2 April 2, 2024

Production days select from April 8-15, 2024 (we are expecting 3-8 production days)

Three drafts submitted with at least three days for the Town of Jonesborough to review
April 29- May 15, 2024

Final draft submitted for review May 20, 2024

Project completed May 24, 2024

Proposal Evaluation Criteria

Bidders should provide the following items as part of their proposal for consideration:

- Description of related experience
- Examples of 3 or more video projects

Bidders should showcase the following skills for consideration:

- Ability to produce high-quality work
- Ability to create dynamic video work
- Ability to enhance the project with outside of the box and creative ideas
- Ability to complete projects on time
- Ability to stay within agreed upon budget

A selected committee that includes stakeholders within the Town of Jonesborough will evaluate all proposals based on the following criteria.

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost/value of their solution(s) based on the work to be performed in accordance with the scope of this project

- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience
- Each bidder must submit their proposal to the email address below no later than February 26, 2024, at 10 a.m. EST: Cameow@jonesboroughtn.org

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

DATE: MARCH 11, 2024 **AGENDA ITEM #:** 7-D-1

SUBJECT: Mowing Bids – 2024 Season

BACKGROUND:

The 2024 mowing bids were publicly opened at Town Hall on March 07, 2024 at 10:00am. Craig Ford, Matt Townsend, and Nick Bogle were present. There were four vendors who submitted bids.

Upon opening the bids, a price comparison was completed and staff is recommending 3 vendors for the 2024 mowing contract.

The park, formerly the Middle School football field off of Forrest Drive was also included in the bid for 2024. We advised vendors bidding, that mowing on this property would not commence until the Town took possession of the park.

The total weekly mowing cycle will be \$3,400.00. Based on 15 weeks of mowing within this fiscal year, the total will be \$51,000.00; however, the total costs will be less as we will not be mowing all areas immediately. The new school for instance has large areas that have been overseeded and we want to allow the new grass to take root before the first mowing is conducted. The staff is still exploring other sensitive areas at the new school such as the courtyard area for the best plan for maintenance. We have gained areas of open space to maintain through areas like Lincoln Park, and of course the largest area added to our schedule with the Jonesborough K-8 School/Tiger Park, therefore costs have increased based on said spaces. If comparing the same areas between 2023 and 2024 calendars, the cost increased by \$10,312.50.

As follows below is to give a bit more insight into the costs between mowing by "calendar years":

2023 Calendar Year:	\$64,927.00
2024 Calendar Year (Proposed):	\$112,200.00

Staff are evaluating the future costs of bidding out town-wide mowing services (contracting) versus budgeting for additional town personnel assigned to mowing services during the season and assigned to other services outside the season. This is a subject matter that will be discussed during our FY25 budget work sessions.

A spreadsheet is provided for BMA review.

RECOMMENDATION:

The recommendation below may be amended during discussion at the time of the BMA meeting as staff is still exploring more details regarding the new school athletic fields (JMS Athletic Fields – New) and school courtyard, and Persimmon Ridge Park Ballfields.

Approve the 2024 mowing contract as recommended:

Truscapes

11 E Medians
Old Cemetery
African American Cemetery
Meadows Subdivision
Old JMS Football Field/Track Area
Jonesborough School Non-Athletic Fields
Jonesborough School Athletic Field

Total \$ 2020.00 weekly

Lawn Jon's

Persimmon Walkway/Five Points
Persimmon Ridge Park
PRP Ballfields
Wetlands
Visitors Center/Oak Hill School
Vine's Farm
Stage Road Park
Mountainview Retention Ponds
McKinney Center

Total \$895.00 weekly

Jones Lawncare

Jonesborough Garage
Barkley Creek/Chuckey Depot
Main Street Village
Depot Street Park
Downtown Courthouse/JUMC
Mill Springs Park
Lincoln Park
Senior Center

Total \$485.00 Weekly

	Southern Boyz	Lawn Jon's Lawncare	Jones Lawn Care	TruScapes	NOTES
Persimmon Walk/Five points	\$260	\$195	\$200	\$290**	TruScapes price includes Barkley Creek
Wetlands	\$300	\$450*	\$200	\$875*	Lawn Jons & Truscapes price includes ballfields & PRP
PRP Ballfields	\$300	combo*	\$300	combo*	
Persimmon Ridge Park	\$450	combo*	\$300	combo*	
11E Medians	\$350	\$400	\$350	\$350	
Senior Center	\$100	\$40	\$60	\$85	
Lincoln Park	\$200	\$70	\$120	\$95	
Stage Rd Park	\$200	\$65	\$80	\$75	
Mill Springs Park	\$75	\$40	\$45	\$175****	Truscapes price Includes Downtown CH/JUMC Area
Downtown CH/ JUMC Area	\$200	\$60	\$60	combo****	
Depot Street Park	\$50	\$40	\$40	\$50	
Main Street Village	\$60	\$40	\$40	\$145	
Old Cemetery	\$300	\$175	\$175	\$145***	Truscapes price includes African American Cemetery
African American Cemetery	\$125	\$175	\$125	combo****	
Mountain View Ponds	\$100	\$40	\$60	\$145	
Barkley Creek/Chuckey Depot	\$100	\$60	\$50	combo**	
McKinney Center	\$150	\$95	\$150	\$120	

Meadows Sub / Golden Oak	\$250	\$60	\$200	\$110	Lawn/Jon's bid is way too low for that property	
Library/Oak Hill School	\$125	\$75**	\$50	\$255*****	TruScapes price includes Visitors Center	
Vines Farm	\$75	\$40	\$100	\$100		
Visitors Center	\$50	combo**	\$45	combo*****		
Jonesborough Garage	\$150	\$90	\$50	\$160		
JMS Football Area(Old School)	\$250	na	na	\$545		
JMS/Non Athletic Areas (New)	\$1,400	na	na	\$325		
JMS Athletic Fields (New)	\$1,100	na	na	\$545		

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

DATE: MARCH 11, 2024 **AGENDA ITEM #:** 7-D-2

SUBJECT: Landscape Maintenance Bids

BACKGROUND:

Capital Projects Planner Rachel Conger has provided a detailed memorandum regarding the "Landscape Maintenance Bid Recommendation". Rachel did a great job putting the details together and as per her memorandum, we received one bid. The bid was sent out February 20th and received March 7th. The areas considered as part of the bid were 16 locations as follows:

1. Wetlands Water Park
2. Persimmon Ridge Park
3. Medians on Highway 11-E, from city limit to city limit
4. Stage Road Park
5. Mill Spring Park
6. Downtown Washington County Courthouse Parking Lots
7. Depot Street Park
8. Barkley Creek Park
9. McKinney Center/Booker T. Washington School
10. Jonesborough Visitors Center/Town Hall
11. Jonesborough Senior Center
12. Lincoln Park
13. Golden Oak Park
14. Jonesborough Elementary School/Tiger Park
15. Downtown Main Street
16. W.C. Rowe Park/Chuckey Depot/Walkway

While the bids were still out, on March 2nd I corresponded with the board about a proposed new organizational chart for Parks and Recreation, as well as a new job classification and position labeled Open Space Coordinator/Urban Forester. The goal of the new position/new is to fulfill the demands of the duties and responsibilities of the position, and someone that is paying attention to our open space and open environments (like why we bid out the landscaping in the first case - for someone to be paying attention). The open space position is a supervisory level position to signify the importance that this position has for the town.

In looking at the Parks and Recreation Department, we have spoken for some time about how understaffed they are. With the addition of the school property and community park, the problem has exacerbated. With that being said, the new organizational chart not only included a key new position over the open spaces of the town but included hiring two additional personnel in park maintenance. This upstaffing should place us in an improved position to address areas of town that need seasonal and reoccurring maintenance services.

With this being said, we are in the process of interviewing for the Open Space position and working on funding options for the two additional park maintenance personnel sooner than later. In the meantime, and with funds from the county as part of the agreement with the county for the new school project (approximately \$41,000 per month), allocating monies to different sensitive areas of the town in my opinion would be beneficial as we continue to work on a reorganizational plan. Three areas in particular I opine are visually sensitive areas whereby a tremendous amount of people either drive by or visit frequently. Those areas include:

- Jonesborough Elementary School/Tiger Park
- Medians on Highway 11-E, from city limit to city limit
- Jonesborough Visitors Center/Town Hall

A snapshot cost for those three areas total \$51,565.00 for the 9-month season. I am still reviewing the landscaping bid that arrived yesterday therefore the recommendation may be slightly amended at the time of the BMA meeting. The recommendation is to approve the three areas identified above at a cost of \$51,565.00 and for the Town Administrator to negotiate the addition of one more area such as Wetlands Water Park, or Persimmon Ridge Park, or Lincoln Park.

RECOMMENDATION:

Approve awarding the bid to Gardners & Company, owned by Davy Funderburk for three areas identified as Jonesborough Elementary School/Tiger Park; Medians on Highway 11-E, from city limit to city limit; and the Jonesborough Visitors Center/Town Hall in the amount of \$51,565.00, as well as the Town Administrator negotiating with said company on one of three areas identified as Wetlands Water Park, Persimmon Ridge Park, or Lincoln Park.



TOWN OF JONESBOROUGH
Parks and Recreation Department

123 Boone Street
Jonesborough, TN, 37659
Telephone: 423-913-0205
Fax: 423-753-1074

Memo

To: Glenn Rosenoff, Town Administrator
From: Rachel Conger, Capital Projects Planner
CC: Board of Mayor and Aldermen
Date: 07 March 2024
Re: Landscape Maintenance Bid Recommendation

The landscape maintenance bid was sent out February 20th and bids were received until March 7th. The bid announcement was sent to the Johnson City Press for advertisement and bids were directly sent to three landscape contractors.

The bid was broken down by area, similar to the mowing bids. Where the mowing bids are set up on a "per mowing" cost basis, the landscape bids are set up for landscape maintenance from April 1 – December 31, 2024.

Contractors who wished to bid on the landscape maintenance were required to attend a mandatory pre-bid meeting that entailed being taken to each of the areas up for bid to look specifically at the work. I was responsible for the "tour" and communicating the extent of the work. The bid document also detailed out the details of expectations.

Only one bid was submitted, by Gardeners & Co., owner Davy Funderburk. The following is the breakdown of each area, total cost for the 9-month time period:

Wetlands Water Park, \$9,050; Persimmon Ridge Park, \$4,500; Medians, \$10,390; Stage Road Park, \$11,775; Mill Spring Park, \$4,925; Downtown Courthouse Lots/Dogwood Lane, \$16,290; Depot Street Park, \$4,725; Barkley Creek Park, \$5,900; McKinney Center, \$6,500; Jonesborough Visitors Center/Town Hall/Boone Street, \$13,500; Jonesborough Senior Center, \$8,000; Lincoln Park, \$12,635; Golden Oak Park, \$6,540; Jonesborough School/Tiger Park, \$27,675; Main Street, Downtown, \$9,435; WC Rowe Park/Chuckey Depot/Walkway, \$7,475 with a total bid amount of \$158,500 for the 9 month time period.

Having a competent contractor responsible for landscape maintenance will alleviate a lot of the stress of having Town staff responsible for the work. Over the last several years, Town staff has had a difficult time keeping up with the maintenance of the landscaped areas. The expectation is that all of the landscaped spaces will have some extra work on the front end to "catch up" on the work that needs to be done by the contractor.

Part of the work detailed in the bid is that the contractor will also be responsible for evaluating the landscaped areas and making recommendations to Town staff for any needed changes in the landscaping or for replacing plant material that may have been lost in the past. The replacement/installation of that plant material would be coordinated with Parks and Recreation staff.

As part of the bid submittal, the contractor was required to include specific information related to how long the contractor has been in business, available equipment and manpower, along with specific information related to experience. Bids also required references.

Dr. William Kennedy was listed as the first reference. I spoke with Dr. Kennedy on the phone and he indicated that Gardeners & Co./Davy Funderburk has worked at his private residence as well as the Eureka Inn for about 6 years. He raved about Davy's oversight on both areas, citing his attention to detail, professionalism, knowledge and skills in the area of gardening. He said that while many landscape crews start out by mowing properties and do some landscaping on the side, Davy and his crew have been gardeners all along, and that is their specialty and focus. Dr. Kennedy said that much of the plant material at his home and at the Eureka Inn is native species plants, similar to the Town. He said he has well-rounded knowledge of how each plant grows, the various requirements the plants need to maintain health and how each needs to be maintained.

Davy and his crew worked with myself and several other landscape contractors on the implementation of the landscaping at the new Jonesborough Elementary School. The crew was incredibly knowledgeable about much of the plant material and I was always impressed when Davy would come across plants he wasn't familiar with because by the next day, he had researched the plant and had information to share about the plant's characteristics and how to take care of it. He did an incredible job of providing oversight for his crew as well as teaching them about the plants we were putting in the ground. He's quite familiar with many of the native species plants we use in our landscaped spaces and I have every confidence that he can take care of the plants without causing them harm. Because we do use native species plants, he is familiar with how to maintain the natural aesthetic of the plants while also still maintaining a well-kept appearance.

Harold Dishner was also listed as a reference for his work. He indicated that the crew is phenomenal and he's had an incredible experience with them. He has worked for the Dishners for about 10 years. He is detailed oriented and really pays attention to details. He also said that Davy might make suggestions on additional work or changes that could be made in their landscaping.

Another reference is Terry Countermine. While speaking with Terry, he noted that Davy has been maintaining their yard for about 5 years. He said that Davy and his crew work incredibly hard in maintaining the plant material in his yard and have always been very

meticulous and detailed in what they've done. Terry said was instrumental in hiring Davy and his crew to do an overhaul of Jimmy Neil Smith Park in late 2023. Davy worked diligently to remove weeds, invasive plant material and prune trees throughout the park. In addition, they spread quite a bit of mulch throughout the park. Terry indicated that they did an incredible job and completed the work quicker than what they initially thought.

As part of the crew that works for Davy, he has listed a full time manager, full time foreman, part-time specialty gardener and 3 part time laborers. As part of their experience, he has included information that he is the owner, a lifetime gardener, responsible for maintaining historic/downtown gardens for 6 years. His foreman has owned his own landscape business with 2+ years experience in mulching, maintenance, installation with 1 year of experience overseeing groundskeeping for a small college. The Specialty Gardener that is part of Gardeners & Co. crew currently works to maintain 15+ historic/downtown gardens, has worked at Evergreen in Johnson City and has been part of their crew for 2 years. The part time laborers employed through Gardeners & Co. have 1 – 3 years of experience working to maintain historic gardens, mulching and experience in landscape installation and implementation.

My recommendation is that the full bid in its entirety be awarded to Gardneres & Co., Davy Funderburk. The cost is reasonable considering the amount of work to be done, as the bid specifications detail out. Davy has done work for the Town, namely the implementation of the landscaping at Jonesborough Elementary School. His knowledge of native plants and quality work alone deem him the most qualified to take on the Town's landscaped spaces. With the positive references from Dr. William Kennedy, Harold Dishner and Terry Countermine, they reinforce the positive experience staff has already experienced with this contractor.

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

BID FORM

March 7, 2024

Location	Bid Amount
Wetlands Water Park	\$ 9,050
Persimmon Ridge Park	\$ 4,500
Medians on Highway 11-E	\$ 10,390
Stage Road Park	\$ 11,715
Mill Spring Park	\$ 4,925
Downtown Courthouse Lots/Dogwood Lane	\$ 16,290
Depot Street Park	\$ 4,725
Barkley Creek Park	\$ 5,900
McKinney Center/Booker T. Washington	\$ 6,500
School	\$ see below "Jonesborough School"
Jonesborough Visitors Center/Town Hall	\$ 13,500
Jonesborough Senior Center	\$ 8,000
Lincoln Park	\$ 12,635
Golden Oak Park	\$ 6,540
Jonesborough School/Tiger Park	\$ 27,675
Downtown Main Street	\$ see below "main street, downtown"
Main Street, Downtown	\$ 9,435
W.C. Rowe Park/Chuckey Depot/Walkway	\$ 7,475

Vendors may also group individual areas that they would see fit to combine that are in close proximity.

Any variations from the above specifications submitted for bid must be clearly identified by individual item.

Bid Price must be good for the season specified.

The Town of Jonesborough reserves the right to select a Contractor on an area-by-area basis.

Proof of Insurance must be provided by Contractor(s) who are awarded bid(s).

Variation to Bid: _____

Mowable Areas to be Combined (use additional sheet if necessary): _____

Bid Amount: \$ _____

Total Bid Amount: \$ 158,500

By signing this document, the undersigned hereby agrees to the prices and all other terms and conditions contained in this bid and associated documents relating to this bid and will furnish items as specified if this bid is accepted.

NAME OF FIRM: Gardeners + Co LLC

REPRESENTATIVE: Dary Funderburk

ADDRESS: 154 Barwick Rd

Limestone, TN 37681

PHONE: 662-882-8827 FAX: _____


SIGNATURE

3-4-24
DATE

BID MUST BE SIGNED TO BE VALID

CONTRACTOR

Years In Operation 6

Equipment Available weed eaters, hedge trimmer,
pole saw, blowers, hand tools, truck,
UTV/trailer

Manpower Available manager/
fulltime owner, fulltime foreman,
part-time specialty gardener, as needed
parttime laborers (x3)

Background, number of & experience of maintenance staff who would be working on town properties. Use additional sheet if necessary

Owner - lifetime gardener; maintained historic/downtown
gardens for 6 years; installed plants @ 500 elementary
Foreman - owned his own landscape business; 21 years in
mulching, maintenance, installation; grounds keeper for small
Specialty gardener - maintains 15+ historic/downtown gardens
worked @ Evergreen of SC; 2 years w/ us.
Laborers - 1-3 years experience helping maintain
historic gardens, mulching, installation

REFERENCES- please provide five references of similar properties/landscape work:

NAME: Dr. William Kennedy

PHONE: 423-416-4201

NAME: Harold Dishner

PHONE: 423-202-2500

NAME: Terry Countermine

PHONE: 423-943-8226

NAME: Rachel Cenger

PHONE: 423-833-1111

NAME: Linda Crouch-McCreadie (February Hill/TN Quilts)

PHONE: 423 534 8186

Please include additional information related to experience as it relates to the specifications included in the bid specifications. All experience related to care and maintenance of native species plants should be included. Use additional sheet if necessary.

Dan has maintained + oversee improvements in 20+ private gardens, mostly downtown Jonesborough, as well as installed landscaping in the area. He is a life-long gardener/learner. He has knowledge of native plants; he + his crew cleaned up Timmy Neil Smith Park + he has been approached to oversee its maintenance + volunteer days. He has also maintained + cleared out February Hill woodlands, preserving + planting native trees. He also helped install the native landscaping @ Jonesborough Elementary. He appreciates Jonesborough + has ideas, in years to come, to not only maintain the landscaping, but continue to enhance + improve it. Dan also has skill in maintaining properties in the way/style the client desires.

Specifications Town of Jonesborough Landscape Maintenance

The Town of Jonesborough is now accepting bids for landscape maintenance on Town properties. Bids must be labeled "**Landscape Maintenance**" and will be received until Thursday, March 7th at 10:00 a.m. at Town Hall, 123 Boone Street Jonesborough TN 37659, at which time they will be publicly opened. The Board of Mayor and Aldermen reserves the right to reject any or all bids and to waive any formalities.

Award of bids shall be based upon:

- Cost of each area to be maintained
- Quality of work performed in the past
- Timeliness of performing past contractual duties
- References of past landscape contracts.
- Length of time the contractor has been in business
- Experience in maintaining similar landscape spaces
- Knowledge of native species plants and experience in how to properly care for them

General

The Town of Jonesborough has implemented and maintains a large number of landscaped spaces in the Town limits that include areas adjacent to Town-owned facilities, parks, open spaces and right-of-ways. These landscaped areas have been thoroughly planned with utilizing native species plants and a design that gives a natural appearance. The intention for utilizing native species plants is that they provide natural habitats and food for birds and animals, require less maintenance including water, and thrive in our climate. The plant material utilized in the Town's landscaped spaces might not be common in some residential spaces so they may require some homework on the part of the Contractor to become familiar with the various plant material, how the should be pruned and generally maintained.

The Contractor shall furnish all materials, equipment and insurance to complete the work detailed in these specifications to the satisfaction of the Town of Jonesborough.

A Town of Jonesborough employee will be available to describe the project and clarify any portion of the specifications that may not be clear or fully understood. Failure to comply with this requirement shall relieve the Town of any obligations for payment for any work done by the Contractor, which is not specifically included within the description of the project. No verbal agreement or conversation with any municipal officer, employee, or agent before or during the

execution of this contract shall effect or modify any of the terms or obligations herein contained.

In order for the Contractor to fully understand the scope of work before the bid is made, a Town of Jonesborough representative will be available to accompany the Contractor to work areas to further clarify or describe maintenance methods and procedures. This date will be:

Monday, February 26th at 8:00am at Town Hall

Please contact Rachel Conger, 423-791-3869, to verify that you will be in attendance on one of these dates. If you cannot attend at one of these times, then please contact Rachel to arrange an alternative time to meet. All Contractors who submit a bid MUST meet with Town staff to inspect the areas to be mowed.

The Town reserves the right to select Contractor(s) on an area-by-area basis.

Locations

1. Wetlands Water Park
2. Persimmon Ridge Park
3. Medians on Highway 11-E, from city limit to city limit
4. Stage Road Park
5. Mill Spring Park
6. Downtown Washington County Courthouse Parking Lots
7. Depot Street Park
8. Barkley Creek Park
9. McKinney Center/Booker T. Washington School
10. Jonesborough Visitors Center/Town Hall
11. Jonesborough Senior Center
12. Lincoln Park
13. Golden Oak Park
14. Jonesborough Elementary School/Tiger Park
15. Downtown Main Street
16. W.C. Rowe Park/Chuckey Depot/Walkway

Service requirements

- Contractor shall assign a supervisor to oversee any work performed at the worksite and to act as Contractor's liaison with the Town. Contractor shall ensure that the supervisor inspects the worksite daily (Monday through Friday) and provides direction to Contractor's employees. Contractor shall ensure they are capable of writing

schedules and monthly reports and of noting any deficiencies that need correcting.

- Contractor understands that the Town is not an insurer and that Contractor is responsible for securing, safeguarding, and protecting against damage and theft Contractor's and any of Contractor's employees' or subcontractors' material and operations.
- Notification and Proposal regarding Need for Extra Work- "Extra Work" means any work that is not outlined in scope description. If Contractor discovers that any additional work is necessary to maintain a superior condition any landscape areas, then Contractor shall notify the Parks and Recreation Director of the need for the extra work as soon as is practically possible after Contractor's discovery. If the Parks and Recreation Director notifies Contractor that extra work is necessary, Contractor may submit an itemized, written cost proposal relating to the extra work. The Town retains the right to reject any cost proposal and to perform any extra work through Town's own employees or other contractors.
- All personnel shall follow OSHA and TDOT standards, including guidelines for safety equipment, when mowing along public roadways.
- All work described in this bid shall be performed under the guidance of the Parks and Recreation Director. The Contractor will consult with the Parks and Recreation Director regarding the details, scheduling and performance of the mowing and trimming work, and will provide, upon request, weekly or monthly reports of work performed.

SCOPE

Contract period to begin April 1, 2024 and extend through December 31, 2024.

1. Weed Control

All planting areas shall be kept clear of weed growth. Achieve by a combination of mulching and hand-weeding/ hoeing and herbicides, as needed. Ensure that the methods used will cause a minimum of damage to adjacent planted areas. Hand weeding: Hoe and loosen the soil throughout the planting areas, taking care to avoid disturbance of roots of planted material. Remove weeds entirely, including roots. Remove the minimum of soil and minimize disturbance to plants and mulched surfaces.

2. Edging

Edging along plant beds will be completed at the beginning of the season prior to first mulching. Scheduling for edging should be done in conjunction with the Parks and Recreation staff so that mulch can be applied immediately after.

3. Staking

General: Trees & shrubs shall be maintained in a firm position in the ground and all stakes and ties shall be checked regularly. Particular timing of inspections: after strong winds, frost heave and other disturbances

4. Pruning

Pruning to be carried out in accordance with good horticultural and arboricultural practice. Before starting work, confirm which trees, and shrubs are to be pruned; Trim individual plant appropriate to species, location and season to leave a well balanced natural shape; Cutting: appropriate clean sharp tools. Clean cuts back to sound wood. Notify Town staff if disease is detected. Pruned material is to be placed in right-of-way along roadway.

5. Monitoring and maintaining plant health

Regular attention to plant health should be monitored. Any issues that arise with specific plants should be brought to the attention of the Parks and Recreation Director. In addition, plant loss should be noted on a regular basis so that replacement can be planned and scheduled for fall and spring.

6. Maintaining Mulch Appearance

Mulch color will fade over the season due to sun/heat and rain. In order to extend the life of the appearance of mulch, it should be "fluffed" with a rake two additional times during the season: before the July 4th holiday (prior to Jonesborough Days Festival) and before the Storytelling Festival in October. Scheduling these two occurrences should be coordinated with the Parks and Recreation Director.

7. Scheduling and overseeing mulch application

Annual mulch application will be performed by Town crew. Scheduling those applications will be coordinated with the Parks and Recreation Director prior to spring. At least one representative from the Contractor will be present to oversee proper depth and application.

8. Litter/Dog Waste

Collect litter as necessary to maintain a clean, litter-free environment.

9. Advising on landscape design and improvements

Due to the nature of plant maturity, growth and changing environmental conditions, landscaped areas will experience changes where design deviations have to take place in order to accommodate plant material. Recommendations on changes should be made to the Parks and Recreation Director twice a year. Immediate changes may need to happen and can be communicated to the Director prior to work being done.

PAYMENT

- Payment for work shall be for performing the complete mowing operation with the Contractor furnishing all labor, equipment, tools and incidentals to complete the work.
- The Contractor shall submit an invoice by the last Friday of the month in order for payment to be made by the 15th of the following month. All work billed by the Contractor will be reviewed by the Parks and Recreation Director prior to any payments being made on behalf of the Town.

OTHER

- The Contractor shall take the necessary precautions to prevent damage to passing vehicles and to both public and private property. This shall include, but is not limited to trees, shrubs, fences, mail boxes, structures, vehicles and any other property which may be damaged by the mowing operation.
- The Contractor shall respond to all claims of damage from the public within 72 hours after notification of damage. Failure to settle claims for damages in a timely manner may result in actions by the Town to terminate the Contractor.

LIABILITY INSURANCE

- The Contractor shall further provide for public protection by carrying a minimum of one million dollars (\$1,000,000) liability insurance. Proof of such insurance (certificate of insurance) shall be submitted to and approved by the Town prior to the Town's execution of the contract and when requested by the Town. If the Contractor fails to furnish the certificate of insurance within ten (10) working days after receipt of the notice of award, or when requested, the Town may, cancel the award of the contract.
- The Town will be listed on Contractor's insurance policy as additional insured.
- The liability insurance policy shall be maintained for the duration of the project. Failure to do so is cause for termination. The Contractor shall

provide the Town proof of a new policy prior to expiration of the current policy. The Contractor shall be considered in default at any time this insurance is canceled, terminated or allowed to expire prior to completion of the contract. The Contractor shall give the Town thirty (30) days written notice of his or his insurance carrier's intent to terminate the policy.

TERMINATION

- Every effort will be made on the part of the Town to ensure that any problems are addressed with the Contractor and followed up on in a timely manner. As a result, if the Contractor fails to correct issues pertaining to unsatisfactory work, the Town reserves the right to immediately terminate a contract at any time. In addition, the Town reserves the right to immediately terminate a contract at any time it is determined that the Contractor is operating in an unsafe or unsatisfactory manner.

Landscaped areas bid shall include:

- Wetlands Water Park
1523 Persimmon Ridge Road
All landscaped medians and parking lot area from the beginning of the brick sign at the entrance to Wetlands Parking lot down to the lower parking lot around the dumpsters; all landscaped spaces inside the Wetlands Water Park.

Wetlands Water Park is in operation Memorial Day through Labor Day, 10 a.m. – 8 p.m. during the week. All work performed at Wetlands must be conducted before 9:30 a.m. during season.

- Persimmon Ridge Park
1523 Persimmon Ridge Road
Landscaped spaces around the signage area at the ball fields, trees lining the recreation trail along the overflow parking field.
- Medians on 11-E from city limit to city limit
All landscaped on 11E: on the east end of Town, all landscaped medians prior to Headtown Road intersection to end at intersection of Boone Street, including triangle.

Work performed in the medians must be completed outside peak travel times, between 8:30 a.m. and 4:30 p.m.

- Stage Road Park
Landscaped spaces begin at the entrance to the park and include all areas from the parking lot to the creek, on the north side, and extend to

the pavilion to include the rain garden as well as the south side of the park to include ornamental grasses.

- Mill Spring Park
109 Fox Street
Landscaped area includes plant material around the perimeter around the public restrooms and gazebo.
- Downtown Washington County Courthouse Parking Lots/Dogwood Lane
100 East Main Street
Areas to be maintained include all parking lot areas on the south side of the downtown courthouse from the entrance off of Fox Street to the Stevenson Lot on the southwest side of the parking lot. Landscaped area also includes the planted area along Dogwood Lane, on both sides of Little Limestone Creek.
- Depot Street Park
Depot Street
All trees within the park are part of the landscaped area to be maintained as well as the planted area around the restrooms.
- Barkley Creek Park
Third Avenue
All trees within the park are part of the landscaped area to be maintained as well as the landscaped area around the sign at the park entrance.
- McKinney Center/Booker T. Washington School
East Main Street
The landscaped areas around the perimeter of the building, the parking lot areas and entrance are all part of the areas to be maintained.
- Visitors Center/Town Hall/Boone Street Market
119 Boone Street
Landscaped area responsibility begins at the entrance to the Town Hall parking lot, along Boone Street to include area in front of the post office and Visitors Center as well as Veterans Park, to Sabin Drive entrance and the landscaped area at the Boone Street Market sign and murals.
- Jonesborough Senior Center
307 East Main Street
Landscaped areas to include the entire Senior Center property from the entrance off of East Main Street, along road frontage along East Main Street through the grounds to the back of the building and include the parking lot landscaped areas.
- Lincoln Park

122 N Lincoln Avenue

Landscaped area to be maintained picks up at the termination point from the Senior Center on the east side of the park to include landscaped areas within the park parking lot and all landscaped spaces within the park, excluding the raised garden beds.

- Golden Oak Park
277 Goldenrod Drive
The area to be maintained includes all landscape beds from the entrance to the park off of Goldenrod Drive and planted areas along the walking path, landscaped areas within the park to the termination of the park on Ida Sue Drive.
- Jonesborough Elementary School
720 North Cherokee Street
Area of responsibility for maintenance include all landscaped beds around the perimeter of the building, including the courtyard, areas around the playgrounds, all parking lots on the north and south sides of the building as well as planted peninsulas along the athletic fields. In addition, reforested areas along Thompson Meadow Lane and Skyline Drive are also to be maintained.
- Main Street, Downtown
Areas to be maintained include Main Street from the intersection at Second Avenue, west bound to the intersection at Boone Street. Maintenance includes street trees and tree wells.
- W.C. Rowe Park/Chuckey Depot/Walkway
210 South Second Avenue
Landscaped areas begin along the walking path that begins off of Second Avenue, progressing along the walkway to the Chuckey Depot to include landscaped spaces around the Depot building and caboose. Landscaped areas continue along walkway, west bound, to Third Avenue and terminate past Third Avenue at the first pedestrian bridge crossing to Barkley Creek Park.

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

DATE: MARCH 11, 2024 AGENDA ITEM #: 7-E

SUBJECT: Remove of School Zone Light on East Jackson Blvd

BACKGROUND:

At the March 05, 2024 Traffic Committee meeting, Committee Member and Alderman, Kelly Wolfe, discussed the traffic movement on East Jackson Boulevard and how much better traffic flows with the school zone no longer being there. Now that the new school is open, the school zone lights should be removed on East Jackson Boulevard and Forrest Drive.

The Traffic Committee voted unanimously to request the Board of Mayor and Alderman direct the removal of the school zone designation and the school zone lights on these two streets. Any secondary poles associated with these lights should be removed as well.

Staff has spoken with BrightRidge officials and they have stated they could remove the lights at the written request of the Town.

RECOMMENDATION:

Remove the School Zone designation from East Jackson Boulevard, as well as the school zone lights and any secondary poles associated with these lights, as presented.