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

MEETING NOTICES

MONDAY, APRIL 14, 2025

7:00 PM

PUBLIC COMMENTS REGARDING AGENDA ITEMS

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

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

REGULAR MEETING

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

<u>CONSENT AGENDA</u>

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

<u>AGENDA</u>

- 1. Financial Report
- 2. Communications from the Mayor
 - a. Proclamation Honoring Jimmy Neil Smith
 - b. Proclamation Kiwanis Club
 - c. Proclamation 2025 Miss Historic Jonesborough & Miss Teen Historic Jonesborough
 - c. 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 Initial Resolution 2025-08 Authorizing the Incurrence of Indebtedness by the Town of Jonesborough, Tennessee, of not to Exceed \$2,469,730 by the Execution with the Public Building Authority of the City of Clarksville, Tennessee of a Loan Agreement to Provide Funding for Certain Water and Sewer System Projects;
- B. Discussion and possible action concerning Resolution 2025-09 Authorizing a Loan Pursuant to a Loan Agreement between the Town of Jonesborough, Tennessee, and the Public Building Authority of the City of Clarksville, Tennessee, in the Principal Amount of Not to Exceed \$2,469,730; Authorizing the Execution and Delivery of a Loan Agreement and Other Documents Relating to Said Loan; Providing for the Application of the Proceeds of Said Loan and the Payment of Such Indebtedness; Consenting to the Assignment of the Town's Obligation under such Loan Agreement; and Certain Other Matters;
- C. Discussion and possible action concerning Resolution 2025-10 Authorizing the Terms, Issuance, Execution, Sale, and Payment of General Obligation Bonds, in One or More Series, in the Principal Amount of Not to Exceed \$1,200,000, of the Town of Jonesborough, Tennessee;
- D. Discussion and possible action concerning approval of a Multi-Jurisdictional Agreement Between the Town and Washington County;
- E. Discussion and possible action concerning approval of a contract for providing utility bill printing and mailing services;
- F. Discussion and possible action concerning approval of an Outdoor Use Permit application for Gallery Petite, 109 East Main Street;
- G. Discussion and possible action concerning approval of new Town garbage totes;

- H. Discussion and possible action concerning approval of a Jackson Theatre and Stage Door Alcohol Sales Policy;
- I. Discussion and possible action concerning approval of a Resolution for Administrative Consultant Services through State or Federal infrastructure funding for major utility projects;
- J. Discussion and possible action concerning approval of a Resolution for Engineering Services through State or Federal infrastructure funding for major utility projects;
- K. Discussion and possible action concerning approval of a Bid to purchase four generators and transfer switches for Water Department;
- L. Discussion and possible action concerning approval of approval of a Revised and Restated Lease Agreement with Jonesborough Locally Grown, Inc.;
- M. Discussion and possible action concerning a Bid for a HVAC for the new Street/Solid Waste/Parks and Recreation Building;
- N. Discussion and possible action concerning the adoption of the Parks and Recreation Master Plan 2025;
- O. Discussion and possible action concerning approval of Rental Fees for Parks and Recreation and Wetlands Water Park;
- P. Discussion and possible action concerning approval of Pay Increase and Bonus Structure for the 2025 Wetlands Water Park Season;
- Q. Discussion and possible action concerning replacement of the sidewalk along West Main Street;
- R. Adjournment.

TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

Consent Agenda

 DATE:
 April 14, 2025
 AGENDA ITEM #:
 1

SUBJECT: Approval of Minutes

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

March 17, 2025 – Regular Meeting Minutes March 27, 2025 – FY26 Budget Workshop Minutes

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

MARCH 17, 2025

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Monday, March 17, 2025, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

Alderman Kelly Wolfe recused himself from acting as an Alderman.

The only item on the Public Hearing agenda was the annexation of certain property located off Boones Creek Road as part of the Reserves at Boones . There were no comments.

The Public Hearing was closed.

Alderman Kelly Wolfe rejoined the meeting.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

MARCH 17, 2025

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, March 17, 2025, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Chuck Vest called the meeting to order. Allyson Wilkinson led the pledge to the Flag.

Upon call of the roll those present were: Mayor Chuck Vest, Alderman Virginia Causey, Alderman Terry Countermine, Alderman Adam Dickson, and Alderman Kelly Wolfe. Also present were: Town Administrator Glenn Rosenoff, Town Recorder Janet Jennings, Operations Manager Craig Ford, and Town Attorney Jim Wheeler. The next item was the Consent Agenda. Mayor Vest asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. There were none. Alderman made the motion, seconded by Alderman , and duly passed to approve the following items on the Consent Agenda:

- 1. Approve the minutes for the January 13, 2025 and February 10, 2025 BMA meetings.
- 2. Approve the following bills for payment:

Insert Payment

3. Approve the following Town Administrator Report:

Insert Report

4. Approve the following Operations Manager Report:

Insert Report

- 5. Approve the following Committee Reports: Tree and Townscape Board, McKinney Center Advisory Committee, Board of Zoning Appeals, Planning Commission, and Historic Zoning Commission.
- 6. Approve the following Supervisor Reports: McKinney Center, McKinney Center Program Manager, Fire Department, Police Department, Building Inspector, Senior Center, Utility Manager, Water Quality, Water Distribution, Wastewater, Water Treatment Plant, Jackson Theatre Operations Manager, Jackson Theatre Assistant Manager, Director of Tourism and Main Street, Animal Control, Street Department, and Parks and Recreation.
- Approve the 2025 Concession Agreement with the Jonesborough Little League Association authorizing the use of the Town concession buildings associated with the ballfields at Persimmon Ridge Park from March 1 – August 1, 2025, subject to the terms of the Agreement.

Insert Agreement

- 8. Acknowledgement of the Report on Debt Obligation filed with the Comptroller's for the \$479,069 Tennessee Municipal Bond Fund Capital Outlay Note, for the purchase of a new sanitation truck.
- 9. Approve the following Town Sponsored Events:

- a. 2025 Brews and Tunes Sunday afternoons from 4:00 pm 7:00 pm, starting June 1 through September 28
- b. 2025 Memorial Day and Veterans Day Ceremonies <u>Memorial Day</u> – Monday, May 26th from 10:00 a.m. to 2:00 p.m., with street closure from 9:00 a.m. to 3:00 p.m.

<u>Veterans Day</u> – Tuesday, November 11th from 11:00 a.m. to 3:00 p.m., with street closure from 9:00 a.m. to 4:00 p.m.

c. 2025 Jonesborough Days Festival:

<u>Wednesday, July 2nd</u> – Kick-off Dinner at ISC, 6:00 p.m. to 8:00 p.m. <u>Thursday, July 3rd</u> – Late Night Swim at Wetlands Water Park <u>Friday, July 4th</u> – Festival 10:00 a.m. - 10:00 p.m. (Parade 10:00 a.m.) <u>Saturday, July 5th</u> – Festival 10:00 a.m. – 10:00 p.m. (Fireworks 10:00 p.m.)

d. 2025 Easter Eggstravaganza, Saturday, April 19th from 12:00 noon - 3:00 p.m. Event to take place around the International Storytelling Center Plaza, the Courtyard and Jimmy Neil Smith Park, along Main Street, with the only street closure at the entrance and exit to Christopher Taylor Lane

The next item on the agenda was the approval of the Financial Report. Mayor Vest called for a motion. Alderman Countermine made the motion to approve the Financial Report as presented. Alderman Dickson seconded the motion and it duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest said there were two vacancies on the Historic Zoning Commission and recommended the appointment of Colton Brasure to fill a vacant term expiring August, 2026 and Matt Kehn to fill a vacant term expiring March, 2028. Alderman Wolfe made the motion, seconded by Alderman Countermine to approve Mayor Vest's two recommendations to the Historic Zoning Commission as presented. The motion was duly passed.

Mayor Vest announced that Town will have a greenhouse, which is currently being constructed at Persimmon Ridge Park. Mayor Vest said the events at the Jackson Theatre are producing good solid numbers. Mayor Vest said the Town has taken ownership of the alley between 117 and 119 East Main Street. Mayor Vest read the Arbor Day Proclamation and announced that Arbor Day will be held on Friday, April 25th at 6:00 p.m. at Stage Road Park.

INSERT PROCLAMATION

Mayor Vest asked Morgane Rogers to come up to accept the Employee of the Month Award. Mayor Vest read the following nomination letter:

INSERT NOMINATION LETTER

Mayor Vest asked Morgane Rogers if she had any comments. Morgane Rogers said she was thankful for being nominated and thanked the Senior Center team for their assistance in helping her in what she does.

Citizens Comments was the next item on the Agenda. Mayor Vest asked if there were any citizens present that would like to comment at this time. Ashley Cavinder, 216 Spring Street, Keep Jonesborough Beautiful Committee, asking the BMA to look at implementing the curbside recycling program in the upcoming budget process. Mayor Vest thanked Ashley Cavinder for her comments. Matthew Paul, 126 Sarah's Way, commended the BMA for pursuing grant funding to do the First Frontier Trail. Mayor Vest thanked Matthew Paul for his comments.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Causey said the St. Paddy's Day event was great. Alderman Wolfe said he agreed with Alderman Causey in regard to the St. Paddy's Day event. Alderman Wolfe said in Operations Manager Craig Ford's report, they will be converting the geo-thermal HVAC system at the Storytelling Center to electric to elevate their heating/cooling problem they are experiencing. Mike Carson, President of the International Storytelling Center, expressed his appreciation to the Town for helping with the HVAC system. Mike Carson announce that the Storytelling Center will be celebrating Jimmy Neil Smith's legacy (who passed away on March 15th) and a celebration of life service will be held at a later date and there will be a celebration at this year's Storytelling Festival. Alderman Dickson expressed his appreciation to T. McLeod for assisting with the Memorial Day and Veteran's Day ceremonies this year; and asked if the people associated with the Veteran's Park are to be recognized

Town Attorney Comments was the next item on the agenda. Mayor Vest asked Town Attorney Jim Wheeler if he had any comments. Attorney Wheeler said he needs to meet in Executive Session with the Board members before the adjournment of the Board meeting to discuss a potential litigation.

Alderman Wolfe recused himself from acting as an Alderman.

The first item under Old Business was second and final reading of an Ordinance for the annexation of certain property located off Boones Creek Road as part of the "Reserves at Boones Creek" project upon written request from property owner Wolfe Development GP. The property is described on Washington County Tax Map 52, Part of Parcel 70.00. The request is to annex approximately 14.3 acres. The request includes zoning the tract of land to PRD (Planned Residential District). The Plan of Services reflects that all town services are available to the subject tract at the time of annexation. Future development of the tract would need to coordinate with the Town's development services and meet the Town's development regulations and standards. This annexation process does not constitute the approval of any future development plans that may or may not require infrastructure improvements to be made by the Town or Owner/Developer, only that town services are available to the subject tract. The Jonesborough Planning Commission voted unanimously to recommend the annexation and plan of services at their regular meeting held on January 21, 2025.

Mayor Vest said there are three recommendations for the annexation and called for a motion for recommendation #1: (1) Approve the Plan of Services, (2) Approve the Resolution annexing, by request, property owned by Wolfe Development, GP, identified as Parcel 70.00 on Washington County Tax Map 52, located off Boones Creek Road and within the Reserves at Boones Creek project, on Second and Final Reading, and (3) Approve the Ordinance zoning the property PRD (Planned Residential District), on Second and Final Reading.

Mayor Vest called for a motion on Recommendation 1 - Plan of Services . Alderman Dickson made the motion, seconded by Alderman Causey, to approve the Plan of Services as presented. The motion was duly passed.

INSERT PLAN OF SERVICES

Mayor Vest called for a motion on Recommendation 2 - Resolution annexing the property. Alderman Causey made the motion to approve the Resolution annexing, by request, property owned by Wolfe Development, GP, identified as Parcel 70.00 on Washington County Tax Map 52, located off Boones Creek Road and within the Reserves at Boones Creek project, on second and final reading. Alderman Countermine seconded the motion and it was duly passed.

INSERT RESOLUTION

Mayor Vest called for a motion on Recommendation 3 – Ordinance zoning the property PRD (Planned Residential District. Alderman Dickson made the motion to approve on second and final reading the Ordinance zoning the property PRD (Planned Residential District). Alderman Countermine seconded the motion and it was duly passed

INSERT ORDINANCE

Alderman Wolfe rejoined the meeting.

The first item under New Business was a Special Event Application request for the "Star Wars Day – May the 4th Be With You", sponsored by JAMSA, to be held on Sunday, May 4, 2025. The event will start at 1:00 p.m. and end at 5:00 p.m.. The total time for event setup and take down is from 12:00 noon to 6:00 p.m. Businesses will be serving food and beverages inside the stores and participating in 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 400+. Request for services include police and security, signage, communications and/or publicity, and refuse collection. Street closure has not been requested as part of their application; however the application states a request to place the town's "5 mph sign" on either Main Street or Boone Street. The Hold Harmless Agreement and Proof of Insurance have been

received. Mayor Vest called for a motion. Alderman Countermine made the motion to Approve the Star Wars Day – May the 4th Be With You Special Event Application sponsored by JAMSA on Sunday, May 4, 2025, from 1:00 PM to 5:00 PM, as presented. Alderman Wolfe seconded the motion and it was duly passed.

The next item on the agenda was a Special Event Request application from the Tuesday Garden Club to the hold the Annual Garden Tour and Tea (Garden Gala) on Saturday, June 7, 2025 from 9:00 a.m. to 5:00 p.m. 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 conned 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 on Sunday, June 8th. They estimate 400+ visitors to the event. The Garden Tour and Tea is a quality event bringing numerous people to Jonesborough. Request for support services includes: communications and/or publicity, and refuse collection. There are no street closings associated with this event. The suggested gardens are part of the application. Public Safety will work directly with the Jonesborough Tuesday Garden Club on any safety features needed during the time of the event, whether through signage, safety cones, etc. The Hold Harmless Agreement and Proof of Insurance have been received. Mayor Vest called for a motion. Alderman Dickson made the motion to approve the Special Event Permit for the Jonesborough Garden Tour and Tea to be held on Saturday, June 7, 2025, 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. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was a Special Event Request application and Special Event/Special Occasion Outdoor Use Permit application from Jonesborough Locally Grown for a Farm to Table Dinner 2025 to be held on Saturday, August 16, 2025, from 2:30 p.m. to 12:00 a.m. (midnight). 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, with closure starting at 2:30 p.m. and ending at 12:00 a.m. 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. 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. Mayor Vest called for a motion. Alderman Dickson made the motion to approve the Special Event Permit Application and Special Event/Special Occasion Outdoor Use Permit Application for a Farm to Table Dinner on August 16, 2025, as presented. Alderman Wolfe seconded the motion and it was duly passed.

The next item on the agenda was the Outdoor Use Area Permit Renewal Application request from Zachary Jenkins representing Main Street Café & Catering, LLC located at 117 West Main Street. The intended use is to allow for food and alcohol to be served in front of the Café as well as the alleyway on the east side of the building within the designated boundary area. As was performed last year during the renewal process, the Police Department was requested to provide a report on any issues identified through our Public Safety Department for any business as part of the renewal process. No issues related to the outdoor permitted areas were reported since their last renewal in 2024. Mayor Vest called for a motion. Alderman Causey made the motion, seconded by Alderman Countermine to approve the renewal permit for the applicant Zachary Jenkins representing Main Street Café & Catering, LLC located at 117 West Main Street, as presented. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of an updated menu and pricing for the Wetlands Water Park for the 2025 season. The price increases range between $25\phi - 50\phi$, with only a couple increasing by 50ϕ , the price decreases range between $50\phi - 75\phi$ with a total of 5 items decreasing, and all item prices include associated costs such as trays, condiments, toppings, and cups.. Mayor Vest called for a motion. Alderman Dickson made the motion to approve the updated menu and pricing for the 2025 Wetland's Water Park Season, as presented. Aldermen Countermine seconded the motion and it was duly passed.

<u>Menu Item</u>	Category	2024 Price	2025 Price
Cheese Sticks	Appetizer	\$4.50	\$4.50
Chips	Appetizer	\$2.25	\$1.50
Fries	Appetizer	\$3.25	\$3.50
Fries w/Cheese/Chili	Appetizer	\$3.75	\$4.00
Nachos & Cheese	Appetizer	\$4.00	\$4.25
Pretzel	Appetizer	\$2.75	\$3.00
Pretzel w/Cheese Uncrustables 32 oz Fountain Drink 16 oz. Fountain Drink Bomb Pop	Appetizer Appetizer Beverage Beverage Dessert	\$3.00 \$3.25 \$3.25 \$2.25 \$2.25 (Now item)	\$3.25 \$2.50 \$3.75 \$2.50 \$2.50
Churro Cream Cheese Filled	Dessert	(New item)	\$2.25
Funnel Cake Fries (5 piece)	Dessert	(New Item)	\$2.50
Grandma's Cookies	Dessert	(New Item)	\$1.50
Ice Cream Cup	Dessert	(New Item)	\$1.50
Ice Cream Sandwich	Dessert	\$2.25	\$2.50
Iced Lemon Loaf Cake	Dessert	(New Item)	\$2.50
BBQ Sandwich	Entree	(New Item)	\$5.50
Cheeseburger	Entrée	\$6.50	\$6.00
Chicken Sandwich	Entree	(New Item)	\$5.50
Chicken Sandwich w/Cheese	Entree	(New Item)	\$6.00
Chicken Tenders	Entrée	\$5.50	\$6.00

<u>Menu Item</u>	<u>Category</u>	2024 Price	2025 Price
Chili & Cheese Dog	Entrée	\$4.00	\$4.00
Hotdog	Entrée	\$3.75	\$3.50
Hamburger	Entrée	\$6.00	\$5.50

The next item on the agenda was the Birthday Party Package pricing at the Wetlands Water Park. The proposal would provide families with an affordable and convenient way to celebrate during normal operating hours. This package would be separate from private rentals and would include admission for two adults and ten children, a birthday cake, food and drinks for twelve guests, and twelve ice cream cups. The total cost for the package would be \$350.00, with a net profit of \$104.50 after expenses. Offering this option would enhance guest experience, encourage more group visits, and generate additional revenue for the park without impacting daily operations. Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the Birthday Party Package pricing at Wetlands Water Park, as presented. Alderman Causey seconded the motion and it was duly passed.

The next item on the agenda was the repair to the East Main Street alley between 117 and 119 East Main Street. The Street Department will be re-constructing this alley. The "mounded concrete" will be removed and grade work completed. We will install gravel and contract with a private contractor to pour a six-inch concrete pad with an exposed aggregate surface. (This exposed aggregate surface is like the parking lot at the McKinney Center.) Once the current mounded concrete is removed, we will need to close the coal chute openings in both of these buildings. This may require staff, or a contractor to enter the premises of 117 and/or 119 East Main to make the needed repairs. In order for Town staff to enter private property, it must have prior approval of the Board of Mayor and Aldermen and an agreement signed by the property owners. The listed property owner at 117 East Main Street is Cade Enterprises, LLC. And the listed property owner of 119 East Main Street is David Hawkins and Ann, Living Trust. Mayor Vest called for a motion. Town Attorney Jim Wheeler said that the motion should include 117 – 119 East Main Street and any other properties as may be necessary that the Board finds that it is the public best interest that the alley is being improved. Alderman Wolfe made the motion to approve Town staff to work on private property at 117 and 119 East Main Street for the purpose of making any necessary repairs that may be required to complete the alley restoration and any other properties as may be necessary and that the Board of Mayor and Aldermen finds that it is in the public's best interest that the alley is being improved and approve the agreements authorizing the Town Administrator and the Town Attorney to sign; subject to the Town Attorney's approval. Alderman Countermine seconded the motion and it was duly passed.

INSERT ALLEYWAY AGREEMENTS

The next item on the agenda was Loan Resolution No. 2025-04 Authorizing and Providing for the Incurrence of Indebtedness for the Purpose of Providing a Portion of the Cost of Acquiring, Constructing, Enlarging, Improving, and/or Extending its Jackson Theatre Renovation Project Facility to Serve an Area Lawfully Within its Jurisdiction to Serve. The additional Loan Resolution is required by USDA-RD to move forward with loan closing of the Jackson Theatre project. The loan payments are included in the Fiscal Year 2024-25 budget. Mayor Vest called for a motion. Alderman Wolfe made the motion to approve Loan Resolution No. 2025-04 as presented, seconded by Alderman Dickson and duly passed.

INSERT RESOLUTION

The next item on the agenda was the Utility Asset Management Agreement with OpenGov Cartegraph Asset Management Software/Systems. The system will help advance the technological efforts in the various Town departments with a modern workflow automation platform that can be rapidly deployed to streamline utility operations, including asset management, work order operations, and long-term capital planning. The Town of Jonesborough will be modernizing the end-to-end asset management process and would be able to leverage key functionalities such as: centralizing assets, inventory, and work management into a single solution, schedule automated preventative maintenance cycles, leverage Bi-Directional Integration to GIS, build comprehensive budgets based on asset conditions, labor costs, and other key metrics, provide robust reporting to organizational leadership with usage of customizable charts, graphs, and dashboards, track, monitor, and manage work task and larger capital projects. There is an upfront software cost. The best overall pricing for OpenGov was through Vertosoft, a contracted vendor through Sourcewell, a cooperative purchasing entity (similar category as state contracts). Town staff received reduced pricing through Sourcewell at \$94,514.15, and negotiated with OpenGov to split the initial cost between FY25 and FY26, or \$47,258.00 for each fiscal year. The pricing also includes the FY26 product software and technological support for a total cost of \$28,976.00, and \$30,424.80 for FY27. The utility budget for FY26 already contains the OpenGov cost of \$28,976.00. Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the reallocation of \$47,258.00 from FY25 Utilities Capital Equipment "Security Cameras" to Capital Equipment "OpenGov Cartegraph Asset Management Software/Systems" as priced through Vertosoft (Sourcewell Contract Vendor 060624-VTO), as presented.

The next item on the agenda was Initial Resolution 2025-05 Authorizing the Issuance of not to Exceed \$22,818,000 Water System Revenue And Tax Bonds, in One or More Series, of the Town of Jonesborough, Tennessee, to Provide Funding for Certain Public Works Projects (Water Treatment Plant Upgrade) and to Fund the Incidental and Necessary Expenses Related Thereto. Mayor Vest called for a motion. Alderman Wolfe made the motion to approve Initial Resolution 2025-05 as presented. Alderman Dickson seconded the motion and it was duly passed.

INSERT RESOLUTION

The next item on the agenda was Full Resolution 2025-06 Authorizing the Issuance, Sale and Payment of Not to Exceed \$22,818,000 Water System Revenue and Tax Bonds, in One or More Series, by the Town of Jonesborough, Tennessee;

Authorizing the Issuance of Bond Anticipation Notes Prior to the Issuance of the Bonds; and Authorizing the Levy of Taxes to Pay the Bonds and Notes. Mayor Vest called for a motion. Alderman Dickson made the motion to approve Full Resolution 2025-06 as presented. Alderman Countermine seconded the motion and it was duly passed.

INSERT RESOLUTION

The next item on the agenda was approval of Resolution No. 2025-07 authorizing the Town of Jonesborough to apply for the 2025 Local Park and Recreation Fund Grant (LPRF). The Town is partnering with Washington County to utilize requested grant funds to develop recreation trails and a park/trail head for the expansion of parks system in Jonesborough and Washington County. The projected budget costs for the project is \$3,083,599.00, with the town being responsible for the 50% match or \$1,541,799.50; and Town's match will be drawn from the \$2.4 million State appropriation. Mayor Vest called for a motion. Alderman Countermine made the motion to Approve the Resolution No. 2025-07 authorizing the Town of Jonesborough to apply for the 2025 Local Park and Recreation Fund Grant (LPRF), as presented. Alderman Wolfe seconded the motion and it was duly passed.

INSERT RESOLUTION

Mayor Vest recessed the Board meeting and the Board of Mayor and Aldermen went into Executive Session.

Mayor Vest reconvened the Board meeting and with there being no further business the meeting was duly adjourned.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

BUDGET WORKSHOP

MARCH 27, 2025

The Board of Mayor and Aldermen (BMA) met in a Budget Workshop on Thursday, March 27, 2025 at 6:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Vest called the meeting to order. Alderman Dickson led the group in opening Prayer and Mayor Vest led the pledge to the Flag. Upon call of the roll those present were: Mayor Chuck Vest, Alderman Virginia Causey, Alderman Terry Countermine, Alderman Adam Dickson, and Alderman Kelly Wolfe. Also present were: Town Administrator Glenn Rosenoff, Town Recorder Janet Jennings, Operations Manager Craig Ford, and Town Attorney Jim Wheeler.

Mayor Vest said the purpose of the Workshop was discussion of the FY25-26 Budget for the General, Drug, Solid Waste, and Water/Sewer funds. Mayor Vest recessed the Budget Workshop and the Board of Mayor and Aldermen went into Executive Session.

Mayor Vest reconvened the Budget Workshop and the following Department Heads presented their budget requests for to the BMA: 1) Police Department – Chief Matt Rice; 2) Visitors Center – Cameo Waters; 3) Jackson Theatre – Amber Crumley; 4) McKinney Center – Theresa Hammons; 5) Fire Department – Chief Jeff White; 6) Senior Center – Mary Regen; 7) Solid Waste – Operations Manager Craig Ford; 8) Fleet Maintenance – Steven Becket; 9) Wastewater – Cobern Rasnick; 10) Water Plant – Randy Jones; 11) Water Distribution – Chris Christian; 12) Water Quality – Artie White; and Utilities – Kevin Brobeck.

Mayor Vest said the budget presentations were great, and expressed his appreciation to the leadership and staff for what they do in serving the Town. With no formal action acted upon and no further business for discussion, Mayor Vest adjourned the Budget Workshop.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

DATE: April 14, 2025 AGENDA ITEM #:____

Consent Agenda 2

SUBJECT: Approval of Bills

Attached for BMA approval is the list bills for March, 2025

L

Check Register - General Fund - March 2025

03/07/25	112421 - 112511	\$325,293.53
03/13/25	112512 - 112577	\$199,598.14
03/14/25	112548 - void	(\$149.99)
03/14/25	112578 - 112588	\$6,253.06
03/18/25	112589 - 112592	\$22,562.65
03/19/25	112593	\$6,593.65
03/20/25	112594 - 112597	\$6,166.66
03/21/25	112598 - 112647	\$89,833.20
03/24/25	112540 - void	(\$1,300.00)
03/24/25	112573 - void	(\$993.75)
03/26/25	112648 - 112676	\$13,264.02
03/26/25	112677	\$25,950.00
		\$693,071.17

Check Register- Water Fund March 2025

03/07/25	68639 - 68664	\$115,521.02
03/07/25	68665	\$12,500.00
03/13/25	68666 -68715	\$336,890.43
03/14/25	68705 - void	(\$33.00)
03/14/25	68716 - 68717	\$1,048.92
03/18/25	68718 - 68720	\$53,852.10
03/19/25	68721	\$3,443.66
03/21/25	68722 - 68750	\$30,983.67
03/26/25	68751 - 68772	\$22,120.50
03/27/25	68773	\$100.00
		\$576,427.30

Check Register -Sanitation Fund - March 2025

03/07/25	10704 - 10711	\$2,466.53
03/13/25	10712 - 10720	\$18,400.31
03/18/25	10721	\$102.85
03/21/25	10722 - 10725	\$5,994.00
3/26/2025	10726 - 10728	\$1,078.74
		\$28,042.43

MEMORANDUM

To: Glenn Rosenoff, Town Administrator

From: Craig Ford, Operations Manager

Ref: March 2025 Monthly Report

Date: April 10, 2025

Work continues to progress on the new Street/Solid Waste/Recreation Building. The concrete has been poured and finished. All preliminary wiring is completed and we have some receptacles installed in the garage area that we can utilize when we begin construction of the offices.

Speaking of construction of the offices, we are waiting on Dwight Minnick, with Builder's First Source to complete specifications of the materials list and the trusses to go overhead. We requested he look at load-bearing specifications as we plan to use the area over the offices for additional storage. We have been pushing to get the materials in order that we can get started.

I also prepared bid specifications for the HVAC system for the offices. Although we need to get interior walls up, I felt the need to get the HVAC bid awarded in order that the winning bidder to get the unit ordered and get us on their schedule.

As you will recall from last month's report, the Town took ownership of the alley between 117 and 119 East Main Street. I have spoken with all the adjoining property owners. I secured the public/private partnership agreement with the owner of the 117 property. After looking at the 119 property and speaking with that owner, we did not need an agreement with her as we did not have to enter her property.

The Street Department has completed all necessary repairs to this alley. We are now waiting on the concrete contractor to begin pouring the alley. We are doing an exposed aggregate pour. This is the same finish as the parking lot of the McKinney Center. The contractor is supposed to begin pouring; however, the weather does not look too promising. Either way, we will get the alleyway poured as quickly as the contractor can get it scheduled. At that point, this project will be completed.

I continue to work and have meetings with Malcolm and Todd Wood on the continuation of the First Frontier walkway project. I am still awaiting plans in order to prepare bids for the next phase of this project.

Alderman Wolfe made contact with representatives of ECU about a cooperative effort through the College Street side of their new site. I met with them on-site and they are very eager to work with the Town on this project. I am now awaiting a survey in order to submit a formal plan to them.

The contractor completed the backfill work on the East Main Street sidewalks that were constructed in December.

I completed the preliminary work on the plan to install a dumpster pad on First Avenue. The plan was submitted to the Historic Zoning Commission for approval. This item is also on the BMA agenda. This will be for use by the Jackson Theater, Stage Door, and JRT. As it is in the historic district, the plan will be to brick around the dumpster pad and utilize a black aluminum gate in the front.

I have researched not only the Town's right-of-way in this area, but the railroad's right-of-way as well. I directed Malcolm Highsmith to make the one-call on this project as well.

I completed a tour of the Goodwill Industries main facility in Kingsport with their General Manager, Mr. Morris Baker. It is an impressive operation. The purpose of this meeting was to explore opportunities the Town may have to partner with Goodwill Industries. I will continue to work on this and hope to have a presentation in the future of how we can work together.

I have continued to spend time this month on the Fire Department ISO problem.

We have a contractor coming the month of April to gently jet/clean all of the downspouts and drains at the ISC building. We will complete this work, the have the CIPP team repair the inner liner of these drains. Once complete, we will have gutter guards installed on the building to hopefully cure future problems with the guttering.

As a reminder, we are working with Holston Engineering on the geo-thermal HVAC units.

I have also spent a great deal of time with Vince Sicca as he has returned to work and we have worked on securing new garbage totes for the Town. This is also an agenda item for this meeting.

TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

 DATE: April 14, 2025
 AGENDA ITEM #: 5

SUBJECT: Committee Reports

- 1. Jonesborough Planning Commission
- 2. Jonesborough Design Review Commission
- 3. McKinney Center Advisory Committee
- 4. Historic Zoning Committee

JONESBOROUGH PLANNING COMMISSION

MINUTES – February 18, 2025

The Jonesborough Planning Commission met in a regular meeting on Tuesday, February 18, 2025, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster-Chairman, Josh Conger, Terry Countermine, Robin Harpe, Richie Hayward, Jim Rhein

Members Absent: Frank Collins, Darrell Fowler, Bill Graham

Staff Present: JW Greene, Kevin Fair, Donna Freeman

1. Public Comments - There were no comments.

2. Approval of Minutes – Meeting of January 21, 2025

The motion to approve the minutes of the January 21, 2025 meeting was made by Terry Countermine, seconded by Robin Harpe and was passed unanimously.

3. Release of Performance Bond – TruShine Car Wash #7

The request is for the release of a Performance Bond that was issued in the amount of \$95,307.00 for the TruShine Car Wash #7 project located at 1541 West Jackson Boulevard. The site was inspected by Kevin Fair on January 29, 2025, and he found the site to be stabilized, and no problems were seen.

Chairman Foster read the staff recommendation for the approval of the release of the Performance Bond for TruShine Car Wash #7 project located at 1541 West Jackson Boulevard. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Josh Conger made the motion to approve the release of the Performance Bond for TruShine Car Wash #7 located at 1541 West Jackson Boulevard, in the amount of \$95,307.00, as presented. Robin Harpe seconded the motion and it was duly passed.

4 Reduction of Performance Bond – Saylor's Place Development

The request is for a reduction in the bond amount from \$177,795.00 to \$45,000.00. The project has progressed with many major improvements and Town staff has been working closely with the developer to capture the reasonable amount of reduction as

the trail connection has been roughed in and gravel placed (the final part of the trail would be the asphalt). The following may be reduced:

Pavement Top Coat:	\$54,367.00		Complete
Trail Connection:	\$63,428.00	\$35,000	55% Complete
Landscape Buffer:	\$30,000.00	\$15,000	50% Complete
Stormwater Drainage Imp.	\$30,000.00		Complete
Reduction Amount Total:	\$45,000.00		

Town staff's review of the reduced amount to \$45,000.00 received from the engineer is reasonable to secure the remainder of project completion with a revised Performance Bond.

Chairman Foster read the staff recommendation for the approval to reduce the current Performance Bond in the amount of \$177,795.00 to a total of \$45,000.00 for a new Performance Bond based on the final approval by town staff on the reduction amount for the project, including the trail connection and landscape buffer. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Robin Harpe made the motion, seconded by Richie Hayward, to approve reducing the current Performance Bond in the amount of \$177,795.00 to a total of \$45,000.00 for a new Performance Bond based on the final approval by town staff on the reduction amount for the project, including the trail connection and landscape buffer, as presented. The motion was passed unanimously.

5. Monument Sign – Zaxby's Restaurant

The request is for approval of a monument sign from Zaxby's Restaurant to be located at 1498 East Jackson Boulevard and is in B-3 (Arterial Business District), The proposed sign is to be internally lit, 5 feet in height, and 48 square feet in sign area, and meets the minimum requirements of the Town's sign regulations.

Chairman Foster read the staff recommendation for the approval of a new monument sign for Zaxby's restaurant located at 1498 East Jackson Boulevard. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Josh Conger made the motion to approve the new monument sign for Zaxby's restaurant located at 1498 East Jackson Boulevard, as presented. Robin Harpe seconded the motion and it was duly passed..

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

JONESBOROUGH DESIGN REVIEW COMMISSION

MINUTES – February 18, 2025

The Jonesborough Design Review Commission met in a regular meeting on Tuesday, February 18, 2025, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

Members Present: Tom Foster-Chairman, Josh Conger, Terry Countermine, Robin Harpe, Richie Hayward, Jim Rhein

Members Absent: Frank Collins

Staff Present: JW Greene, Kevin Fair, 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. Review and Consideration of a Change in the Building Design Plan for Starbucks, East Jackson Blvd, Jonesborough, TN

The proposed change is that approximately 83% of the primary materials are made up of brick (33%) and EIFS (50%). The reduction of the previously approved plan of 77% brick to 33% is considered a major deviation to the original plan (a 57% change) and requires the design plan to go back before the DRC. A variance from the DRC must be approved by the Board of Mayor and Aldermen (BMA), so therefore a recommendation is warranted from the DRC to the BMA.

The EIFS stands for Exterior Insulation Finishing System is a type of synthetic stucco but provides for a more flexible and aesthetic product and meets energy codes. EIFS provides for an exterior wall cladding system that consists of an insulation board attached either adhesively or mechanically, or both, to the substrate; an integrally reinforced base coat; and a textured protective finish coat. Staff opines that the overall building provides for a good building design (visual appearance), but the significant reduction in an already approved primary material, brick, to the proposed primary EIFS poses issues for the aesthetic quality control of the Jackson Blvd corridor. The DRC approved Zaxby's project at the same time as Starbucks 5 months ago, with both design plans meeting the minimum design requirements.

The guidelines state the following:

In the event of the requested use of one or more of these materials, significant reasoning or hardship is required to be presented to the Design Review Commission, or in the event of any variance, to the Board of Mayor and Aldermen. Staff opines that there <u>is not</u> a significant reasoning or hardship for the design of this project to meet minimum design requirements as the design plans approved by the DRC 5 months ago met the minimum requirements of design. *Any grant of variance must be presented to the BMA for approval or denial.*

NOTE: The Starbucks project came through the Planning Commission (PC) and Design Review Commission (DRC) on September 17, 2024. At the time of presentation and action by the DRC, the plans for design met the minimum requirements for exterior materials. The Building Department received a request from Starbucks developer to consider a new plan, and this design plan does not meet the minimum exterior materials requirements. The proposed façade plan meets the minimum requirements of the design guidelines, primarily by achieving 75% exterior (actually 77%) wall material of brick.

Chairman Foster contacted via phone Starbucks representative Mitzi McCallum and asked why the brick was taken off of the change in the building design plans. Mitzi McCallum said it was for budget/financial reasons and that they are asking for a variance. Chairman Foster said that they cannot grant a variance on the reduction of the brick, and informed Ms. McCallum that if it is denied that it can be appealed to the Board of Mayor and Aldermen for either approval or denial.

Chairman Foster read the staff recommendation to recommend to the Board of Mayor and Aldermen denial of the proposed Starbucks design change form 77% to 33% brick, and the significant primary material change to 50% EIFS, as presented. Chairman Foster asked Commissioners if they had any questions or comments, and with there being none called for a motion.

Motion: Jim Rhein made the motion to recommend to the Board of Mayor and Aldermen denial of the proposed Starbucks design change from 77% brick to 33% brick, and the significant primary material change to 50% EIFS, as presented. Robin Harpe seconded the motion and it was duly passed.

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

April 17, 2025

Subject: Approval of Minutes

McKinney Center Advisory Committee Meeting Thursday, March 20, 2025, 3:30pm McKinney Center – in Person

Agenda Presentation

- Call to Order: Anne G'Fellers-Mason, Nancy Kavanaugh, Theresa Hammons, Pauline Douglas, Michelle Treece, Nori Shaw, Sharon Squibb, Breanna Walker-Schadler, Martha Blaser
 - Not Present: Adam Dickson, Skye McFarland, Karen Sullivan, Kay Grogg, Ernest McKinney
 - Approval of Minutes: Nancy Kavanaugh motioned to approve January minutes. Pauline seconded. All approved.

3. Directors' Report:

- i. As of 3/20/25 we have over 265 registrations and 29 classes have made. We reached our registration goal but are continuing to push classes.
- ii. The faculty art exhibition reception had a light turn out. We hope to do it every year.
- We had 77 people in attendance at the Appalachian Highlands Exhibition reception. We have sold 7 pieces. We will do another group show in September.
- The 2025-2026 budget request was turned in on Friday 2/14. We are asking for money for Spot on a Hill, new furniture, special programs, and a couple other areas.
- v. We are up to 86 members and have met our financial goal.
- vi. Ernest McKinng Day of Giving will be April 4th, and we are working on videos to stream.
- vii. We have sold 79 tickets to the mingle. We have secured food, musicians, and a bartender. We are receiving phenomenal silent auction items and are working on receiving more artwork.

4. Outreach:

- i. For outreach in Marh, the AmeriCorps volunteers attended summer camp fairs at Fairmont Elementary and Town Acres Elementary.
- ii. Our next volunteer needs are for Easter Extravaganza on April 19th.
- 5. StoryTown:
 - i. The first two shows of the season were completely sold out.
 - ii. We have received \$3,500 in sponsorships and are hoping to reach \$4,000.
 - iii. Half season passes will be launched on April 1st.

- iv. The Living Here exhibit and the radio show each won an award at this year's TAM conference.
 - v. Community listening days are back at the senior center on March 25th and we have five people signed up.
- 6. Visitation:
 - i. The total visitation for February was 1,289.
 - We had 323 general visitors during the month of February. That includes members who attended the membership brunch on February 22nd and people who attended the radio show on February 24th.
 - iii. We had 355 students in February. We have plenty of classes that have started. These include kids' art classes, private lessons, glass fusion, dance, movement, and adult clay classes. We still have quite a few classes to go!
 - iv. We had 10 rentals in the month of February with an income of \$1,447.50.

7. Old Business:

- i. The revised presentation about the Broyle's property was submitted to Glenn and the BMA. The BMA will need to review it to go forward.
- Nancy and the AmeriCorps went around town to take pictures of the electrical boxes for the art wraps.
- 8. New Business:
 - Ideas to use the field for the fall market included inflatables and livestock petting. Michelle mentioned potentially putting in a level walkway to make the field more accessible.
 - ii. Karen Sullivan is rolling off the board. We reviewed the McKinney Center AC nomination form and talked about how to update the form.
 - iii. We reviewed the ideas for the future at the January meeting and how we would do them. This included talks about how to get Booker T. alumni in the building for get together.

Meeting adjourned at 4:40pm.

HISTORIC ZONING COMMISSION

Jonesborough Town Hall – Board Room 123 Boone Street, Jonesborough, TN March 13, 2025 – 6:00 PM Minutes

Members Present: Frank Collins, Marcy Hawley, Herman Jenkins, Michael Kieta, Rebecca Moss, Nita VanTil, Dr. Bill Kennedy (Advisor)

Members Absent: Chad Hylton

Call to Order

Chair, Frank Collins, called the meeting to order at 6:00 PM.

Public Comments

There were no public comments.

Item 1: - New Business

1. 111 W. Main St. - Owner/Presenter: Kelly Wolfe

Discussion: Requested to add platform and ladder to access the roof to allow access to roof. The restaurant tenants will need access to the roof to clean the hood located on the roof. Mr. Wolfe will also be installing three 5-ton heat pumps under the back stairs. Mr. Wolfe requested permission to paint the ladder and existing stairs and rails the existing color.

Motion: Rebecca Moss made a motion, seconded by Nita Van Til, to approve adding a platform and ladder to access the roof, installing three 5-ton heat pumps under stairs and painting the ladder, platform, existing rails, and stairs the existing color. Motion carried unanimously.

2. 111 W. Main St - Owner: Kelly Wolfe - Presenter: Tom Foster

Discussion: Requested to approve sign design for new restraint, Jackson's Prime. Tom Foster presented a replica of the sign. The lettering will be 2ft wide at the top with the widest portion of the bottom being 3ft wide. The sign will be 11 feet tall. The lettering will be "halo" lit giving it a soft glow. Concerns were shared about setting a precedence of a lighted sign. Dr. Kennedy advised that the guideline does not allow for internal lit signs and the sign presented isn't considered an internally lit sign. The font and floral design on the sign fit well with the historic nature of the building.

Motion: Nita VanTil made a motion, seconded by Rebecca Moss, to approve Jackson's Prime sign as presented. Commissioners Marcy Hawley, Michael Kieta, Rebecca Moss and Nita VanTil voted Yea, Commissioner Herman Jenkins voted Nay. Motion passed.

3. 109 E Main Street - Presenter: Tom Foster

Discussion: Requested to approve sign design and placement. The new Salon C sign will replace the Griffin Art Gallery sign. Tom Foster presented the layout for the Salon C design that would replace the Griffin Art Gallery sign. Michelle Hamilton said she had spoken with the owners of Griffin Art Gallery and they do not wish to have their sign removed. The request was withdrawn until there is further clarification on the placement of the Salon C sign.

4. 109 E Main - Owner/Presenter: Michelle Hamilton

Discussion: Requested to put a bench in front of new business. Businesswoman, Michelle Hamilton was in attendance and asked for permission to purchase a "mustard yellow" (matches building trim) metal two seat bench to set outside her new art gallery. Ms. Hamilton was informed that upon approval of the bench she would need to get a special outdoor use permit from the town.

Motion: Nita VanTil made a motion, seconded by Herman Jenkins, to approve the request as presented. Motion carried unanimously.

5. 315 W Main Street - Owner/Presenter: Sydney Donovan

Discussion: Requested approval to replace shingles with similar charcoal shingles and request to replace metal porch roof with black 5V. Burnished slate 5V is no longer available. Requested approval to replace the rotted base of porch columns. The carpenter will make exact replicas of current bases using Red Grandis lumber, and paint matching white color. Ms. Donovan also requested to install a fence on east rear part of property, behind the house, framing the backyard driveway. The picket fence will be painted white to match. Ms. Donovan will also be removing a small interior fence from the yard that can't been seen from outside the fence.

Motion: Michael Kieta made a motion, seconded by Nita VanTil, to approve the repair of the porch columns as presented. Motion carried unanimously.

Motion: Michael Kieta made a motion, seconded by Nita VanTil, to approve using similar shingles in charcoal color and black 5V on the roof as presented. Motion carried unanimously.

Motion: Rebecca Moss made a motion, seconded by Herman Jenkins, to approve installing a fence on the east rear of property, behind the house, framing the backyard driveway as presented. Motion carried unanimously

6. 200 W Main Street - Owner: May Family Presenter: Colton Brasure

Discussion: Requested approval to repair the front porch including stairs, columns, decking, rails and decorative elements. All visible surfaces will be wood. Mr. Brasure presented three possible options for the front porch repair. Until work starts on the project it is unclear which option will be the best solution. The three options include the use of a concrete pad, metal stringer or a combination. Mr. Brasure would like to extend the railing to mimic what it used to be and repair decking where necessary. The commission was assured that proper lead-based paint safety measures will be taken when scraping and chipping the paint. It was suggested that the base of the columns could be rounded to mimic the curvature of the stairs.

Motion: Nita VanTil made a motion, seconded by Herman Jenkins, to approve the three stringer repair options as presented, replace the railing, repair the decking, repair the columns, and primer. Motion carried unanimously.

7. 103 N. First Ave - Owner/Presenter: Herman Jenkins

Discussion: Requested permission to repaint with new color scheme. Mr. Jenkins would like to repaint using a darker color scheme. The studio in the back yard will be painted to match.

The requested paint colors will be: Dark Night, Rookwood Shutter Green, Eclipse, and Dark Auburn. Color samples were presented.

Commissioner Herman Jenkins recused himself from the vote.

Motion: Marcy Hawley made a motion, seconded by Rebecca Moss, to approve the new color scheme as presented. Motion carried unanimously.

Item II: Expedited

1. 306 W. College St – Owner/Presenter: Nita and Steve VanTil

Discussion: The request met criteria for expedited approval. Approval granted by Chairman Frank Collins and Vice-Chairman Aaron Bible. Owner to repair woodwork on soffits with the same type of wood and repaint areas of the house (front entry, windows, side porch) using the existing colors.

Item III: Unfilled HZC Positions

Discussion: With Aaron Bible's resignation from the board a new Vice Chairman needs to be nominated. The Secretary position will be filled at a later date. The May 8th HZC meeting should be fully staffed with nine members and the training session will be complete. Once fully staffed we will restructure to assign territories to HZC members. The Commission will also make sure the Property Designation Committee is fully staffed and ready to re-evaluate Contributing vs. Non-Contributing designations. PDC committee will also handle Demolition by Neglect duties. Dr. Kennedy will discuss two nominations with the Mayor for consideration at the BMA meeting on March 17, 2025.

Motion: Frank Collins made a motion, seconded by Michael Kieta to nominate Nita VanTil to serve as Vice Chairman. Motion carried unanimously.

Item IV: Old Business

1. Training Plan

Discussion: The next training session is Thursday, March 27. The training sessions will be held at the Visitor's Center and will start promptly at 6pm. The training session is scheduled for 1 ½ hours. An abbreviated regular HZC meeting will follow the training session.

2. Commissioner Comments

Discussion: No topics discussed.

3. Demolition by Neglect Update - 208 W Woodrow Ave – "Historic Church" Gordon Edwards with the Heritage Alliance contacted the property caretakers. Alderman Adam Dickson and/or Gordon Edwards will attend a Church property meeting at the end of March and will provide an update on the actions planned for the property.

4. Approval of Minutes - February 27, 2025 Minutes

Motion: Nita VanTil made a motion, seconded by Michael Kieta, to approve the February 27, 2025 minutes as presented. The motion passed unanimously.

5. Adjourn

Motion: Herman Jenkins made a motion to adjourn the meeting, seconded by Marcy Hawley. The motion passed unanimously.

TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

DATE: April 14, 2025

AGENDA ITEM #:

Consent Agenda

SUBJECT: Supervisor Reports

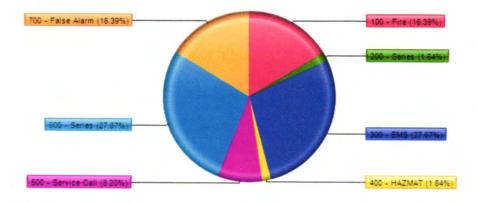
- 1. Fire Department
- 2. McKinney Center
- 3. McKinney Center Program Manager
- 4. Digital Media Manager
- 5. Marketing Manager
- 6. Director of Tourism & Main Street
- 7. Building Inspector
- 8. Utility Manager
- 9. Water Quality
- 10. Water Distribution
- 11. Wastewater
- 12. Water Treatment
- 13. Police Department
- 14. Jackson Theatre Operations Manager
- 15. Jackson Theatre Assistant Manager
- 16. Jackson Theatre Technical Director
- 17. Parks and Recreation

Date: Tuesday, April 1, 2025 Time: 6:35:59 AM

Fire - Incident Types

Fire Incident Type Breakdown

Incident Type Grou	up l
100 - Fire	10
200 - Series	1
300 - EMS	17
400 - HAZMAT	1
500 - Service Call	5
600 - Series	17
700 - False Alarm	10
	61



Incident List by Alarm Date/Time

Incident Number	Alarm Date	Alarm Time	Location	Incident Type Code	Incident Type	NFIRS Number
25036689	3/1/2025 2:40:25 PM	2:40 PM	134 VALLEY RD	600	Good intent call, other	0000138
25036774	3/1/2025 5:44:49 PM	5:44 PM	705 E JACKSON BL	531	Smoke or odor removal	0000139
25037029	3/2/2025 7:21:16 AM	7:21 AM	756 BARLEY LP	700	False alarm or false call, other	0000142
25037139	3/2/2025 11:32:56 AM	11:32 AM	256 HAIRETOWN RD	311	Medical assist, assist EMS crew	0000143
25037235	3/2/2025 4:16:49 PM	4:16 PM	111 BERRY RIDGE RD	151	Outside rubbish, trash or waste fire	0000144
25037468	3/3/2025 3:07:47 AM	3:07 AM	3360 GREENWOOD DR	311	Medical assist, assist EMS crew	0000145
25037605	3/3/2025 8:52:30 AM	8:52 AM	3360 GREENWOOD DR	311	Medical assist, assist EMS crew	0000146
25037625	3/3/2025 9:23:40 AM	9:23 AM	122 JOHN FRANCE RD	611	Dispatched & canceled en route	0000147
25037812	3/3/2025 2:12:59 PM	2:12 PM	706 TREADWAY TR	142	Brush or brush-and-grass mixture fire	0000148
25037990	3/3/2025 6:44:39 PM	6:44 PM	30 TALL TALE LN	311	Medical assist, assist EMS crew	0000149
25038052	3/3/2025 9:31:03 PM	9:31 PM	488 OLD EMBREEVILLE RD	311	Medical assist, assist EMS crew	0000150
25038291	3/4/2025 8:43:16 AM	8:43 AM	445 ENGLISH IVY TRL	743	Smoke detector activation, no fire - unintentional	0000151
25039287	3/5/2025 2:41:33 PM	2:41 PM	30 TALL TALE LN	311	Medical assist, assist EMS crew	0000152
25040246	3/6/2025 7:57:14 PM	7:57 PM	125 J A RAMSEY LN	600	Good intent call, other	0000153
5040525	3/7/2025 8:46:48 AM	8:46 AM	405 E JACKSON BL	322	Motor vehicle accident with injuries	0000154
25040642	3/7/2025 12:11:03 PM	12:11 PM	440 MATSON RD	111	Building fire	0000155
25040967	3/7/2025 10:20:29 PM	10:20 PM	BACON BRANCH RD	611	Dispatched & canceled en route	0000156
25041396	3/8/2025 8:38:10 PM	8:38 PM	3510 MCKINLEY RD	651	Smoke scare, odor of smoke	0000157
5041635	3/9/2025 11:15:48 AM	11:15 AM	314 HEADTOWN RD	600	Good intent call, other	0000158
25041654	3/9/2025 12:01:20 PM	12:01 PM	535 LEESBURG RD	611	Dispatched & canceled en route	0000159
5041790	3/9/2025 6:05:45 PM	6:05 PM	306 FOREST DR	442	Overheated motor	0000160
25041821	3/9/2025 7:25:40 PM	7:25 PM	159 SHORT LN	322	Motor vehicle accident with injuries	0000161
5041874	3/9/2025 9:17:00 PM	9:17 PM	410 W MAIN ST	553	Public service	0000162
5042098	3/10/2025 7:43:41 AM	7:43 AM	1165 E MAIN ST	600	Good intent call, other	0000163
5042138	3/10/2025 8:41:49 AM	8:41 AM	107 MILLER RD	322	Motor vehicle accident with injuries	0000164
5042598	3/10/2025 10:04:20 PM	10:04 PM	232 JOHN FRANCE RD	142	Brush or brush-and-grass mixture fire	0000165
5043166	3/11/2025 3:39:59 PM	3:39 PM	379 BILL BENNETT RD	141	Forest, woods or wildland fire	0000167
5043234	3/11/2025 5:43:54 PM	5:43 PM	1298 W JACKSON BL #15	113	Cooking fire, confined to container	0000168
5043268	3/11/2025 7:08:11 PM	7:08 PM	376 E JACKSON BL	353	Removal of victim(s) from stalled elevator	0000169
5043983	3/12/2025 6:56:59 PM	6:56 PM	BOONES CREEK RD	324	Motor vehicle accident with no injuries.	0000170

Page 1.

25043988	3/12/2025 7:02:38 PM	7:02 PM	123 HARDIN DR	744	Detector activation, no fire - unintentional	0000171
25044057	3/12/2025 9:39:07 PM	9:39 PM	636 TAVERN HILL RD	142	Brush or brush-and-grass mixture fire	0000172
25044335	3/13/2025 10:29:51 AM	10:29 AM	116 CLAUDE SIMMONS RD	744	Detector activation, no fire - unintentional	0000173
25044574	3/13/2025 4:29:29 PM	4:29 PM	480 HIGHWAY 81 N	322	Motor vehicle accident with injuries	0000174
25045001	3/14/2025 10:30:00 AM	10:30 AM	2826 INDIAN RIDGE RD	151	Outside rubbish, trash or waste fire	0000175
25045072	3/14/2025 12:41:16 PM	12:41 PM	125 CHESTNUT RIDGE DR	700	False alarm or false call, other	0000176
25045085	3/14/2025 1:04:18 PM	1:04 PM	231 NUCKLES DR	611	Dispatched & canceled en route	0000177
25045088	3/14/2025 1:09:34 PM	1:09 PM	905 CHARLEM CT	142	Brush or brush-and-grass mixture fire	0000178
25045665	3/15/2025 9:36:18 AM	9:36 AM	404 SAND VALLEY RD	600	Good intent call, other	0000180
25046539	3/16/2025 6:53:25 PM	6:53 PM	BOONES CREEK RD	322	Motor vehicle accident with injuries	0000181
25047277	3/17/2025 9:48:07 PM	9:48 PM	320 UPPER SAND VALLEY RD	746	Carbon monoxide detector activation, no CO	0000182
25047843	3/18/2025 5:32:09 PM	5:32 PM	607 NEWT GOOD RD	611	Dispatched & canceled en route	0000183
25048068	3/19/2025 6:42:42 AM	6:42 AM	501 W MAIN ST	744	Detector activation, no fire - unintentional	0000184
25048174	3/19/2025 10:32:03 AM	10:32 AM	218 LAKERIDGE DR	611	Dispatched & canceled en route	0000185
25048310	3/19/2025 2:35:42 PM	2:35 PM	815 ALLISON DR	622	No incident found on arrival at dispatch address	0000186
25048419	3/19/2025 5:04:58 PM	5:04 PM	219 COUNTY FARM RD	561	Unauthorized burning	0000187
25048492	3/19/2025 7:36:41 PM	7:36 PM	206 BRANDONWOOD DR	561	Unauthorized burning	0000188
25049501	3/21/2025 10:49:26 AM	10:49 AM	1791 HIGHWAY 11 E	151	Outside rubbish, trash or waste fire	0000189
25049625	3/21/2025 1:37:41 PM	1:37 PM	1985 CARROLL CREEK RD	611	Dispatched & canceled en route	0000190
25049659	3/21/2025 2:14:51 PM	2:14 PM	365 MT ZION CHURCH RD	322	Motor vehicle accident with injuries	0000191
25049800	3/21/2025 6:05:26 PM	6:05 PM	151 Highway 81 N	311	Medical assist, assist EMS crew	0000193
25049847	3/21/2025 7:06:54 PM	7:06 PM	320 HEADTOWN RD	240	Explosion (no fire), other	0000192
25050502	3/22/2025 7:26:02 PM	7:26 PM	134 VALLEY RD	631	Authorized controlled burning	0000194
25051486	3/24/2025 10:48:04 AM	10:48 AM	684 OLD STATE ROUTE 34	745	Alarm system activation, no fire - unintentional	0000195
25051510	3/24/2025 11:13:34 AM	11:13 AM	110 OLD STATE ROUTE 34	744	Detector activation, no fire - unintentional	0000196
25053019	3/26/2025 3:43:15 PM	3:43 PM	Bulldog Miller RD	622	No incident found on arrival at dispatch address	0000197
25053318	3/27/2025 2:28:52 AM	2:28 AM	Chestnut Ridge DR	736	CO detector activation due to malfunction	0000198
5053726	3/27/2025 4:22:53 PM	4:22 PM	111 JACOB BRIGHT LN	631	Authorized controlled burning	0000199
5055255	3/29/2025 11:18:55 PM	11:18 PM	205 N SECOND AV #6	520	Water problem, other	0000200
5055516	3/30/2025 10:26:45 AM	10:26 AM	167 HEADTOWN RD	322	Motor vehicle accident with injuries	0000201
25056333	3/31/2025 5:36:35 PM	5:36 PM	1200 E JACKSON BL	322	Motor vehicle accident with injuries	0000202

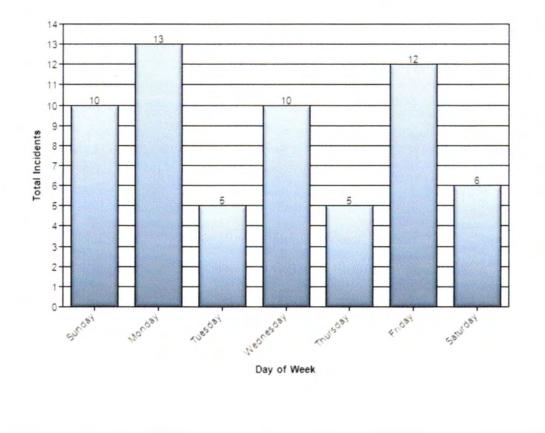
District	Incident Type Code	Alarm Date	Incident Number	NFIRS Number	Addresses Combined More
lity					
	113				
		3/11/2025 5:43:54 PM	25043234	0000168	1298 W JACKSON BL #15
	142				
		3/14/2025 1:09:34 PM	25045088	0000178	905 CHARLEM CT
	151				
		3/21/2025 10:49:26 AM	25049501	0000189	1791 HIGHWAY 11 E
	240				
		3/21/2025 7:06:54 PM	25049847	0000192	320 HEADTOWN RD
	311				
		3/3/2025 6:44:39 PM	25037990	0000149	30 TALL TALE LN
		3/5/2025 2:41:33 PM	25039287	0000152	30 TALL TALE LN
	322				
		3/7/2025 8:46:48 AM	25040525	0000154	405 E JACKSON BL
		3/16/2025 6:53:25 PM	25046539	0000181	BOONES CREEK RD
		3/30/2025 10:26:45 AM	25055516	0000201	167 HEADTOWN RD
		3/31/2025 5:36:35 PM	25056333	0000202	1200 E JACKSON BL
	324				
		3/12/2025 6:56:59 PM	25043983	0000170	BOONES CREEK RD
	353				
		3/11/2025 7:08:11 PM	25043268	0000169	376 E JACKSON BL
	442				
		3/9/2025 6:05:45 PM	25041790	0000160	306 FOREST DR
	520				
		3/29/2025 11:18:55 PM	25055255	0000200	205 N SECOND AV #6
	531	Stand Street Street			and the second second

		3/1/2025 5:44:49 PM	25036774	0000139	705 E JACKSON BL
	553				
		3/9/2025 9:17:00 PM	25041874	0000162	410 W MAIN ST
	622				
		3/19/2025 2:35:42 PM	25048310	0000186	815 ALLISON DR
	700				
		3/2/2025 7:21:16 AM	25037029	0000142	756 BARLEY LP
	743				
		3/4/2025 8:43:16 AM	25038291	0000151	445 ENGLISH IVY TRL
	744				
		3/19/2025 6:42:42 AM	25048068	0000184	501 W MAIN ST
		3/24/2025 11:13:34 AM	25051510	0000196	110 OLD STATE ROUT 34
County					
	111				
		3/7/2025 12:11:03 PM	25040642	0000155	440 MATSON RD
	141				
		3/11/2025 3:39:59 PM	25043166	0000167	379 BILL BENNETT RD
	142				
		3/3/2025 2:12:59 PM	25037812	0000148	706 TREADWAY TR
		3/12/2025 9:39:07 PM	25044057	0000172	636 TAVERN HILL RD
71-15-		3/10/2025 10:04:20 PM	25042598	0000165	232 JOHN FRANCE RD
	151				
		3/2/2025 4:16:49 PM	25037235	0000144	111 BERRY RIDGE RD
		3/14/2025 10:30:00 AM	25045001	0000175	2826 INDIAN RIDGE RD
	311				
		3/2/2025 11:32:56 AM	25037139	0000143	256 HAIRETOWN RD
		3/3/2025 3:07:47 AM	25037468	0000145	3360 GREENWOOD DR
		3/3/2025 8:52:30	25037605	0000146	3360 GREENWOOD DR

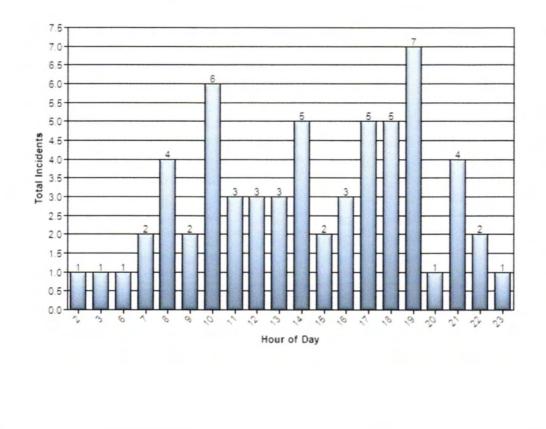
	AM			
	3/3/2025 9:31:03 PM	25038052	0000150	488 OLD EMBREEVILL RD
	3/21/2025 6:05:26 PM	25049800	0000193	151 Highway 81 N
322	The second second			
	3/13/2025 4:29:29 PM	25044574	0000174	480 HIGHWAY 81 N
	3/21/2025 2:14:51 PM	25049659	0000191	365 MT ZION CHURCH RD
	3/9/2025 7:25:40 PM	25041821	0000161	159 SHORT LN
	3/10/2025 8:41:49 AM	25042138	0000164	107 MILLER RD
561	Contraction of the second			
	3/19/2025 7:36:41 PM	25048492	0000188	206 BRANDONWOOD DR
	3/19/2025 5:04:58 PM	25048419	0000187	219 COUNTY FARM RD
600	A STATE OF AN			
	3/1/2025 2:40:25 PM	25036689	0000138	134 VALLEY RD
	3/6/2025 7:57:14 PM	25040246	0000153	125 J A RAMSEY LN
	3/10/2025 7:43:41 AM	25042098	0000163	1165 E MAIN ST
	3/15/2025 9:36:18 AM	25045665	0000180	404 SAND VALLEY RD
	3/9/2025 11:15:48 AM	25041635	0000158	314 HEADTOWN RD
611				
	3/3/2025 9:23:40 AM	25037625	0000147	122 JOHN FRANCE RD
	3/7/2025 10:20:29 PM	25040967	0000156	BACON BRANCH RD
	3/14/2025 1:04:18 PM	25045085	0000177	231 NUCKLES DR
	3/21/2025 1:37:41 PM	25049625	0000190	1985 CARROLL CREEK RD
	3/18/2025 5:32:09 PM	25047843	0000183	607 NEWT GOOD RD
	3/19/2025 10:32:03 AM	25048174	0000185	218 LAKERIDGE DR
	3/9/2025 12:01:20 PM	25041654	0000159	535 LEESBURG RD
622				
	3/26/2025	25053019	0000197	Bulldoa Miller RD

		3:43:15 PM			
	631				
		3/22/2025 7:26:02 PM	25050502	0000194	134 VALLEY RD
		3/27/2025 4:22:53 PM	25053726	0000199	111 JACOB BRIGHT LN
	651				
		3/8/2025 8:38:10 PM	25041396	0000157	3510 MCKINLEY RD
	744				
		3/12/2025 7:02:38 PM	25043988	0000171	123 HARDIN DR
		3/13/2025 10:29:51 AM	25044335	0000173	116 CLAUDE SIMMONS RD
	745				
		3/24/2025 10:48:04 AM	25051486	0000195	684 OLD STATE ROUTE 34
	746				
		3/17/2025 9:48:07 PM	25047277	0000182	320 UPPER SAND VALLEY RD
Inside City of Johnson City					
	700				
		3/14/2025 12:41:16 PM	25045072	0000176	125 CHESTNUT RIDGE DR
	736				
		3/27/2025 2:28:52 AM	25053318	0000198	Chestnut Ridge DR

Monthly Breakdown of Incidents



Hourly Breakdown of Incidents



Fire - Incident Types Codes with Detail Breakdown

Date: Tuesday, April 1, 2025 Time: 6:43:08 AM

Incident Type Group	Incident Type Code	Alarm Date	Incident Number	NFIRS Number	Incident Type	Action Taken 1	Property Use Code	Property Use
100 - Fire								
	111						19.00 M	Salar Salar
		3/7/2025 12:11:03 PM	25040642	0000155	Building fire	Investigate	419	1 or 2 family dwelling
1	and the other		State State of States		1			
170	113	and the second second						
		3/11/2025 5:43:54 PM	25043234	0000168	Cooking fire, confined to container	Investigate fire out on arrival	429	Multifamily dwelling
					1			
	141							a share
		3/11/2025 3:39:59 PM	25043166	0000167	Forest, woods or wildland fire	Provide manpower		
					1			
a sures	142	Contraction of the	and the second			and the second second		
		3/3/2025 2:12:59 PM	25037812	0000148	Brush or brush-and- grass mixture fire	Extinguishment by fire service personnel	931	Open land or field
		3/10/2025 10:04:20 PM	25042598	0000165	Brush or brush-and- grass mixture fire	Fire control or extinguishment, other	931	Open land of field
		3/12/2025 9:39:07 PM	25044057	0000172	Brush or brush-and- grass mixture fire	Extinguishment by fire service personnel	931	Open land or field
		3/14/2025 1:09:34 PM	25045088	0000178	Brush or brush-and- grass mixture fire	Investigate fire out on arrival	931	Open land or field
					4			
	151	200		-	and the second		The second	
		3/2/2025 4:16:49 PM	25037235	0000144	Outside rubbish, trash or waste fire	Extinguishment by fire service personnel	419	1 or 2 family dwelling

		3/14/2025 10:30:00 Am	25045001	0000175	Outside rubbish, trash or waste fire	Investigate	419	1 or 2 family dwelling
		3/21/2025 10:49:26 Am	25049501	0000189	Outside rubbish, trash or waste fire	Extinguishment by fire service personnel	936	Vacant lot
					3			
10								
200 -								
Series	10131-114							
	240					State Property	and the state	State of the second
		3/21/2025 7:06:54 PM	25049847	0000192	Explosion (no fire), other	Investigate	419	1 or 2 famil dwelling
					1			
1					1			
300 -			and the second second				1-1-25-	
EMS								
-	311							
	311	3/2/2025 11:32:56 AM	25037139	0000143	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 famil dwelling
	311	11:32:56	25037139 25037468	0000143 0000145	assist, assist		419 419	
	311	11:32:56 AM 3/3/2025 3:07:47			assist, assist EMS crew Medical assist, assist	manpower Provide		dwelling 1 or 2 famil dwelling
	311	11:32:56 AM 3/3/2025 3:07:47 AM 3/3/2025 8:52:30	25037468	0000145	assist, assist EMS crew Medical assist, assist EMS crew Medical assist, assist	manpower Provide manpower Provide	419	dwelling 1 or 2 famil dwelling 1 or 2 famil dwelling
	311	11:32:56 AM 3/3/2025 3:07:47 AM 3/3/2025 8:52:30 AM 3/3/2025 6:44:39	25037468 25037605	0000145 0000146	Assist, assist EMS crew Medical assist, assist EMS crew Medical assist, assist EMS crew Medical assist, assist	manpower Provide manpower Provide manpower Provide	419 419	dwelling 1 or 2 famil dwelling 1 or 2 famil dwelling Multifamily dwelling
	311	11:32:56 AM 3/3/2025 3:07:47 AM 3/3/2025 8:52:30 AM 3/3/2025 6:44:39 PM 3/3/2025 9:31:03	25037468 25037605 25037990	0000145 0000146 0000149	Assist, assist EMS crew Medical assist, assist EMS crew Medical assist, assist EMS crew Medical assist, assist EMS crew Medical assist, assist	manpower Provide manpower Provide manpower Provide manpower Assistance,	419 419 429	dwelling 1 or 2 famil 1 or 2 famil dwelling 1 or 2 famil dwelling Multifamily dwelling 1 or 2 famil
	311	11:32:56 AM 3/3/2025 3:07:47 AM 3/3/2025 8:52:30 AM 3/3/2025 6:44:39 PM 3/3/2025 9:31:03 PM 3/5/2025 2:41:33	25037468 25037605 25037990 25038052	0000145 0000146 0000149 0000150	assist, assistEMS crewMedicalassist, assistEMS crew	manpower Provide manpower Provide manpower Provide manpower Assistance, other Provide	419 419 429 419	dwelling 1 or 2 famil dwelling 1 or 2 famil dwelling Multifamily dwelling 1 or 2 famil dwelling Multifamily dwelling Multifamily dwelling Multifamily dwelling
	311	11:32:56 AM 3/3/2025 3:07:47 AM 3/3/2025 8:52:30 AM 3/3/2025 6:44:39 PM 3/3/2025 9:31:03 PM 3/5/2025 2:41:33 PM 3/21/2025 6:05:26	25037468 25037605 25037990 25038052 25039287	0000145 0000146 0000149 0000150 0000152	Assist, assist EMS crew Medical assist, assist EMS crew Medical assist, assist EMS crew Medical assist, assist EMS crew Medical assist, assist EMS crew Medical assist, assist EMS crew Medical assist, assist EMS crew	manpower Provide manpower Provide manpower Provide manpower Assistance, other Provide manpower Assistance,	419 419 429 419 429	dwelling1 or 2 famil dwelling1 or 2 famil dwellingMultifamily dwelling1 or 2 famil dwelling1 or 2 famil dwellingMultifamily dwellingMultifamily dwelling1 or 2 famil dwelling1 or 2 famil dwelling
	311	11:32:56 AM 3/3/2025 3:07:47 AM 3/3/2025 8:52:30 AM 3/3/2025 6:44:39 PM 3/3/2025 9:31:03 PM 3/5/2025 2:41:33 PM 3/21/2025 6:05:26	25037468 25037605 25037990 25038052 25039287	0000145 0000146 0000149 0000150 0000152	Assist, assist EMS crew Medical assist, assist EMS crew Medical assist, assist EMS crew Medical assist, assist EMS crew Medical assist, assist EMS crew Medical assist, assist EMS crew Medical assist, assist EMS crew	manpower Provide manpower Provide manpower Provide manpower Assistance, other Provide manpower Assistance,	419 419 429 419 429	dwelling 1 or 2 familidwelling 1 or 2 familidwelling Multifamilydwelling 1 or 2 familidwelling Multifamilydwelling Multifamilydwelling Multifamilydwelling 1 or 2 familidwelling Multifamilydwelling Multifamilydwelling 1 or 2 familidwelling

		3/9/2025			Overheated	Investigate		Elementary
DO - AZMAT	442						in 12-55	
17								
					1			
		3/11/2025 7:08:11 PM	25043268	0000169	Removal of victim(s) from stalled elevator	Investigate	449	Hotel/mote commercial
Costa	353						ting dama	
					1			
		3/12/2025 6:56:59 PM	25043983	0000170	Motor vehicle accident with no injuries.	Investigate	961	Highway or divided highway
	324					2. 20		
					8			
		3/31/2025 5:36:35 PM	25056333	0000202	Motor vehicle accident with injuries	Investigate	961	Highway or divided highway
		3/30/2025 10:26:45 AM	25055516	0000201	Motor vehicle accident with injuries	Investigate	961	Highway or divided highway
		3/21/2025 2:14:51 PM	25049659	0000191	Motor vehicle accident with injuries	Investigate	962	Residential street, road or residenti driveway
		3/16/2025 6:53:25 PM	25046539	0000181	Motor vehicle accident with injuries	Control traffic	962	Residential street, road or resident driveway
		3/13/2025 4:29:29 PM	25044574	0000174	Motor vehicle accident with injuries	Control traffic	961	Highway or divided highway
		3/10/2025 8:41:49 Am	25042138	0000164	Motor vehicle accident with injuries	Investigate	960	Street, othe
		3/9/2025 7:25:40 PM	25041821	0000161	Motor vehicle accident with injuries	Investigate	419	1 or 2 fami dwelling
					injuries			highway

								kindergarten
					1			
1								
	1							
500 - Service Call								
	520	Contraction of the						
		3/29/2025 11:18:55 PM	25055255	0000200	Water problem, other	Investigate	429	Multifamily dwelling
					1			
	531	A States of the		E BRUXINE A		A State of the second		And States of States
		3/1/2025 5:44:49 PM	25036774	0000139	Smoke or odor removal	Investigate	161	Restaurant o cafeteria
					1			
a she had	553			an est	States and the			
		3/9/2025 9:17:00 PM	25041874	0000162	Public service	Investigate	419	1 or 2 family dwelling
					1			
	561		The Alexand	A STATE	Contraction of the			
		3/19/2025						
		5:04:58 PM	25048419	0000187	Unauthorized burning	Investigate	931	Open land of field
		3/19/2025 7:36:41 PM	25048492	0000188	Unauthorized burning	Investigate	931	Open land of field
					2			
5								
600 - Series							and a second	
	600							
		3/1/2025 2:40:25 PM	25036689	0000138	Good intent call, other	Investigate	419	1 or 2 family dwelling
-		3/6/2025 7:57:14 PM	25040246	0000153	Good intent call, other	Investigate	931	Open land or field
		3/9/2025 11:15:48 AM	25041635	0000158	Good intent call, other	Investigate	419	1 or 2 family dwelling

	3/10/2025 7:43:41 AM	25042098	0000163	Good intent call, other	Investigate	931	Open land or field
	3/15/2025 9:36:18 AM	25045665	0000180	Good intent call, other	Investigate	900	Outside or special property, other
				5			
611							
	3/3/2025 9:23:40 AM	25037625	0000147	Dispatched & canceled en route	Cancelled en route	962	Residential street, road or residentia driveway
	3/7/2025 10:20:29 PM	25040967	0000156	Dispatched & canceled en route	Cancelled en route	υυυ	Undetermine
	3/9/2025 12:01:20 PM	25041654	0000159	Dispatched & canceled en route	Cancelled en route		
	3/14/2025 1:04:18 PM	25045085	0000177	Dispatched & canceled en route	Cancelled en route		
	3/18/2025 5:32:09 PM	25047843	0000183	Dispatched & canceled en route	Cancelled en route		
	3/19/2025 10:32:03 AM	25048174	0000185	Dispatched & canceled en route	Cancelled en route		
	3/21/2025 1:37:41 PM	25049625	0000190	Dispatched & canceled en route	Cancelled en route		
				7			1
622	Digens and		a na san				
	3/19/2025 2:35:42 PM	25048310	0000186	No incident found on arrival at dispatch address	Investigate	419	1 or 2 family dwelling
	3/26/2025 3:43:15 PM	25053019	0000197	No incident found on arrival at dispatch address	Investigate	NNN	None
				2			
631					and the second	Section 1	
	3/22/2025 7:26:02 PM	25050502	0000194	Authorized controlled burning	Investigate	419	1 or 2 family dwelling
	3/27/2025 4:22:53 PM	25053726	0000199	Authorized controlled burning	Investigate	931	Open land or field

		3/8/2025			Smoke scare,			1
		8:38:10 PM	25041396	0000157	odor of smoke	Investigate	419	1 or 2 famile dwelling
					1			
17								
700 - False Alarm								
End A	700	1			Garbon			
		3/2/2025 7:21:16 AM	25037029	0000142	False alarm or false call, other	Investigate	419	1 or 2 famil dwelling
		3/14/2025 12:41:16 PM	25045072	0000176	False alarm or false call, other	Investigate	419	1 or 2 famil dwelling
					2			
	736			a With an	State and			
		3/27/2025 2:28:52 AM	25053318	0000198	CO detector activation due to malfunction	Investigate	419	1 or 2 famil dwelling
					1			
	743							
		3/4/2025 8:43:16 AM	25038291	0000151	Smoke detector activation, no fire - unintentional	Investigate	419	1 or 2 famil dwelling
					1			
	744	States 1	and Distance	and the second		all the second		
		3/12/2025 7:02:38 PM	25043988	0000171	Detector activation, no fire - unintentional	Investigate	419	1 or 2 famil dwelling
		3/13/2025 10:29:51 AM	25044335	0000173	Detector activation, no fire - unintentional	Investigate	211	Preschool
		3/19/2025 6:42:42 AM	25048068	0000184	Detector activation, no fire - unintentional	Investigate	419	1 or 2 famil dwelling
		3/24/2025 11:13:34 AM	25051510	0000196	Detector activation, no fire - unintentional	Investigate	579	Motor vehic or boat sale services, repair

	745				4			
		3/24/2025 10:48:04 AM	25051486	0000195	Alarm system activation, no fire - unintentional	Investigate	215	High school/junio high school/midd school
					1			
and the second	746				in the second		New Wines	The second
		3/17/2025 9:48:07 PM	25047277	0000182	Carbon monoxide detector activation, no CO	Assistance, other	419	1 or 2 family dwelling
					1			

Theresa Hammons, McKinney Center Director, Monthly Report - March 2025

This is the time of year that we have fundraising on our minds. We are at the end of our membership drive. Ernest L. McKinney Day of Giving is coming up on April 4 and Masterpiece Mingle is on April 29th. We are getting close to wrapping up spring classes. We have published our summer camp offerings. Outreach activities have started to pick up. We've attended conferences this month. And we are putting plans in place for our Fall Vendor Market and Fall Classes!

Spring 2025 Classes – registration for spring 2025 is right on target. We have approximately 276 registrations and 31 classes and workshops have made. That does not include all the private guitar, voice, dulcimer, and fiddle lessons. We are up 6.9% from Spring 2024. We are promoting classes on all social media platforms. The Marketing Team has also assisted by creating some social media reels and posts on their pages.

I am working with an Enrichment Counselor in Lee County, VA to bring her 11 Enrichment students to the McKinney Center for a workshop with one of our instructors. I am collaborating with the counselor to have a full day in Jonesborough and the students will visit the Griffin Gallery as well. The instructor, Kay Grogg, will be doing a Cyanotype workshop with the children. As I receive photos from the students, I send them to Kay, and she is turning them into negatives for the workshop. We have also ordered all the supplies for this workshop.

Every Monday I print out our registration spread sheet. I assess which classes have made and which classes we need to combine or cancel. I communicate with the instructors and give them an update on their classes. I also remind them which of their classes are coming up and which ones we need to push and publicize. I also send an update to the Marketing Team and my staff and ask for help promoting these upcoming classes.

Summer 2025 Camps – We have now released our summer camp information. I collaborated with instructors to update their descriptions. I updated all the budgets to create registration fees and supply budgets. Bre has sent emails to all past scholarship students to remind them to reapply or register. We have 16 registrations so far. I wrote a press release. Skye is working on social media advertising.

Play-in-a-week Camp did not receive as much grant funding as usual. We were short of about \$1,300 from the Tennessee Arts Commission. They said they had received an unprecedented number of grant submissions this year. I was able to secure a \$500 donation for the camp. Anne and I are looking for another sponsor for the \$800. We want to keep the cost of the camp the same as last year. Therefore, we need to get donations for the camp.

Budget, Building, and Grounds – I created a budget presentation and shared that with the BMA this month. I emphasized the need for replacement windows for the 85-year-old building. We need some additional upgrades such as HVAC in my office, replacement of tables and chairs for our rentals, black out curtains for our auditorium and a few other things. We would like more programming funding for a Booker T. Washington Alumni exhibition, and outreach programming. We have also asked for some additional support for the annual play and other things.

Cintas have begun their service. So far, all is going well. If our budget request is approved, I hope to add some additional services. I spent time this month calculating how much we had left in our housecleaning/janitorial line and how much we could spend on Cintas services this month. I then did a PO

for the services and worked with Cintas to schedule installation and the start of the program.

I filled out our new budget template which I loved. I appreciated having a form to fill in with guidance and structure. I turned in the budget information to Janet and Glenn in February and we had our budget meeting together.

I received a quote for window replacement and will be writing a memo to Glenn with a recommendation soon.

I revamped the Broyles proposal from the Advisory Committee for Glenn's review.

We have several food courses that we teach at the Gillespie Building. My instructor notified me that the back door to the kitchen in the Gillespie Building had been torn off the hinges and that the kitchen was full of food pantry items. I emailed John Livingston, and he promised to check the room for the pantry items. John had the items removed very quickly. Rick Duvall has replaced the door. We have two canning classes this spring in the kitchen, with 10 students each. This is one of our most popular classes at the moment.

I also worked with Rick and Roger to fix a leak under our kitchen sink.

Training – I have scheduled online training for my staff through Public Entity Partners (PEP). This month we focused on training in theatre and stage settings. In April we will focus on time management and office safety and skills.

Anne and I attended the Tennessee Association of Museum's Conference in March. We presented about the Living Here exhibition. We have also won two awards for the rebranding of the StoryTown Radio Show and the Living Here exhibition.

Exhibitions – The Appalachian Highlands Artisan Exhibition opened on March 7. We had over twenty artists submit. Many of them are new to the McKinney Center. I worked on placement of all the artwork, wrote press releases and shopped for the reception. There were over 70 people in attendance at the reception and sold several pieces that night. This month we have sold 8 pieces of artwork, and we have had several visitors this month to see the show.

Our next exhibit will be a one night showing and reception of artwork from the **Washington County Public** Schools on April 10.

The following exhibition will be our, Ms. Brown's Student Art Exhibition on May 8.

Masterpiece Mingle – This past month I secured catering for the event. We will be using David Crockett Culinary Arts Program. I have spent a great deal of time calling and emailing artists for donations for the Mingle. We are having a tough time getting donations this year.

Ernest L. McKinney Day of Giving – Skye used photos and albums I received from Buttons McKinney to create slide shows for the online giving day. We did three different videos and reels that will be posted throughout the day on April 4.

Indelible Appalachians – We now have this film scheduled for September 4, 2025. This is the film that

Alderman Dickson worked on and is featured in. We are excited to get this scheduled at the McKinney Center and hope to have a, talk back, session after the viewing.

StoryTown Programs – The March show had over 100 people in attendance. We are starting out the season incredibly strong. We have also sold twenty-three season passes. The goal was to sell twenty season passes so we are pleased with how things are going. We meet on a regular basis to discuss the StoryTown Programs and Anne is great at keeping us up to date. We decided to do a ½ Season Pass which Anne has worked out the details on and they are ready to sale.

Anne had five people to participate in the first Listening Day at the Senior Center in March. I was very skeptical about doing this due to their lack of success in the past. However, Anne had more people participate in this first event than ever before. I am incredibly pleased with the turnout and look forward to the stories that we will get from this partnership with the Senior Center.

Anne will also be doing a Murder Play later in the year and she will be working on a larger play in 2026.

Our AmeriCorps Volunteer, Nori Shaw, has now interviewed 3 Booker T. Washington Alumni to get their stories for the next Living Here exhibit. Nori is working with Anne and Skye to schedule interviews with the alumni. Skye is taking portraits of the individuals and Anne, and I will assist Nori with the exhibition development. This will be our sequel to the Living Here Exhibition that we did last year.

Our other AmeriCorps Volunteer, Martha Blaser, is creating a guided tour of our building.

This past month I have reviewed all the press releases that Anne has written for her programs and events. And we work together on supply orders for the events, set props, invoices, etc.

Membership Drive – Our membership drive has wrapped up with 86 members. I am pleased with this number. We hit our monetary goal of \$2,000. I am sure we will reach our 100 members goal by the end of the year.

Fall Market – This event will be August 23rd. The survey we sent to artists suggested they would like to see the event go to one day only. We also have hopes to use the Broyles field for this event as well. I updated the Asana plan for the fall market.

Marketing – I wrote 4 press releases this past month, The McKinney Center to Offer Multiple Events and Programs this Spring sent out on March 3, and Masterpiece Mingle at the McKinney Center, sent out on March 6, a press release about Summer Camps, and a press release about the Appalachian Art exhibit.

I also spent time updating website text for Summer Camps for Mitchell and I updated the Fall Market regfox form.

I approved the design for new yard signs and a trifold display board that we will stand on tables during outreach events.

I was interviewed by ETSU student, Jaiden Morgan, for an article.

Electrical Box Wrap project - I am working with Glenn, Nancy Kavanaugh, and my staff to create artist wraps

for electrical boxes around town. Our AmeriCorps volunteers and Nancy identified over 20 boxes throughout downtown that could use some love and beautification. We will be choosing several works of art from our student art show to present to the Historic zoning committee in the future. We will also put out a call to artists for the 3-4 boxes that are located on Main Street.

Other Tasks:

- Approved a gift certificate for the MOTS fundraiser.
- Met with Paula Spangler about the artists that she represents.
- Worked with Bre on a different rental request from the Edgar Allan Poe Speakeasy Troup.
- Created and turned in the interim report for the Berea College Grant.
- Ordered supplies, aprons, craft supplies for St. Patrick's Day, Easter, and for the Lee County student workshop.
- Updated our Advisory Committee interest form.
- Updated donation/sponsorship letter.
- Updated Fall Market Asana Plan.
- Updated Fall Classes and semester Asana Plan.
- Turned in invoice and contract for the AmeriCorps program to Town Hall.
- Conducted mid-term reviews for the AmeriCorps Volunteers.
- I attended two meetings with the Senior Center, Parks and Rec, Jackson Theatre, and Marketing Director to learn about upcoming reorganization.
- Prepare agenda and preside over Weekly Staff Meetings.
- Prepare agenda and preside over Advisory Committee Meeting.
- Attend Main Street meeting.
- Attend a JAMSA meeting.
- Approve AmeriCorps Time Sheets, paperwork, and reports.
- Prepared and coded invoices.
- Sent Gina Course Storm deposit information from classes.
- Attended Supervisor Meeting.
- Communicating with instructors about classes, promoting classes, etc.

March 2025 Monthly Report, Skye McFarland

Outreach For the month of March, we began our in-person outreach by attending two summer camp fairs at elementary schools, Fairmont and Town Acres. We also participated in the St. Paddy's Day event in Downtown Jonesborough with a float in the parade and did kids' crafts throughout the day. With the count of people coming into the Christopher Taylor Cabin for that day, our in-person numbers are amazing for this month. We did more than usual on social media, as well. I believe this is due to doing more reels between myself and with help from the marketing team. Also, it is due to events picking up momentum in general. This month have I have worked to make posts each day, create and/or post reels, and created event pages for upcoming events. I also worked with our AmeriCorps, Martha Blaser, to create our St. Paddy's float and worked both the parade and St. Paddy's Day event the day of.

Facebook- Page Followers: 5466

Page Following: 34

Instagram- Followers: 2027

Reach: 12205

YouTube- Subscribers: 264

Watch Time: 16.4 Hours

New Subscribers: 0

Month	Number	Digital	Paper	
January		36,755		36,755
February	1	30,044	70	30,114
March	1517	66397	30	67,944
April	1			0
May			1	0
June				0
July				0
August				0
September				0
October				0
November			-	0
December				0
				134,813

Volunteers During the month of March, we have had volunteers who donated wine for our exhibit opening, worked the St. Paddy's Day event with us, and worked the StoryTown Radio Show. I continue to make requests for volunteers, reach out to key clubs in the area, maintain conversation with volunteers, and work along with them at events.

	McKinney	StoryTown	Total
January	14	152	166
February	14	102	116
March	20	128.5	148.5
April	-		
May			
June			
July			
August			
September		-	
October			
November			
December			
	-		430.5

Community Engagement Sub-Committee This sub-committee met on February 27th to review the agenda I created about upcoming events and past events. We also discussed changing our name and we will now be referred to as the Community Engagement Sub-committee rather than the Diversity & Equity Sub-committee. I ran the meeting, made minutes later, and communicated with members on when and where to meet.

Marketing & Miscellaneous: Videos: This month I created a Appalachian Highlands Artisan Exhibition video featuring each artist in the show, took video of Ola Dickerson and Shirley Ernest who are both Booker T. Washington Alumni, I also created a clip video of the Living Here project for a presentation.

Photography: This month I took photos of the Art Adventures class, Drawing class, Floral painting, pottery, Gyrokinesis, and the Fireside Foot Stool class.

Graphics: I created the April StoryTown Radio Show poster, the Ms. Brown's End of the Year Program flyer, a gift certificate for the Lollipop Shop, a rental advertisement for Town employees, a tri-fold for outreach events, a design for a new promotional item, and the Summer camp flyer.

Other tasks this month have included ordering promotional items to give away at outreach events, creating name tags for each artist for the Appalachian Highlands Artisan Exhibition

opening, working the Exhibition opening, added an Asana plan with tasks for myself to do a bi-monthly update of all of our events, practiced my Living Here Exhibit presentation and presented at the Appalachian Studies Association Conference. I also attended the conference for three days.

Breanna Walker-Schadler March Monthly Report- McKinney Center

Classes & Special Events:

We are continuing with our longer-term classes, private lessons, and rolling through our short term classes. Earlene Hopkins is still continuing to teach Gyrokinesis and Dance Discovery. Kara Bledsoe finished teaching Winter - Daytime Throwing and is transitioning to teaching her garden art series. Sydney Jackson is continuing to teach Homeschool Art Adventures, Art Adventures, Creative Constructions. She also started to teach the kids clay classes on the weekends, such as Clay Buddies, Kids N Clay, and Young Potters. Robin finished teaching her first session of Beginning Sewing and started the second session of Beginning Sewing. Jess Parks finished teaching her Clay - Hand Building, Texture and Form, and Clay - Beginner to Intermediate Wheel classes. She began to teach her Clay - Beginning Wheel class. Sharon Squibb continued to teach her Adventures in Drawing and Intermediate Watercolor - ONLINE courses. Donna Byrd finished her color mixing class, taught a Floral Painting Workshop, and began to teach her Beginning Oil classes. Roxanne McDaniels, Rheva Myhre, and Jonathan Edens continued to teach private lessons in March. We had nine private lesson students in March. We will have several classes and workshops that begin in April and will continue into May. We had 623 students in March.

We hosted Appalachian Highlands Artisan exhibit reception on March 7th at 5:00pm. We had 77 people in attendance and have sold eight pieces from the show. The StoryTown Radio Show held their March performance "Breaking through" with the Heartstrings was held on March 24th. We had a full house with 129 people in attendance.

Rentals:

We had 9 rentals in the month of March. The Washington County Department of Education held a training session on Friday the 7th in the auditorium and classroom 2 for most of the day. It was a comped rental. An employee rented the auditorium on the 8th for a baby shower and paid a total of \$150.00. A community member held a dance the evening of the 15th for \$130.00. Another employee held a birthday party at the center on the 29th and paid \$225.00. A church group held a service in the auditorium for four Sundays and a Sunday in classroom 2, and paid \$435.00 for all five events. We had 288 rental visitors in March. Total rental income for March was \$940.00.

I reviewed my 2025-2026 goals for rentals. One step in my goals is to get rental income up to level with pre-COVID numbers. One implementation step is to increase rental marketing. Martha and I joined WJHL on the morning of the 25th to promote rentals. I am waiting to hear if any other interviews are lined up. We will have an ad in an upcoming Herald & Tribune special edition as well.

Front Desk:

My shifts are physically spent at the front desk greeting people and answering the phone. I have been assisting people with Masterpiece Mingle, the radio show, rentals, and Spring/Summer classes. Roger and I discuss each morning the set up for each room to make sure they are done correctly. Weekly calendars are posted in seven locations throughout the building for people to view.

MBM Support:

For Spring classes, we have had over 29 classes make and have had over 270 registrations. Plenty of adult and kids classes have made for the spring semester. We are shifting our focus for the short classes and workshops that will happen throughout April and May. The teacher payment schedule, teacher payment excel, and teacher letter of agreements are all updated throughout the month as we make calls on if classes have made. Weekly schedules and the host schedule are reviewed weekly to reflect these changes as well. Teacher payments for the month of March have been submitted.

We released the summer camps on the 21st to the public. We have had over 10 registrations for summer camps so far. We will offer four weeks of summer camps throughout the month of June. Private lessons will restart in July and continue into the fall semester.

I am currently working on putting together a packet with procedures for day-to-day instructions. I am working on a training document that contains information about my different job responsibilities. My hope is that staff and hosts will be able to use the dayto-day instructions for when I am not physically present in the building. The training document is being used to train the AmeriCorps Volunteers and other full-time staff on aspects of my job for when I am at lunch, or for when I transition to leave in the summer.

I spent time working on both the March and April host schedules. We had some tweaks to the March schedule due to rentals and hosts getting sick. The hosts are asked to send me their April schedules by the 15th at midnight. The completed April host schedule and weekly calendars were sent out on March 24th.

The opening of the Appalachian Highlands Artisan exhibit was on March 7th. We sold two pieces opening night and have sold six pieces since opening night. I have been in contact with the artists whose art sold. At the end of the exhibit, we will submit requests for the artists.

The Masterpiece Mingle is at the end of April. We have been sending email requests for mingle and silent auction items to artists and local businesses. We have received art from several artists and have gotten plenty of silent auction items. The AmeriCorps Volunteers have been calling artists and businesses as well. We are working as a team to coordinate when to pick up pieces as necessary. I spent two days reviewing and organizing pieces from last years event. This year we will be using some space in the upper loft to keep pieces organized. It is my goal tweak the process this year to come up with a long term storage solution for donations.

Donations:

We received \$790 in donations from three community members in March.

Martha Blaser - March 2025 Monthly Report - McKinney Center

McKinney Center:

- Appalachian Highlands Artisan Exhibit
 - o Made and printed labels for the artwork
 - Hung artwork on walls where it was planned to go
 - Attended exhibit opening on 3/7 from 5-7pm
- Classes
 - Checked in students for Art Adventures class Thursdays at 4:30
 - Helped to set up and clean up before/after classes as needed
- Front Desk
 - Watched the front desk and assisted visitors as needed
 - Worked with Bre to begin training for their maternity leave
- Booker T. Washington School Tour
 - o Continued to work on research for the BTW School tour
 - Held meetings on 3/5 and 3/19 for tour project
 - o Worked on planning timeline for project progress
 - o Began making a binder for my research for staff to use
- St. Paddy's Day Event
 - Created decorations for the parade float
 - Made Lucky Charms marshmallows out of cardboard and papier-mâché, then painted appropriate colors
 - Worked with Skye to make cardboard rainbows and Lucky Charm cereal pieces
 - Worked with Skye and Bre to assemble float onto the golf cart the days before the event
 - Prepared for and attended St. Paddy's Day event from 8:30-5 on 3/15
 - Worked with Skye to plan and test kids craft before the event
- Masterpiece Mingle
 - o Called local artists to ask for donations for the Masterpiece Mingle
 - o Helped Bre with inventory for silent auction items and Mingle artwork pieces
 - Went with Nori to pick up donations from local businesses for the silent auction
- Meetings
 - Attended Advisory Committee meeting on 3/20
 - o Attended weekly staff meetings
 - Attended Marketing Meeting on 3/20
 - Held meetings on 3/5 and 3/19 for my Booker T. Washington Tour project
 - o Attended safety training courses throughout the month

Outreach:

- Delivered StoryTown Radio Show and Masterpiece Mingle posters to businesses in downtown Jonesborough
- · Worked on making decorations for St. Patrick's Day float
- Planned kids' craft for St. Patrick's Day event
- Started working with Skye to plan for the upcoming Easter event

Noriah Shaw, March Monthly Report- McKinney Center

Outreach:

This month, I printed and distributed copies of StoryTown Radio Show posters, as well as posters for our upcoming exhibit in downtown Jonesborough and Johnson City. Another way I contributed to outreach this March is by making social media posts. I created and uploaded seven social media posts to our StoryTown Facebook and Instagram page, in addition to the posts made by other members of our staff. These seven posts accumulated approx. 557 views over the month of March. During the month of March, Martha and I also attended two summer camp fairs held at local schools, where we distributed information about the McKinney Center's Summer classes, including Play in a Week, Artsploration, and Pottery Studio 101.

StoryTown:

This month, I produced March's episode of Voices of The Archives. I chose the story to share from our interview archives, and then scripted and recorded audio for the podcast. Another StoryTown project I worked on was the Story Snippet for March's newsletter. I chose a short story to be shared from our interview archives and then touched up the transcription to be read in a story format. The last StoryTown project I took part in was our StoryTown Radio Show. I attended the rehearsal for the event and helped with props and set up. On the day of, I helped gather supplies and set them up beforehand, and once the event started, I managed concessions and member benefits for the show. After the event ended, I helped take down and clean up. During the month of March, I also hosted 3 different interviews with alumni of Booker T. Washington School, in which I collected their stories to be shared during the Booker T. Washington Alumni exhibit we're hosting September of 2025.

Front desk:

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

Special events:

This month, we attended the Jonesborough St. Patty's Day festival, where we set up a table and assisted children with a craft, as well as shared information about our programs and events with parents! This month, we also assisted with preparations for the Masterpiece Mingle Event, in which we went downtown and collected donations for this fundraiser from local businesses. I also assisted with our March Radio show, as mentioned above.

March 2025 Monthly Report, Anne G'Fellers-Mason

Program Manager

StoryTown Radio Show/StoryTown Initiative

Our March show was very close to selling out, making three full houses this year. We had a diverse audience, and many of them were excited to hear the story of Mrs. Lollie Mae McKinney Surratt. Heartstrings made their Radio Show debut and were an instant favorite. Tickets are on sale for the April show and we're going to keep the momentum going.

- 1) We've raised \$3,650 in sponsorship money for 2025 so far.
- Starting April 1st half season passes will be available for \$45. These will be good for the rest of the season.
- I presented a program on the power of story collecting for the Ann Robertson Chapter of DAR in Johnson City.
- 4) I did a lesson on podcasting and storytelling for seventh graders in the Digital Media class at Indian Trail Middle School.

2025-2026 Highlights/Planning

The TAC review panel for the Arts Access grant for the Radio Show is set for April 21st.

Theresa and I presented about the "Living Here" community exhibit at the Tennessee Association of Museums conference in Knoxville. We had 26 people at our session. "Living Here" and the StoryTown Radio Show also received Award of Commendation recognition at their awards' night.

I am actively researching the death of Officer Hood in 1928, the only Jonesborough police officer killed in the line of duty, for a true crime play to be presented in July. Auditions will be announced soon and held at the end of April/first of May.

Story Collecting

We hosted our first Community Listening Day at the Senior Center on March 25th. We had five people come to share their stories. The next Listening Day will be in June.

I also recently met with reps from the Langston Centre to talk about hosting a story collecting workshop there for the Johnson City community and for their members. We have a lot of crossovers, especially in terms of alumni.

Summer Camp

Play in a Week Camp is set for June 2-June 7. We have already had two registrations, and this camp has historically filled up fast. The campers' final performance will be at 12:00 pm on Saturday, June 7. Go ahead and put that date and time on your calendars. The Arts Build Community grant we got from TAC was \$1,050 less this summer than last summer. They are receiving a record number of applications for grants, so this trend will probably continue. Theresa and I are working to raise \$1,300 more to cover the rest of camp expenses so that the registration fee remains low at \$55. This camp is invaluable in terms of raising confidence and a

sense of community in the campers. The students who take this camp really need it. They need to share and connect.

Podcast

We continue to post Voices of the Archive, Director's Cut, and StoryTown Radio Show podcasts every month. We have been making a concerted effort to spread the word about the podcast and bring in new listeners. We sent out a press release and worked with the Northeast Tennessee Tourism Association to promote the podcast.

Total Downloads: 306 in the last thirty days

Social Media Posts

Facebook last 28 days

Page Followers: 1,604 Page Following: 450

Most interacted with Post – Announcement of Heartstrings playing a show, video post (932 views, 645 post reach), Boosted post for March show had 15,906 views and 4,902 post reach

Views: 33,110 Post reach: 10,625 New Page Followers: 14 Interactions: 983 Link clicks: 66

Instagram last 30 days Followers: 844

Views: 6,250 (42.8% followers, 57.2% non-followers) Content Interactions: 517 Profile Visits: 87

The story teaser three Reel for the March Radio Show had 271 views. The wrap up post featuring photos from February show had 240 views.

YouTube last 28 days

Subscribers: 18 Views: 11 Watch Time: 0.2 New Subscribers: 1 Impressions: 581

Numbers for Month

StoryTown Volunteers: 30 (Number of volunteer hours, 119); Story Brigade 2 (Number of volunteer hours, 2); Additional Volunteers 3 (Number of volunteer hours, 7.5)

Interactions: Media – 1, Marketing Team – 4, Writer's Group – 2, DAR Presentation – 16, Story Collecting – 13, TN Assoc of Museums – 213, JAMSA Meetings – 30, StoryTown Production Meeting – 3, Indian Trail Digital Media Class – 36, StoryTown Rehearsal – 29, StoryTown Show – 224, Research Related – 7, Advisory Committee - 5, ETSU Collaboration – 1, Langston Collaboration – 2, Director's Cut Recording – 5, Misc - 7

Total for Month - 598

Monthly Report April 2025

Mitchell Calvin, Digital Media Manager

Websites

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

Senior Center

- · Updated the Monthly calendar
- · Updated the weekly newsletter
- · Updating the centers page on the website
- · Adding event announcements to the centers page
- · Attended the monthly meeting with the Senior Center staff

McKinney Center

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

Marketing

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

This week in Jonesborough Newsletter

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

Music on the Square Fundraiser

- · Updating schedule card with this years acts and food trucks
- · Created the Facebook cover photos
- · Helping to collect items for the auction

Jonesborough Days

- · Updated the Craft Vendor form and sent it to previous vendors
- · Created a new craft vendor form for vendors that have not attended the festival before
- · Updated the times and dates on the website
- · Added the Craft Vendor and Food truck application links to the webpage

Brews and Tunes

- · Working on the posters for this years series
- · Working on Schedule card design to match poster
- · Designing a T Shirt for this years event

Easter

- Updating the website with this years information
- · Promoting the event on the newsletter
- Helping to promote P&R easter event

Boardroom Sound

· Working on troubleshooting before a new system is approved and installed

Parks and Recreation/Wetlands

- · Meeting with the Director of P&R to go over marketing efforts for the upcoming year
- Working with P&R for their Easter event at Lincoln Park
- · Updating Wetlands with this years season passes, swim lessons and rentals
- Helping to promote Arbor Day
- · Added the new birthday party package to the website

Jackson Theatre Website

- · Attended the monthly meeting with the Jackson staff
- Working on troubleshooting and fixing bugs as they present themselves as we work on get the information up to date

Google Analytics

- · Monitored the Google analytics for the .org, .com, McKinney and Wetlands site
- St. Paddy's Day has 3,780 before the event
- The Town Employment page has 1,414 views for the month

Monthly Report March 2025

Mitchell Calvin, Digital Media Manager

Websites

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

Senior Center

- · Updated the Monthly calendar
- · Updated the weekly newsletter
- · Updating the centers page on the website
- · Adding event announcements to the centers page
- Attended the monthly meeting with the Senior Center staff

McKinney Center

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

Marketing

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

This week in Jonesborough Newsletter

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

St. Paddy's Day

- Working on crafter emails and placement
- · Updated website to show this years information
- · Attending event meetings
- · Promoting it on the front page of the website and the newsletter
- · Helping push the events happening before the St. Paddy's Festival

Music on the Square Fundraiser

- · Updated the website to show this years fundraiser
- · Added tickets link to the website

Brews and Tunes

· Working on the posters for this years series

Boardroom Sound

- · Working on troubleshooting before a new system is approved and installed
- · Working with Glenn to look over proposals for the new system

Parks and Recreation/Wetlands

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

Jackson Theatre Website

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

Google Analytics

- · Monitored the Google analytics for the .org, .com, McKinney and Wetlands site
- · Chocolate Fest had over 10,000 views on the website for the event
- · St. Paddy's Day has 1,909 before the event
- The Town Employment page has 1,569 views for the month



March 2025 Monthly Report

Tasks Completed & Updates

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

Main Street & Downtown

- Attended JAMSA Breakfast Meeting (2/26)
- Had Zoom meetings with AdvanceTravel to assess results for all the marketing campaigns we're running
- Attended a webinar for Social Media tips in Civic social media accounts

Marketing

- Booked 5 TV Spots with WJHL for events happening in Jonesborough (McKinney Center, etc.)
- Had marketing meetings with Amber, Lori, Cameo, Mitchell, and Jessica to discuss social media & marketing for The Jackson Theatre
- Sent Press Releases for events in Jonesborough (McKinney Center, Chuckey Depot Museum, Chocolate Fest, Heritage Alliance, TN Songwriters Event etc.)
- Created 5 Reels for the McKinney Center went and filmed their classes and edited reels for Skye to post
- Met with Garden Club Board members twice to talk about posters, a press release, & marketing collateral
- Designed and distributed St. Paddy's Festival Posters
- Handwrote & Distributed TN Songwriters Qualifying Round Posters
- Designed and made St. Paddy's Festival Shirts to sell at the Festival
- Designed and distributed Table Tents with town events happening in February
- Worked with Advance Travel on collateral needed for our big marketing campaign
- Worked TN Songwriters Event on 2/7
- Filmed & edited Wetlands marketing videos about updates going on at Wetlands
- Gathered Marketing Statistics to send to Cameo for our Budget Video

Social Media

- Created and edited Reel for Riders in the Sky at the Jackson
- Went to Bent Tree Spring Farm (Blacksmithing) to create a Reel for social media for our St. Paddy's Festival
- Went to Rocky Creek Highland Cow farm to create a Reel for social media for our St. Paddy's Festival
- Created many general Jonesborough social media posts and reels. Made 6 reels and MANY social posts
- Created many posts for Historic Jonesborough & Main Street Jonesborough socials
- Updating the Jonesborough Civic Page with water utility updates, trash updates, traffic advisories
- Created new social media pages for Parks & Rec. (Facebook & Instagram)
- Created reels for McKinney Center to post
- Created a month-long content calendar for Jessica Sanders with what to post for the Jackson Theatre for the month of March
- Updated Civic FB page with Feburary Employee of the Month
- See the Reels Below!

Reels:

Historic Jonesborough Instagram:

 Spring Reel: <u>https://www.instagram.com/reel/DHygeuaRS1z/?utm_source=ig_web_copy_link&igs</u> h=MzRIODBiNWFIZA==



February 2025 Monthly Report

Tasks Completed & Updates

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

Main Street & Downtown

- Attended JAMSA Breakfast Meeting (2/26)
- Had Zoom meetings with AdvanceTravel to assess results for all the marketing campaigns we're running
- Attended a webinar for Social Media tips in Civic social media accounts

Marketing

- Booked 5 TV Spots with WJHL for events happening in Jonesborough (McKinney Center, etc.)
- Had marketing meetings with Amber, Lori, Cameo, Mitchell, and Jessica to discuss social media & marketing for The Jackson Theatre
- Sent Press Releases for events in Jonesborough (McKinney Center, Chuckey Depot Museum, Chocolate Fest, Heritage Alliance, TN Songwriters Event etc.)
- Created 5 Reels for the McKinney Center went and filmed their classes and edited reels for Skye to post
- Met with Garden Club Board members twice to talk about posters, a press release, & marketing collateral
- Designed and distributed St. Paddy's Festival Posters
- Handwrote & Distributed TN Songwriters Qualifying Round Posters
- Designed and made St. Paddy's Festival Shirts to sell at the Festival
- Designed and distributed Table Tents with town events happening in February
- Worked with Advance Travel on collateral needed for our big marketing campaign
- Worked TN Songwriters Event on 2/7
- Filmed & edited Wetlands marketing videos about updates going on at Wetlands

Social Media

• Created and edited Reel for Riders in the Sky at the Jackson

- Went to Bent Tree Spring Farm (Blacksmithing) to create a Reel for social media for our St. Paddy's Festival
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- Updated Civic FB page with Feburary Employee of the Month
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Reels:

Historic Jonesborough Instagram:

- Riders in the Sky at the Jackson Theatre Reel: <u>https://www.instagram.com/reel/DFnta52xNXW/?utm_source=ig_web_copy_link&ig_sh=MzRIODBiNWFIZA==</u>
- Chocolate Fest Newspaper Reel (very popular): <u>https://www.instagram.com/reel/DFqS_ArR7mh/?utm_source=ig_web_copy_link&igs_h=MzRIODBiNWFIZA==</u>
- Chocolate Fest Ice Sculptures Reel: <u>https://www.instagram.com/reel/DGLxQhyxeir/?utm_source=ig_web_copy_link&igsh</u> <u>=MzRIODBiNWFIZA==</u>
- Blacksmithing Reel: <u>https://www.instagram.com/reel/DGI_mh6RSa5/?utm_source=ig_web_copy_link&igs_h=MzRIODBiNWFIZA==</u>
- National Dog Buscuit Day Reel: <u>https://www.instagram.com/reel/DGa9eGwR_Nt/?utm_source=ig_web_copy_link&ig</u> <u>sh=MzRIODBiNWFIZA==</u>

Main Street Jonesborough Instagram:

- TN Songwriters Event Reel: <u>https://www.instagram.com/reel/DF6H8swR7uP/?utm_source=ig_web_copy_link&ig</u> <u>sh=MzRIODBiNWFIZA==</u>
- National Margarita Day Reel: <u>https://www.instagram.com/reel/DGYYuhex75y/?utm_source=ig_web_copy_link&igs</u> <u>h=MzRIODBiNWFIZA==</u>

Social Media Statistics:

Historic Jonesborough Instagram:

Page overview Last 28 days			See more insights
Views 🚯	Reach 🚯	Content interactions	Follows 🚯
439,935	165,352	3,772	146

Main Street Jonesborough FB:

Page Overview Followers: 18,558		See more insights
Last 28 days		
O Post reach	Post Engagement 🚯	New followers
32,478	7,586	18,550



Updates and Projects

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

Main Street and Downtown

Continued to work with Deb to create marketing material for the Corner Company and to help the brand to smoothly transition.

Had numerous meetings with JAMSA assisting with event submissions, marketing, and event planning assistance.

Hosted a great Main Street Board meeting where we continued fleshing out more ideas from the strategic plan.

Tourism

Was nominated and voted in as treasurer for North East Tennessee Tourism Association Continuing to work on the short-term rental workshop in conjunction with the State and NETTA. The program includes an opportunity for participants to learn more about vacation rental markets, laws and regulations, customer service, proper cleaning guidelines, as well as how to get started with rentals and enhance current properties. The workshop will also offer a question-and-answer session with local short term rental experts from the area, and an opportunity to hear from local tourism and hospitality-related entities. We have 5 signed up and want around 10-15 to sign up.

Marketing

The marketing focus for the month St. Paddy's, Parks and Rec., MOTS Fundraiser. We are continuing work with Advance Travel to release general/spring focused campaigns driving traffic to our website and social media platforms. Held multiple in-depth meeting with the marketing team to look at how we can better divide and conquer with the heavy load of marketing needs from other departments along with the upcoming summer concerts and festivals.

Created the Tourism budget video in-house from scratch. Here is a link to that: <u>https://www.dropbox.com/scl/fi/bstzl11gy28qwl1z8ub0v/FY25-26-Budget-Video-</u> <u>3.mp4?rlkey=b10ax1pvynfdiidpusi1sg84j&st=bqnlqj3f&dl=0</u>

Digital Campaign Summary – February 2025

In February, our digital campaigns showed strong performance across multiple channels. We saw a **28% increase in new users**, with **18,950 new visitors** to our site. The Advance campaign contributed **66% of this traffic**.

Website engagement also improved with **29,809 page views**, up **23% from January**. Notably, the St. Paddy's page saw a **458% spike in views**, highlighting strong interest in the upcoming event.

Top traffic sources included display ads, organic search, and paid social. Paid search had the **highest CTR at 11.08%**, with lodging-related searches performing best.

Social media ads reached over **72,000 unique users** and drove **8,425 clicks**, with the general branding carousel being the top performer.

Overall, these results indicate growing interest in Jonesborough's offerings and successful preevent engagement.

Events

I spent most of my month working on events- mainly spending time on MOTS fundraiser and St. Paddy's.

The 9th Annual St. Patrick's Day Celebration in downtown Jonesborough was a resounding success. We raised over \$500 for the local animal shelter and experienced a strong turnout for the St. Paddy's Fun Run, which remains a community favorite. The run began and ended at the Storytelling Center with a well-attended kickoff at 3 p.m. Runners followed the route through town, with a stop at Depot Street for a free small pour of beer or root beer.

We had a steady and engaged crowd throughout the day, highlighting the effectiveness of our outreach and planning. The event followed the same format as previous years, beginning with the parade route down Boone Street and Main Street. It is only the second year for the parade but we can see it growing into to something much larger next year.

We hosted Shamrockin' on the Plaza from 4 to 7 p.m. in front of the Storytelling Center. The event featured live music from a Celtic band, Irish food, and Depot Street Beer served by Main Street Café and Catering, drawing in a lively evening crowd.

Additionally, the Appalachian Highland Celts returned to host engaging Highland Games demonstrations in Storytelling Park, offering hands-on experiences that were popular with attendees.

In coordination with the county, the clocktower was lit green during St. Paddy's week, helping build excitement and visibility for the event.

Overall, this year's St. Patrick's Day celebration achieved its goals of providing family-friendly programming, supporting local businesses, and increasing economic activity in downtown Jonesborough.

Continued event prep for Jonesborough Days and Easter.

2025 BUILDING PERMITS REPORT

	<u># PERMITS</u>	<u>AMOUNT</u>	FEES	NEW HOUSES	COMMERCIAL	RENOVATIONS PLUMBING MECHANICAL MISCELLANEOUS	ADDITIONS	SIGNS
January	33	6,498,570.94	55,963.25	23	1	6	1	2
February	8	1,820,062.31	16,087.09	1	3	3		1
March	13	1,608,839.08	13,717.34	2	7	3	1	0
April	1							
May								
June							· · · · · · · · · · · · · · · · · · ·	
July	1							
August								
September								
October								
November								
December							2	
TOTALS	54	\$9,927,472.33	\$85,767.68	26	11	12	2	3

	Monthly Total	Year-To-Date
New House Permits	825,000.00	\$7,052,116.00
New House Permit Fees	7,012.50	\$60,019.50
Commercial Permits	688,825.12	\$2,670,903.76
Commercial Permit Fees	5,897.52	\$22,889.91
Renovations, Additions Permits	95,013.96	\$204,452.57
Renovations, Additions Permit Fees	807.32	\$2,858.27

JONESBOROUGH BUILDING PERMITS

COMPARISON SHEET

	YEAR - 2024			YEAR - 2025			
MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE	MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE
January	9	2,995,200.00	16,743.60	January	33	6,498,570.94	55,963.25
February	7	481,740.74	2,392.01	February	8	1,820,062.31	16,087.09
March	9	4,515,000.00	24,832.50	March	13	1,608,839.08	13,717.34
April	16	2,595,000.00	14,484.50	April			
May	18	3,010,015.00	16,912.47	May			
June	18	3,181,275.00	17,998.04	June			
July	38	7,507,021.00	41,348.32	July			
August	46	9,561,667.00	52,790.70	August			
September	22	2,892,193.61	21,984.41	September			
October	30	4,352,014.18	37,412.65	October			
November	14	2,955,900.00	25,125.15	November			
December	19	2,915,000.00	25,477.50	December			
TOTALS	246	\$46,962,026.53	\$297,501.85	TOTALS	54	\$9,927,472.33	\$85,767.68

TOWN OF JONESBOROUGH 2025 BUILDING PERMITS

	DATE	OWNER	ADDRESS	TYPE OF CONSTRUCTION	PROJECT COST	PERMIT FEE
MARCH						
	3/3/25	Hometown Plumbing	6 Oyce Rowe Court	Plumbing/Renovation	6,413.96	54.52
	3/6/25	Robin Cardin Construction	1021 Sylvia Meadow	House	400,000.00	3,400.00
	3/7/25	Peak Plumbing	111 West Main Street	Renovation	7,500.00	63.75
	3/7/25	Tucker Home Builders, LLC	920 Daybreak Crest	House	425,000.00	3,612.50
	3/17/25	Trinity Baptist Church	260 Headtown Road	New Building	350,000.00	3,017.50
	3/18/25	Andy Curde	900 East Jackson Blvd	Renovation	295,000.00	2,507.50
	3/20/25	Hometown Plumbing	1101 Persimmon Ridge Rd	Renovation	9,532.12	81.02
	3/25/25	Tri-Cities Plumbing Solutions	122 East Main Street	Renovation	4,000.00	34.00
	3/28/25	Capstone Restaurant Group	395 East Jackson Blvd	Roof Replacement	17,793.00	151.25
	3/28/25	Neuma Coffee	105 Fox Street	Inter Upfit	5,000.00	42.50
	3/38/25	Eva Garrett	118 Charlem Hills Road	Workshop/Apt Attach	65,000.00	552.50
	3/28/25	Wolfe Development	702 Persimmon Ridge Rd	Demolition House	11,800.00	100.00
	3/28/25	Nicole Heineken	672 Birds Eye View	Retaining Wall	11,800.00	100.30
						-
				TOTAL	\$1,608,839.08	\$13,717.34

Utility Manager Monthly Report March 2025

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

Distribution department installed 29 new service taps and repaired 26 service leaks for the month of March. Water Distribution has also located 312 TN 811 one calls.

Water Quality Department read 13,713 meters and set 3 new service meters for the month of March. The Water Quality Department cut off 130 meters with 88 of those for nonpayment. The Water Quality Department had a total of 15,162 total actions taken in the month of March. As of March 31st, the Water Quality Department has changed 13,730 meters to the new AMR meter system. The Water Quality Department completed all scheduled flushing for the month of March.

Water Plant processed 81.153 million gallons of water with a daily average of 2.617 million gallons per day in the month of March. The Water Treatment plant is operating at full capacity and needs an upgrade. The Water intake dive inspection will start again on April 7th, 2025, and the chlorine line was replaced on March 26th, 2025. Vent screen repair has been done on the Woodlawn tank. The security camera installation will start on April 7th, 2025, at the water plant site and in the process of getting quotes on all four turbidimeters. The cleanup at the Raw Water building starts April 14th, 2025, and getting quotes on the roof repair at the Woodlawn pump house, sludge hauling and dewater of the lagoons.

Wastewater Department operated under normal conditions for the month of March. Wastewater had one release due to main line clog and no overflows in March. The Paving of Haws, Miller, and Parsons Circle and Pump Station repair have been completed. The APC in Telford is progressing and is expected to open in 2025. All industries are within compliance. WWTP is operating well. The diesel redundancy pump did not operate in March. The month of March experienced 8 days of precipitation for a total of 2.93 inches. The need for further I&I work is still apparent. Current data indicates a daily inflow rate between 30-45 %. For march, this rate was 27%, equating to an average of nearly 174,000 gallons daily.

County water line construction crew has started the Jackson Bridge Rd. project. This project is @ 8,000 feet of 6" DIP waterline. The next project is Taylor Bridge Rd which is projected to begin late spring or early summer. The County Crew completed a total of five-line extension projects.

G.I.S, G.P.S & Inspection Week of April 7th - Inspection of the final fire hydrant installations at the Spring Ridge subdivision.

If the GSM Sim card is delivered for the base station receiver, will begin GPS survey of the water & sewer at the Spring Ridge subdivision.

Week of April 14th - Will be on site at the Intake facility to monitor and document our contractor's (Just Junk It) removal of the Helene debris.

Week of April 21st - Continue GPS survey of the Spring Ridge subdivision. Attend the cross-connection class scheduled for Wed April 23rd - 25^{th} .

Week of April 28th - Complete GPS survey of the Spring Ridge subdivision. If the contractor (Mitch & Cox) has received delivery of the precast doghouse type meter vault, will provide inspection of the meter vault installation, chlorination, hydrostatic testing and tie-in of the 6-inch waterline at the new EMS facility located at 2737 Hwy 11E.

We had a productive March in Utilities. Transformer replacement at Rock house Pump station was completed by Brightridge on Monday March 3rd in the evening hours. Contract for debris removal at the intake property has been signed and moving forward to set up start April 14th. Intake sand removal has presented some issues while dredging, possible problems in the river. Currently in the works to contract dive teams to remove debris and inspect suction lines in the river, at which point any repairs or replacements will be done. Ordered 8 new screens required for Intake plant in river. The cost per unit is \$ 19,300.00 for a total of \$ 154,400.00. A \$ 994,000.00-dollar non-match Grant was awarded via U.S.D.A, to install Generators. The bid opening for the Generators was on Monday April 7th and Cummings Generators was the lowest bidder at \$631,000. Currently 117 of 143 easements have been signed for the 24" Transmission line installation. Artie White & Tammy White from are now licensed state notaries and are assisting Doyle Dukes with the easement project. The goal is to have the remaining easements signed within 60 days of March 1st. Sewer easements for the "A" Station project are all completed except for the Cochran property. Glenn Rosenoff is working with the lawyers on the Cochran easements at this time. Currently working with County Mayor Grandy to secure A.R.P.A funds to build a new 2.5 million gallon water tank at Persimmon Ridge, the new tank will be built beside the existing tank to increase capacity, also working with Mayor Grandy to install a 12" water main on State Route 81 Bridge to have an additional connection for that part of the water system. Summer 2025 plans to bid out the Water Treatment Project as well as the 24" Transmission line project. At this time, we have two vacancies in Distribution. All other departments in Utilities positions are filled.

Kevin Brobeck

Town of Jonesborough Water Quality Department Monthly Report MARCH 2025

Meters Read:	Meters Cut On:	Meters Cut Of	ff: Meters Rechecked:
13,713	126	42	37
Meter Maintenance:	Non-Pa	vment :	Customer Inquiries:
	88		118
17 Meters Marked			
22 Meters Serviced			
16 Locations Entered	in Harmony		
Water Line Flushing:	Service Li	ne Leaks:	Reports & Spreadsheets:
135	27	7	374
Valve Mainte	nance:	Wate	er Line Locates:
34 Valves ex	ercised		24
Dispatch & Service Call	<u>s:</u>		WQ SET TAPS:
430			3
		Total Actions Take	<u>n:</u>
		15,162	

1



TOWN OF JONESBOROUGH

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

Monthly Report March 2025

Water Distribution

Complaints Total - 6	4 - Total Complaints Last Month
Taps Installed - 29	20- Total Taps Last Month
<u> Tennessee One Call - 312</u>	315 - Total Last Month
This Month there were 312 locations mar as Telephone Co, Gas co, Cable co, and F	ked on our Water System for proposed work such Power Board.
Water Leaks Total-26	22 - Total Last Month
Down Meters Installed Total - 0	0 - Last Month
<u> Meter Box Replaced Total - 4</u> <u>Month</u>	2 - Total Last
Paving Locations - 0	4- Total Last Month
Yard Work Clean Total - 65	0-Total Last Month

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

GPS Project Goals

December 2024: For the month of November 2024 there were no GPS points surveyed.

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

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

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

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 repairs 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 March Town Crew

The Town Crew has concentrated their efforts on repairing any and all leaks that have come in and concentrated on keeping the incoming calls kept up and the taps completed in a timely manner.

Upcoming Line Extensions Town Crew

Yankee camp Rd-300' of 6" DI

Drain Lane 350' of 2"

John France Rd – Connecting both ends 1600'

Completed Line Extensions Town Crew

Payne town Road 300' – Completed Industrial Park EDA Project 4,000'- Completed Fire line 6" k-8 school – Completed

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

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

Vines Farm-800' of 2" plastic line extension- Completed

Upcoming Line Extensions County Crew

- Taylor Bridge Road
- Jackson Bridge in Progress

For the month of March County Construction Crew

The county construction crew has concentrated on installing 6" ductile iron pipe on Jackson Bridge rd. This month they laid approximately 3140 feet and cleaned up on a couple days when some of the crew members were out sick. The crew also completed 4 driveway crossings and installed 2 ¾ taps for customer services. The creek crossing has been completed, and pipe has been installed up to 60 feet from the Jackson bridge where contractors will come in and hang the line on the bridge. Crew is now on 107 side of Jackson bridge and will continue to lay until they cross the final creek and the town crew will come and shoot a directional bore across hwy 107 and make our final connections to the existing main on hwy 107.



TOWN OF JONESBOROUGH

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

Wastewater – March 2025 Monthly System Operations Summary

Date: April 3, 2025

Customer Calls:

Total: 12 Resolved: 12

TN811: Taken: 437 Required Action: 153

Sewer Taps:

New: 7 Completed: 4 Pending: 1 Pending Contracted: 181* * Contracted Taps were added to active records. No CO report for January 2025

Projects Completed:

- 1. A Station Easements Excluding Cochran
- 2. Paving Haws, Miller, Parsons Circle
- 3. Pump Station Repairs

Projects Underway:

- 1. Paving -W. College
- 2. Pump Station Repairs
- 3. Camera Inspect Skyline Landing

System Maintenance:

Line Cleaning: 500'	Line Inspections: 1000'	System Repairs: 0
Station Repairs: 10	Station Cleaning: 9	STEP Unit Repairs: 0

Overflows/Releases/Bypasses:

Release - 3/12/25 - N. Lincoln Ave. - Mainline Clog

Town of Jonesborough	March 1, 2025
Environmental Services	thru March 31, 2025
Department Monthly Report	March 31, 2025

Wastewater Plant: The WWTP is operating well. The Diesel Redundancy Pump did not operate in March. The month of March experienced 8 days of precipitation for a total of 2.93 inches. The need for further I&I work is still apparent. Current data indicates a daily inflow rate between 30-45%. For March, this rate was 27%, equating to an average of nearly 174,000 gallons daily.

Parameter	Result	Limit	Violation Y/N
CBOD Monthly	7mg/l – 37lb/d	21mg/l – 167lb/d	N
CBOD Weekly	9mg/l - 46lb/d	25mg/l - 208lb/d	N
CBOD Daily	14mg/1-94%Rmv	30mg/1-+40%Rmv	N
Ammonia Mo.	1.5 mg/l - 91 b/d	8mg/1 – 67lb/d	N
Ammonia Wk.	0.9 mg/l - 51 b/d	12mg/l - 100lb/d	N
Ammonia Day.	11 mg/l	16mg/l	N
TSS Monthly	6mg/1 – 36lb/d	30mg/1-250lb/d	N
TSS Weekly	7mg/1-39lb/d	40mg/1-3041b/d	N
TSS Daily	9mg/1-95%Rmv	45mg/1-+40%Rmv	N
E. coli Monthly	4.3/100ml	126/100ml	N
E. coli Daily	921/100ml	941/100ml	N
Chlorine	0.82 mg/l	2.0mg/l	N
Sett. Solids	0.1ml/l	1.0ml/l	N
Diss. Oxygen	8.7 mg/l	6.0mg/l Minimum	N
pH	7.3su/7.9su	6su – 9su min/max	N

Wastewater Plant Compliance - March 2025

Please note that the information provided in the compliance table is accurate through 3/31/25

<u>Sewer Construction/Collection System</u>: One Release occurred during March due to a mainline clog on N. Lincoln Ave. Numerous pump station repairs, paving on Haws and Miller Drive, along with pump station cleanings, were completed in March.

Industrial Pretreatment: All industries are currently compliant with their industrial pretreatment permits. The APC in Telford is progressing and is expected to open in 2025. Local Limits and Sewer Use Ordinance revisions are underway. TDEC conducted a Technical Assistance Visit on March 27, 2025, and visited the Sungwoo facility to provide insight into Jonesborough's program.

NPDES Permit: The WWTP is in full compliance with the NPDES permit.

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

Cobern O. Rasnick Director of Environmental Services

Work Orders By Type

03/01/2025 to 03/31/2025 as of 4/3/2025 ...Powered By **eWorkOrders.com**

Status: 2-Closed

Department: Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	263
WW-Corrective	20
WW-Construction Work	3
Total Work Orders:	286

Work Orders By Type

09/01/2017 to 03/31/2025 as of 4/3/2025 ...Powered By **eWorkOrders.com**

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Status: 0-Open

Department: Town of Jonesborough

Work Order Type	Quantity	
WW-Preventive Maintenance	74	
WW-Requested Work	5	
WW-Construction Work	9	
Total Work Orders:	88	

	Current Month	Previous Month	% Change
Work Orders Generated	332	309	+7%
Percentage of Completion	86%	91%	-7%
Work Orders Completed	286	281	+2%

*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 <u>Monthly April 7,2025</u>

For the week of April 7, 2025, the total amount of water processed was <u>81.153</u> million gallons for the total gallons produced of March 2025; with a daily average of <u>2.617</u> million gallons, a maximum of <u>2.984</u> million gallons , and a minimum of <u>2.129</u> million gallons.

This is the weekly report for the week of April 7, 2025. As of April 3, 2025, The sampling for the monthly BacT testing was started with 15 samples pulled, also TOC samples were pulled April 2,2025, and the state report, the MOR was delivered on April 3, 2025.... The water intake dive inspection will start again on April 7th on Wednesday. The water plant budget for 2025 was completed last week. The 3rd Sedimentation basin was cleaned of sludge. The front of the property had the yard hole filled with dirt and leveled. The chlorine line was replaced on Wednesday, March 26 and replaced. On Friday, march 28, the vent screen was repaired on Woodlawn water tank. The 2025 CCR was completed this week and sent to TDEC for review on March 31,2025... The security camera install will start on April 7th at the water plant site. Getting quotes on the sludge hauling and dewater of the lagoons and the roof repair at Woodlawn pump house. Getting quotes on all new 4 turbidimeters for all 4 filters and getting a bid on fence repair at Persimmon Water Tank R. Jones—Jonesborough Water Plant. Also ,the cleanup of the riverbanks at Raw water bldg. starts April 14,2025. This concludes the report. R. Jones



March 2025 Redflex Report

From March 1st through March 31st the traffic cameras registered a total of (**1004**) violations with (**1**) violation remaining for processing. Of the total violations, Redflex and Jonesborough officers rejected (**238**) resulting in (**765**) violations mailed. The primary reasons for violations being rejected are Plate/Vehicle Obstruction, Glare/Weather Conditions, Incorrect Plate and Extended Vehicle.

The highest number of violations occurred at Jackson at Forrest (Westbound) with (**351**) violations followed by Forrest at Jackson (Southbound) with (**326**).





Jonesborough Department of Public Safety March 2025 Monthly Report

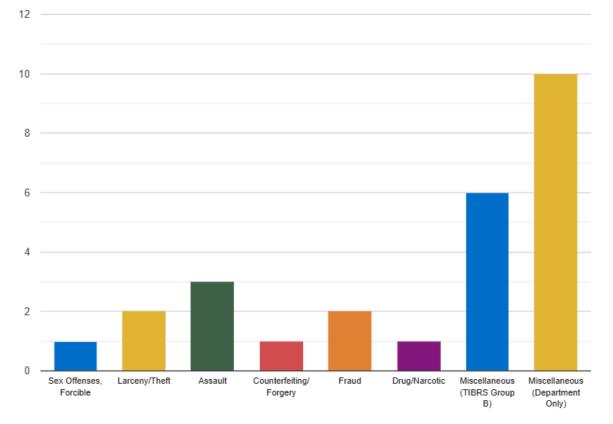
• CITATIONS & ARRESTS

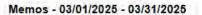


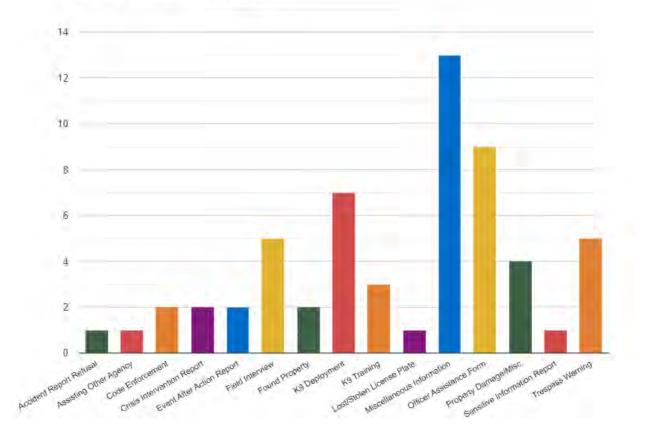
Memos	Count
Accident Report Refusal	1
Assisting Other Agency	
Code Enforcement	2
Crisis Intervention Report	2
Event After Action Report	2
Field Interview	5
Found Property	2
K9 Deployment	
(9 Training	3
.ost/Stolen License Plate	
Miscellaneous Information	13
Officer Assistance Form	9
Property Damage/Misc	4
Sensitive Information Report	
Trespass Warning	
Total:	58

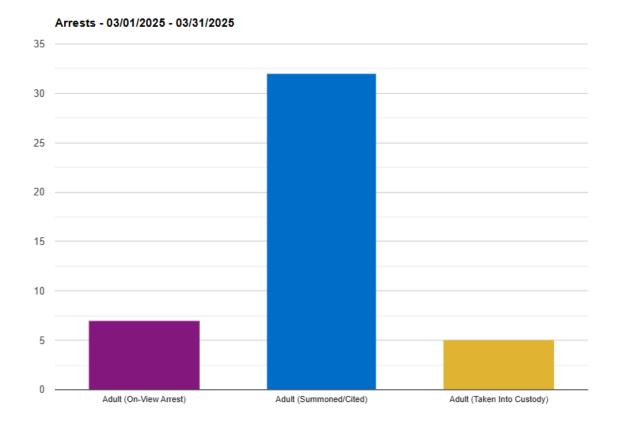


Tickets	Count
Traffic (Municipal Court)	260
Traffic (Washington County Juvenile Court)	3
Traffic Charges (Municipal Court)	533
Traffic Charges (Washington County Juvenile Court)	
Ordinance (Municipal Court)	3
Parking (Municipal Court)	
Tow	11
Warning	191
Total:	470



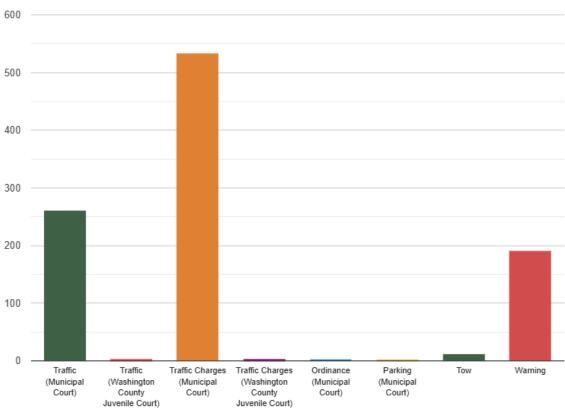






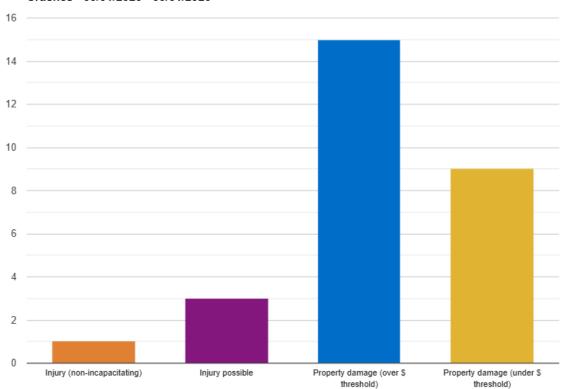
• CRIMINAL INVESTIGATIONS

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



• MOTOR VEHICLE CRASHES

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



Crashes - 03/01/2025 - 03/31/2025

Tickets - 03/01/2025 - 03/31/2025

• CANINE

For March, K9, *Cygan's* hours were not reported. K9, *Falco's* was involved in (**7**) deployments and (**16**) training hours. K9, *Daryl* was involved in (**0**) deployments and (**17**) training hours.

• **RESERVES**

The reserve officers contributed (15) hours for the month of March. Reserve Officer Greenway contributed most of these hours with (8) total.

• CODE ENFORCEMENT

There was (3) ordinance violation issued during the month of March.

• DISPATCH TRANSACTIONS FOR JCPD

For March, our dispatchers assisted Johnson City Police Department with approximately (18) transactions.

• OTHER CALLS FOR SERVICE

There were (1559) CAD Entries for the month of March.



Jackson Theatre- Operations Manager

Monthly Report for March 2025

Staffing:

- We are currently doing very well with the number of host staff that we have, this should also get better with schools being out for summer, as we will have Nathan and Malaki more shifts.
- We did discuss the potential to add one more host in the future, but at this point we feel comfortable with where we are.
- Continue working with Mike D'Avella, our Technical Director, on contract technical assistance. We are also training Nathan (Host I) to run movies, this will give someone else on staff the ability to run movies and free up some night and weekend time for Mike. We also have plans to train a tech contract, John Saylor, on running movies, which will help if we are in a pinch.

Programming:

- We hosted Grammy winners, Rob Ickes & Trey Hensley on March 22nd for a sold-out show. Everyone in attendance had a wonderful time at the show, many talking about coming from neighboring states to see the concert.
- We hosted a local Celtic group, Jenny & the Weazels, for a pre-St. Paddy's Day Celebration concert at the Jackson. This event was very well attended and helped to extend the efforts of the Tourism Department with their beloved event the following day. I also heard from Opossum's Tale that they had an increase in people dining that night, all saying they were coming here for the show that night. It's good to hear that the Jackson is already becoming a positive influence on our neighboring restaurants and retail shops.
- Gift certificate sales are still going very well, we have sold nearly \$1,224 in gift certificates.
- We have raised \$1,301 in our online donation campaign.
- Gained three event sponsors:
 - Historic Jonesborough Arts Foundation and Howard & Rebecca Alexander for Steep Canyon Rangers
 - o Wolfe Development for The Bellamy Brothers

- · Booked all movies shown at the Jackson in March and April.
 - o Celebrating Women's History Month
 - March 1 at 3 pm Barbie (2023) Directed by Great Gerwig
 - March 1 at 7 pm Marie Antonette (2006) Directed by Sofia Coppola
 - March 7 at 8 pm Coal Miner Daughter (1980) About the life of Lorretta Lynn
 - March 8 a 3pm Steel Magnolias (1989) Dolly Fest!
 - March 8 at 7 pm 9 -5 (1980) Dolly Fest!
 - o Celebrating St. Patrick's Day
 - March 15 at 7 pm The Boondock Saints (1999)
 - March 17 at 7 pm The Quiet Man (1952)
 - o Sunday Family Fun Day
 - March 2 at 3 pm Mulan
 - March 9 at 3 pm Mary Poppins
 - March 16 at 3 pm Brave
 - March 23 at 3 pm The Secret Garden
 - March 30 at 3 pm The Wizard of Oz
 - o Monthly Horror
 - March 21 at 7 Alien (1979)
 - World Theatre Day
 - Grease (1978) premiered on Broadway in June 1972
 - Western Series
 - March 29 at 3pm Maverick (1994)
 - March 29 at 7 pm Open Range (2003)
 - o 70's and 80's Classics
 - March 20 at 7 pm Ferris Bueller's Day Off (1986)
 - March 28 at 7 pm The Sting (1973)
 - o April 3 at 7 PM ET (1982) 80's Classics Series
 - o April 4 at 7 PM The Lost Boys (1987) Monthly Horror
 - o April 5 at 3 PM The Searchers (1956) Western Series
 - o April 5 at 7 PM Unforgiven (1992) Western Series
 - o April 6 at 3 PM Wicked (2024) Family Series
 - April 10 at 7PM The Legend of Bagger Vance (2000) Celebrating the Masters Tournament
 - o April 11 at 7PM The Secret Life of Pets (2016) Celebrating National Pet Day
 - o April 13 at 3 PM The Lorax (2012) Family Series Celebrating Earth Day April 22nd
 - o April 15 at 7 PM Titanic (1997) Titanic Day!
 - o April 17 at 7 PM Easter Parade (1948) Celebrating Easter

- o April 19 at 3 PM The Peter Rabbit (2018) Family Series Celebrating Easter
- o April 19 at 7:30 PM at Lincoln Park Hop (2011) Family Series Celebrating Easter
- o April 25 at 7 PM Night of the Living Dead (1968) Monthly Horror
- April 27 at 3 PM A Bug's Life (1998) Family Series Celebrating Earth Day April 22nd
- o April 29 at 7 PM The Untouchables (1987) 80's Classics Series
- Continue to work on music programming, which we how completed through June 2025.
 - April 22nd and 23rd- Donald Davis Storytelling Concerts (collaboration with Department of Tourism)
 - o April 26th- Steep Canyon Rangers
 - o May 3rd- Vincent Neil Emerson
 - May 10th- Jessica Styles Bluegrass Band
 - o May 25th- The Bellamy Brothers
 - o June 14th- Dom Flemons
 - o June 21st- Colby T. Helms and the Viriginia Creepers
- Working with JBO Parks & Recreation on a sponsored movie at Lincoln Park in April.
- Started a "Pay What You Can" Program. This will allow the community to see films for a lower price, with the minimum price of \$1. We are also hoping that many attendees will choose to pay it forward and help to support the arts for everyone!
- Organized and attended a meeting with Krystal Hawkins to discuss rental of the Jackson Theatre as well as programming during the 2025 National Storytelling Festival.
- Attended a meeting with local author, Robert Sorrell, with Lori Powell to discuss his new book, Historic Theatres of Tennessee. We have plans to have a Q&A session with the author followed by a book signing.
- Organized and attended a meeting with T. McLeod of McLeod Organics to discuss his sponsorship for movies that will be shown free of charge (total of 3) to attendees.

Rentals/User Group Agreements:

- Worked with the Johnson City Jazz Festival to showcase two bands at the Jackson Theatre as part of the festival that has traditionally only taken place in Johnson City. They remarked that their rental at the Jackson was their best attended event this year.
- Host a rental with The James Agee Film Project to showcase Ross Spears (native of Johnson City, premier documentarian of his generation) to show "The Truth About Trees" in our theatre. This was followed by a small reception and a ceremony of remembrance for Mr. Spears.
- May will be a big rental month for us as well, currently we have 9 rental events that will take place within the theatre.

Marketing:

- I continue to work with Jessica Sanders, contract employee, on all social media posts, posters, table tent graphics, press releases and graphics.
- Coordinated and attended a marketing team meeting with TOJ Marketing Department, Lori Powell and Jessica Sanders. We will now be having monthly marketing meetings.
- Continue to work with Mitchell Calvin on needed web updates. One addition that we are looking to add within the next few months is a gallery. This will showcase the acts that we have hosted as a bit of an archive for generations to come.
- Attended two media interviews with WJHL to promote Jenny & the Weazels in concert as well as our showing of Wizard of Oz which was paired with a character meet-and-greet as well as a special baked treat from Sister Bee Bakery.
- Attended an interview with Marina Waters, Six Rivers Media, for the Progress Edition of the Herald & Tribune. We discussed our current plans as well as future planning for fundraising and programming.

Building Info:

- I continue to work on interior signage and concessions menu with Foster's Signs.
- We have now been utilizing Green Meadow Cleaning Services for over a month and this is going very well.
- Met with Mike D'Avella to discuss needed security system quotes and needs for the theatre.

Additional Info:

- The Jackson Theatre was open and provided a vendor within Stage Door during the St. Paddy's Day Celebration organized by the Main Street Director and Department of Tourism.
- Continued our weekly staff meetings (with Lori, Mike and Greg) as well as monthly host meetings with all Jackson Theatre staff.
- I attended the March supervisor's meeting held at the Senior Center.
- I participated in two Community Engagement Committee meetings to discuss upcoming changes and how to coordinate each department's efforts.
- Submitted financial reports needed to the Recorder's Office for ThunderTix sales and payouts.
- Attended the March Board of Mayor and Alderman meeting.
- Prepared the agenda and attended our March Jackson Theatre Board meeting.
- Working with our board and Mr. Rosenoff on an Alcohol Policy for the Jackson Theatre.

- Attended the March JAMSA breakfast/meeting and spoke about our upcoming events.
- Attended one meeting to discuss how the TOJ can show appreciation to Jimmy Neil Smith and impact on our community. We plan to accomplish this in our programming, story collecting, bench dedication, etc.

Date:	4/8/25
То:	Amber Crumley
From:	Lori Powell
Re:	Assistant Operations Manager Report – period 3/11 through 4/8/25

 Marketing and Community Outreach: Distributed April and May posters and flyers to businesses in Greeneville 3/25, Jonesborough 3/28 & 4/3, Johnson City 4/4. JBO table tents 11E dinner. Created and distributed free movie vouchers to Unicoi Public Library, Washington County Public Library, Washington County Schools Nutrition staff, Grandview Elementary Volunteers, JBO Senior Center volunteers and Trivia nights for Buzzed Wings, Opossum's Tale, Depot Street Brewery, JC Brewery. Set up a local business spotlight table at First Horizon Bank (March 24 through April 10th). Advertising our current schedule with handout flyers, posters and raffle to win a "loaded" popcorn tin with free movie voucher.



- Volunteer coordination; Follow up emailing and recruiting, we currently have 44 people signed up on our volunteer list. Sign up for events here: <u>VOLUNTEER SIGN UP FOR JACKSON THEATRE</u> <u>SHOWS.xlsx</u> Sign up to screen movies: <u>Movie Screening Sign-ups.xlsx</u>
- Meetings and Planning: Attended weekly Friday staff meetings, JAMSA and marketing staff meeting 3/20, Conducted monthly host meeting 3/26, attended JBO Historic Commission Advertising mtg. on 3/27, Prescreened Kemba with Amber, Mike and Dr. Stern 4/3, Attend w/Amber and Jennifer from Library summer reading programming meeting 4/4, Over Mountain Coffee Roaster mtg 3/20 to discuss Jackson Java blend, Jennifer Allen from Baked and Glazed discussion to sell her freshly made sweet treats at concession stand 4/8. Meet w/Amber to set schedule for May movies 4/4 & 4/8.
- Total visitor counts for March: 1970 (which includes 567 during St. Patrick Day JBO events)

Tickets sales for March events

EVENT	TIX SOLD
Jenny and the Weazels 3/14	140
Rob Ickes & Tre Hensley 3/22	274
JC & ETSU Jazz & Ensemble 3/31	178
St. Patrick's Day: The Boondock Saints 3/15 /The Quiet Man 3/17 (2 films)	64
Western Series: The Searchers and Unforgiven 4/5 (2 films)	30
Celebrating Women: Steel Magnolias and 9 to 5 3/29 (2 films)	101
Monthly Horror: Alien 3/21, The Lost Boys 4/4 (2 films)	63
70/80's Classics Ferris Bueller's Day Off 3/20, The Sting 3/28, ET 4/3 (3 films)	89
Grease Sing-a-long 3/27 1 film)	100
Family Series: Brave 3/16, The Secret Garden 3/23, Wicked 4/6 (3 films)	208
Wizard of Oz Event with Characters and Free Cake Pops 3/30 (1 film)	182

· Day to Day operations:

- o Created templates for April and May host work schedule, work with Greg to build staff schedule.
- Concession/Merch deposit reporting: March concession and merchandise gross sales are \$4,981.25
- Continue to order supplies and some concessions items, pick them up from Town Hall. Weekly trips to the bank for change for concession/box office.
- Name tags for Jackson Board Members
- o Created and printed There's No Place Like Home Stickers for Wizard of Oz Event.
- Ordered and had printed our 3rd order of (48) popcorn tins. Sales of refillable popcorn tins are going well.
- o Started research for working with The Heritage Alliance on a Silent Film Festival.
- Worked events- front of house/box office 3/14, 3/15, 3/22 (merch sales for band), 3/30.
- Point of contact for commercial cleaners- they are here Monday/Thursdays 8am to noon for public areas and once a month for non-public areas.

Board of Mayor and Aldermen Report 4/9/2025

Wednesday April 9, 2025

4:40 PM

Jackson Theater - Technical Director

Progress Report for March 11 - April 9

Staffing:

- We have the following Technical Staff on our Show Call Roster:
- 3 Audio Engineers
- 2 Lighting Designers
- 2 Stagehand
- 5 Volunteers
 - Nathan Deuster, has begun running the tech department for movies with me out of the building. He is doing a great job.

Performances:

- Jenny and the Weazels
- Rob Ickes & Trey Hensley

Movies:

- The Boondock Saints
- Brave
- The Quiet Man
- Ferris Buller's Day Off
- Alien
- The Secret Garden
- Grease
- The Truth About Trees
- The Sting
- Steel Magnolias
- 9 to 5
- Wizard of Oz
- ET
- The Lost Boys
- The Searchers
- Unforgiven
- Wicked

Rentals:

Tri-Cities Jazz Trio Orchestra

Theatrical Hardware:

• Movie trailers and other videos have been added into our pre-movie slideshow as proving runs. Standard implementation is awaiting YouTube subscription purchase to disable random advertisement being added to the feed.

Programming:

- All necessary tech staff is booked for Steep Canyon Rangers and show information has been distributed to those staff members.
- Contacted Steep Canyon Rangers.
- Riders for Leon Majcen, and Wilson Fairchild have been reviewed
- Program Calendar for staff has been updated.

Building Info:

- Light DMX addressing project has been completed and DMX Light Plots have been created and sent to our first visiting Lighting Designer.
- Security System negotiations are in progress. Completed estimates from security companies have been reviewed, Fleenor was chosen and I have reached out to United Elevator Service to initiate their involvement.
- Door closers have been adjusted so that they no longer slam.

Parks and Recreation Chris Kudera Jonesborough Update

- 1. Seasonal Mowing Changes
- 2. Wetlands Water Park
- 3. NFL Flag Football
- 4. General Park Maintenance
- 5. Paint in the Park

Seasonal Mowing Changes

I wanted to provide a brief update regarding a recent change in our mowing coverage across several townmaintained properties.

One of our mowing contractors recently informed us they are no longer offering mowing services and are effectively going out of business. This change was communicated with little notice and has impacted several key areas they were responsible for, including:

- Medians along 11E
- Meadows Subdivision
- Jonesborough Elementary School (non-athletic areas)
- Stage Road Park
- Old Jonesborough Cemetery
- African American Cemetery

Following this update, I immediately began contacting contractors who submitted bids on these areas last fall to ensure continued maintenance coverage for the current season. I am actively working with the Town Administrator and Operations Manager to evaluate and finalize replacement mowing services.

In the interim, Snapp's Lawncare and Lawn-Jon will mow those areas until permanent arrangements are made. This will ensure these areas remain maintained while we work toward finalizing the updated assignments.

I plan to provide the Board with a full memo by April 18th, detailing who has been assigned to each location along with the associated costs. That memo will also include a financial update reflecting the changes and revised projections for the remainder of the mowing season.

Please feel free to reach out with any questions in the meantime.

Wetlands Water Park

Two major safety projects have been completed this month. The bridge across the lazy river has been fully repaired, ensuring a secure crossing for guests. In addition, the staircase leading to the upstairs level has been rebuilt. Both areas were identified as safety hazards, and their completion significantly improves overall guest safety and accessibility.

Under Nick Bogle's leadership, we've also begun several beautification efforts. The female crew from Dirty Street Fighter generously volunteered their time to paint both the park bathrooms and the café, helping to give the park a refreshed and welcoming look. This team has also started the process of pressure washing all concrete surfaces throughout the park, which will make a noticeable difference in appearance and cleanliness.

W have officially started interviewing applicants for the upcoming season. Our hiring process is underway to ensure we have a fully staffed and well-trained team ready to serve our guests from day one.





NFL Flag Football

Over spring break, Nick Bogle hosted an NFL Flag Football camp that was met with great success. Building on that momentum, we've launched our inaugural NFL Flag Football League with over **74 youth participants**. Games are currently being played at the multipurpose field at Tiger Park, and we're thrilled with the community response.

The league has attracted a wide range of participants, with ages ranging from 6 to 50 years old. In addition to our youth teams, four adult league teams are also competing this season, with several Town of Jonesborough staff members suiting up to play.

General Park Maintenance

The Parks and Recreation team has made significant progress on a number of maintenance projects across town this month. At Golden Oak Park, we placed an order to replace a broken slide to ensure continued safety and enjoyment for children and families. Over at Persimmon Ridge, both Jonesborough Little League and Jonesborough Elementary School began playing games on the ballfields. In preparation

for their seasons, our staff completed substantial work on the infields, smoothing and leveling the surfaces to create a better and safer playing environment.

We also made improvements to the disc golf course, removing several large trees that had become hazardous or obstructive to play. In addition, we responded to several plumbing issues in restrooms throughout our park system, including the replacement of a broken toilet and several damaged drainage lines. At Jimmy Neil Smith Park, we replaced and secured much of the staircase leading into the park. Several of the boards had become rotten and were replaced to improve safety and accessibility.



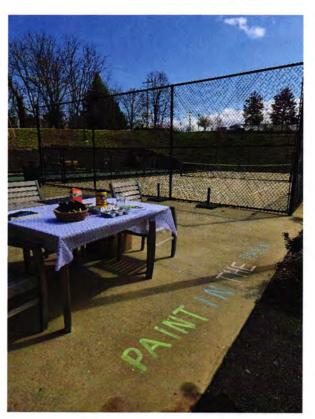




Paint in the Park

In March we introduced a new arts and crafts activity called Paint in the Park! Held in Lincoln Park we invited families to come out and paint the sidewalks with homemade chalk paint. Three simple ingredients, cornstarch, baking soda, and food coloring, make the craft child and environmentally safe. We had multiple families come out and enjoy being creative together while enjoying the beautiful weather and scenery at Lincoln Park!









TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

DATE: April 14, 2025 AGENDA ITEM #: 1

SUBJECT: Financial Report

	Full Year	Curren	t Year	Prior	Year
	Budget	March	YTD	March	YTD
GENERAL FUND	1. 1. 2. C		- F. M. M		
Revenues (1)(2)	15,416,852	654,717	21,514,197	1,318,185	15,243,155
Expenditures (2)	15,906,662	734,088	18,009,812	1,519,792	12,590,155
Rev. Over/(Under) Exp.	(489,810)	(79,371)	3,504,385	(201,607)	2,653,000
SOLID WASTE FUND					
Revenues (5)	1,385,059	80,490	1,152,435	59,583	635,446
Expenditures	1,385,059	54,473	1,089,865	57,069	546,825
Rev. Over/(Under) Exp.		26,017	62,570	2,514	88,621
JACKSON THEATRE FUND					
Revenues	681,182	3,028	168,089		-
Expenditures (4)	679,109	57,900	590,584	÷	
Rev. Over/(Under) Exp.	2,073	(54,872)	(422,495)		
K-8 CAPITAL PROJECT FUND					
Revenues	-	570,944	682,475	75,512	40,399,078
Expenditures	4.	1,828,349	1,511,880	153,615	42,968,500
Rev. Over/(Under) Exp.	1	(1,257,405)	(829,405)	(78,103)	(2,569,422
HRA INTERNAL SERV. FUND					
Revenues		5,790	52,110	5,790	57,110
Expenditures	-	10,903	67,116	8,390	71,456
Rev. Over/(Under) Exp.	1	(5,113)	(15,006)	(2,600)	(14,346
WATER/SEWER FUND*					
Revenues	10,682,513	839,326	8,734,951	702,049	7,996,294
Expenditures (3)	10,347,393	1,185,078	10,122,483	815,254	8,817,557
Rev. Over/(Under) Exp.	335,120	(345,752)	(1,387,532)	(113,205)	(821,263
DRUG FUND					1
Revenues	9,500	62	34,429	103	7,57
Expenditures	9,500		37,335		17,38
Rev. Over/(Under) Exp.	-	62	(2,906)	103	(9,81

(1) Includes \$2.4 million State Grant revenue

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

(3)Water/Sewer Fund includes water line expenditures and other capital spending that will be reclassified to fixed assets at year-end (4) Includes \$189,360 in spending covered with donation

⁽⁵⁾ Includes \$479,069 in loan proceeds for purchase of sanitation truck

	Full Year	Curren	t Year	Prior	Year
and the state of the state of the	Budget	March	YTD	March	YTD
GENERAL FUND		1.			
Revenues (1)(2)	15,416,852	654,717	21,514,197	1,318,185	15,243,155
Expenditures (2)	15,906,662	734,088	18,009,812	1,519,792	12,590,155
Rev. Over/(Under) Exp.	(489,810)	(79,371)	3,504,385	(201,607)	2,653,000
SOLID WASTE FUND					
Revenues (5)	1,385,059	80,490	1,152,435	59,583	635,446
Expenditures	1,385,059	54,473	1,089,865	57,069	546,825
Rev. Over/(Under) Exp.		26,017	62,570	2,514	88,621
JACKSON THEATRE FUND	1				
Revenues	681,182	3,028	168,089	-	
Expenditures (4)	679,109	57,900	590,584	4	
Rev. Over/(Under) Exp.	2,073	(54,872)	(422,495)	5	
K-8 CAPITAL PROJECT FUND			1.02		
Revenues		570,944	682,475	75,512	40,399,078
Expenditures	in	1,828,349	1,511,880	153,615	42,968,500
Rev. Over/(Under) Exp.	4	(1,257,405)	(829,405)	(78,103)	(2,569,422
HRA INTERNAL SERV. FUND			1.00		
Revenues		5,790	52,110	5,790	57,110
Expenditures		10,903	67,116	8,390	71,456
Rev. Over/(Under) Exp.		(5,113)	(15,006)	(2,600)	(14,346
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DRUG FUND					
Revenues	9,500	62	34,429	103	7,575
Expenditures	9,500	-	37,335		17,385
Rev. Over/(Under) Exp.		62	(2,906)	103	(9,810

(1) Includes \$2.4 million State Grant revenue

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Template Na Created by:	ame: LGC		Town of Jon Statement of R March	evenues - City		User: Date/Time:	Janet Jennings 4/10/2025 4:16 PM Page 1 of 11
Fund : 110	Genera	l Fund		-		Monthly Comparative	75.00%
1 m			Total Estimated	MTD Realized	YTD Realized	Unrealized	% UnRealized
31100		Property Taxes (Current)	2,699,055.00	(73,856.99)	(2,601,013.99)	98,041.01	3.63%
31120		Public Utilities Property Tax (Current)	33,867.00	(8,659.00)	(33,046.00)	821.00	2.42%
31210		Real And Personal Prop Tax Prior Year	80,218.00	0.00	0.00	80,218.00	100.00%
31310		Inter And Penalty On Prop Taxs (Current)	17,000.00	(6,971.80)	(18,365.33)	(1,365.33)	-8.03%
31500		Payments In Lieu Of Property Taxes	260,000.00	(195,000.00)	(195,000.00)	65,000.00	25.00%
31510		Payments In Lieu of Power Board Tax	60,000.00	0.00	0.00	60,000.00	100.00%
31511		Pay In Lieu of TVA Tax	71,463.00	0.00	(35,595.92)	35,867.08	50.19%
31520		TVA Impact Payment	14,364.00	0.00	(14,525.48)	(161.48)	-1.12%
31600		Local Option Sales Tax	3,094,600.00	(221,093.81)	(2,186,983.80)	907,616.20	29.33%
31710		Wholesale Beer Tax	230,000.00	(15,592.04)	(153,153.35)	76,846.65	33.41%
31720		Wholesale Liquor Tax	125,000.00	(10,257.00)	(99,528.72)	25,471.28	20.38%
31800		Business Taxes	206,000.00	(15.00)	(55,216.91)	150,783.09	73.20%
31870		Hotel/Motel Tax	58,000.00	(4,278.23)	(53,820.75)	4,179.25	7.21%
31912		Cable TV Franchise Tax	83,000.00	0.00	(29,751.63)	53,248.37	64.15%
32200		Alcoholic Beverage Fees/Applications	5,000.00	(350.00)	(5,295.91)	(295.91)	-5.92%
32610		Building Permits	263,000.00	12,563.87	(264,473.69)	(1,473.69)	-0.56%
32661		Rezoning/Plan Review/Variance Fee	6,500.00	(300.00)	(13,657.00)	(7,157.00)	-110.11%
33490		Other State Grants	30,000.00	0.00	0.00	30,000.00	100.00%
33490	974	Other State Grants	0.00	0.00	(2,400,000.00)	(2,400,000.00)	No Budget
33491	SCNTR	State Revenue	13,050.00	(4,308.50)	(12,054.00)	996.00	7.63%
33510		State Sales Tax	729,000.00	0.00	(495,923.10)	233,076.90	31.97%
33530		State Beer Tax	2,700.00	0.00	(1,345.39)	1,354.61	50.17%
33535		State Telecommunication Tax	5,900.00	0.00	(3,644.96)	2,255.04	38.22%
33536		State Local Occupancy Tax	12,500.00	0.00	(8,296.85)	4,203.15	33.63%
33540		State Alcoholic Beverage Tax	16,000.00	0.00	(11,608.50)	4,391.50	27.45%
33550		State Street Aid	205,000.00	0.00	(141,295.47)	63,704.53	31.08%
33552		State-City Streets And Transportation	12,500.00	0.00	(8,776.23)	3,723.77	29.79%
33570		State Maintenance Reimbursement	21,000.00	(13,120.01)	(42,682.21)	(21,682.21)	-103.25%
33580		State Sports Betting	11,700.00	0.00	(9,268.85)	2,431.15	20.78%
33590		Other State Revenue Allocations	1,000,000.00	0.00	0.00	1,000,000.00	100.00%
33593		Corporate Excise Tax	80,000.00	0.00	0.00	80,000.00	100.00%

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Fund : 110	General	Fund				Monthly Comparative	75.00%
			Total Estimated	MTD Realized	YTD Realized	Unrealized	% UnRealize
33600		State Police Training Supplement	16,500.00	(16,000.00)	(16,000.00)	500.00	3.039
33601		State Fire Training Supplement	6,400.00	0.00	(5,600.00)	800.00	12.50%
33602		State Police Supplement	0.00	0.00	0.00	0.00	No Budge
33711	SCNTR	County Revenue	48,000.00	(23,750.00)	(47,500.00)	500.00	1.049
34741		Parks and Recreation Programming	0.00	0.00	(130.00)	(130.00)	No Budge
34901		Stormwater Fees	24,000.00	0.00	0.00	24,000.00	100.009
36210		Rent	0.00	0.00	(300.00)	(300.00)	No Budge
36351		Refunds and Reimbursements	0.00	0.00	(13,772.69)	(13,772.69)	No Budge
36705	PARKS	Advertising/Sponsorship	0.00	(100.00)	(1,229.46)	(1,229.46)	No Budge
36710		Contri And Donations-Businesses	0.00	0.00	(5,500.00)	(5,500.00)	No Budge
36710	111	Contri And Donations-Businesses	0.00	(750.00)	(1,000.00)	(1,000.00)	No Budge
36720		Contri And Donations-Organizations	12,170.00	0.00	0.00	12,170.00	100.009
36900		Other Financing Sources	1,200,000.00	0.00	0.00	1,200,000.00	100.009
36907		Loan Proceeds - Bk of TN - Engel	0.00	0.00	(350,000.00)	(350,000.00)	No Budge
36921	К8	Bond Proceeds - USDA	0.00	0.00	(9,000,000.00)	(9,000,000.00)	No Budge
38100		Other Programs	80,000.00	0.00	0.00	80,000.00	100.009
38101	SCNTR	Title IIIB Transportation	12,000.00	(1,000.00)	(8,000.00)	4,000.00	33.339
38102	SCNTR	Service Coordination Funds	53,392.00	0.00	(31,496.55)	21,895.45	41.019
38104	SCNTR	United Way Funding	6,000.00	0.00	(4,500.00)	1,500.00	25.009
38106	SCNTR	Health Promo & Class Revenue	47,500.00	(945.00)	(45,936.00)	1,564.00	3.299
38107	SCNTR	Rental Revenue	900.00	(900.00)	(1,600.00)	(700.00)	-77.789
38108	SCNTR	Membership Dues	25,000.00	(1,545.46)	(14,494.28)	10,505.72	42.029
38109	SCNTR	My Ride Fees	5,900.00	(290.00)	(2,695.00)	3,205.00	54.329
38110		Veterans War Memorial Project	0.00	0.00	(50.00)	(50.00)	No Budge
38111		Pep Safety Grant-Employee Wellnes	2,000.00	0.00	0.00	2,000.00	100.009
38112		Pep Driver Safety Grant	5,000.00	0.00	0.00	5,000.00	100.009
38113		Tree & Townscape Spec.Proj.Revenu	0.00	0.00	(20.00)	(20.00)	No Budge
38114		Washington County Fire Funds	135,000.00	0.00	(101,250.00)	33,750.00	25.009
38117		Visitor Center - Auditorium Rent	15,000.00	(1,115.00)	(13,975.71)	1,024.29	6.834
38118		Visitor Center Gift Shop	55,000.00	(693.65)	(27,258.00)	27,742.00	50.449
38119		Visitor Center Miscellaneous	8,000.00	584.93	(13,560.77)	(5,560.77)	-69.519

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Fund : 110	Genera	I Fund				Monthly Comparative	75.00%
			Total Estimated	MTD Realized	YTD Realized	Unrealized	% UnRealized
38120		Visitor Center - Special Program	24,500.00	(47.81)	(13,109.86)	11,390.14	46.49%
38121		Gazebo Rental	350.00	0.00	0.00	350.00	100.00%
38122		Recreation Events/Special Program	7,500.00	0.00	(3,289.21)	4,210.79	56.14%
38125		Music On The Square Revenues	48,000.00	(3,000.00)	(13,462.99)	34,537.01	71.95%
38127		Repertory Theatre/Jpac	52,000.00	(1,015.00)	(79,582.36)	(27,582.36)	-53.04%
38127	00010	Repertory Theatre/Jpac	0.00	(1,110.38)	0.00	0.00	No Budge
38127	00017	Repertory Theatre/Jpac	0.00	0.00	0.00	0.00	No Budge
38127	00018	Repertory Theatre/Jpac	0.00	0.00	0.00	0.00	No Budge
38127	00019	Repertory Theatre/Jpac	0.00	0.00	0.00	0.00	No Budge
38127	00020	Repertory Theatre/Jpac	0.00	240.54	(7,674.46)	(7,674.46)	No Budge
38127	00021	Repertory Theatre/Jpac	0.00	0.00	0.00	0.00	No Budge
38127	00022	Repertory Theatre/Jpac	0.00	0.00	0.00	0.00	No Budge
38127	00023	Repertory Theatre/Jpac	0.00	0.00	0.00	0.00	No Budge
38127	00024	Repertory Theatre/Jpac	0.00	(2,206.84)	(993.75)	(993.75)	No Budge
38127	00025	Repertory Theatre/Jpac	0.00	0.00	(2,840.00)	(2,840.00)	No Budge
38127	00026	Repertory Theatre/Jpac	0.00	0.00	(4,840.00)	(4,840.00)	No Budge
38127	00027	Repertory Theatre/Jpac	0.00	(4,225.83)	(3,000.00)	(3,000.00)	No Budge
38127	00028	Repertory Theatre/Jpac	0.00	(1,525.00)	0.00	0.00	No Budge
38127	00029	Repertory Theatre/Jpac	0.00	(1,125.00)	0.00	0.00	No Budge
38127	00030	Repertory Theatre/Jpac	0.00	0.00	0.00	0.00	No Budge
38127	00031	Repertory Theatre/Jpac	0.00	(740.00)	(740.00)	(740.00)	No Budge
38127	00032	Repertory Theatre/Jpac	0.00	0.00	0.00	0.00	No Budge
38127	00033	Repertory Theatre/Jpac	0.00	0.00	0.00	0.00	No Budge
38127	00034	Repertory Theatre/Jpac	0.00	0.00	0.00	0.00	No Budge
38127	00035	Repertory Theatre/Jpac	0.00	0.00	0.00	0.00	No Budge
38127	00036	Repertory Theatre/Jpac	0.00	(1,300.00)	(1,300.00)	(1,300.00)	No Budge
38127	00100	Repertory Theatre/Jpac	0.00	3,480.25	0.00	0.00	No Budge
38127	00200	Repertory Theatre/Jpac	0.00	145.16	0.00	0.00	No Budge
38128		Jrt Players Education Program	50,000.00	8,119.61	(17,002.26)	32,997.74	66.00%
38130		Story Town Radio Show Revenue	17,500.00	(911.20)	(17,545.58)	(45.58)	-0.26%
38131		Jrt Don Squibb Scholarship Progra	3,000.00	0.00	(25.00)	2,975.00	99.17%

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Fund : 110	Genera	l Fund				Monthly Comparative	75.00%
			Total Estimated	MTD Realized	YTD Realized	Unrealized	% UnRealized
38132		Main Street Usa Revenues	2,500.00	(2,785.19)	(3,577.81)	(1,077.81)	-43.11%
38133		Main St.Brews & Tunes Revenues	12,000.00	0.00	(3,290.00)	8,710.00	72.58%
38134		Main St.Jonesborough Days Revenue	35,000.00	(3,693.58)	(17,810.52)	17,189.48	49.11%
38135	WETL	Season Passes	33,100.00	0.00	(1,887.58)	31,212.42	94.30%
38136	WETL	Facility Rental	37,500.00	0.00	(23,080.05)	14,419.95	38.45%
38137	WETL D	Daily Admissions	310,000.00	0.00	(152,004.92)	157,995.08	50.97%
38138	WETL D	Concessions	95,000.00	0.00	(43,948.90)	51,051.10	53.74%
38139	WETL D	Merchandise Sales	3,500.00	0.00	0.00	3,500.00	100.00%
38140	WETL D	Tube Rentals	9,400.00	0.00	0.00	9,400.00	100.00%
38141	WETL	Snowball Sales	3,000.00	0.00	(1,141.49)	1,858.51	61.95%
38142	WETL	Swim Lessons/Cpr Training	3,500.00	0.00	(117.27)	3,382.73	96.65%
38143	- E	Police Fines	160,000.00	(19,427.50)	(126,413.70)	33,586.30	20.99%
38144		Police Fines - Cameras	53,000.00	0.00	(45,376.59)	7,623.41	14.38%
38145		General Sessions Court Fines	6,800.00	(124.19)	(1,171.36)	5,628.64	82.77%
38146		Litigation Tax	18,500.00	(1,552.39)	(12,007.15)	6,492.85	35.10%
38147		Defensive Driving School Revenue	18,000.00	(2,568.00)	(14,724.00)	3,276.00	18.20%
38148		Shop With Cop Program	29,000.00	0.00	(60,379.63)	(31,379.63)	-108.21%
38149		Driving School Tech Fees	2,250.00	(192.00)	(1,476.00)	774.00	34.40%
38150		Ps Electronic Citation Fee Reserv	3,500.00	(256.00)	(1,896.00)	1,604.00	45.83%
38151		Doj Bullet Proof Vests Grant	5,000.00	0.00	0.00	5,000.00	100.00%
38152		Doj Cops Grant	60,000.00	0.00	0.00	60,000.00	100.00%
38153		Tn Hwy Safety Grant	5,000.00	0.00	0.00	5,000.00	100.00%
38154		Clerk Electronic Citation Fee Res	1,000.00	(64.00)	(565.00)	435.00	43.50%
38155		Jonesborough Cops For Kids	0.00	0.00	(1,100.00)	(1,100.00)	No Budget
38156		Paws In Blue Canine Revenue Cont	8,000.00	0.00	(8,000.00)	0.00	0.00%
38157		Mckinney Center - Rental Fees	12,000.00	(2,512.00)	(12,623.70)	(623.70)	-5.20%
38158		Mbm ProgDonations	0.00	0.00	(598.47)	(598.47)	No Budget

			Statement of Re March	evenues - City 2025		Date/Time:	4/10/2025 4:16 PM Page 5 of 11
Fund : 110	General	Fund				Monthly Comparative	75.00%
			Total Estimated	MTD Realized	YTD Realized	Unrealized	% UnRealized
38159		Mary Martin-Education Fees	75,000.00	(8,183.76)	(63,582.52)	11,417.48	15.22%
38160		Mckinney Scholarship Fund Revenue	5,000.00	0.00	0.00	5,000.00	100.00%
38161		Mckinney Center Membership Revenu	2,000.00	(510.83)	(3,118.26)	(1,118.26)	-55.91%
38162		Tac Grant-Story Town Radio Show	8,880.00	0.00	(2,868.00)	6,012.00	67.70%
38165		Tac Grant Comm.Play Creative Plac	2,500.00	0.00	0.00	2,500.00	100.00%
38167		Interest Earned	25,000.00	0.00	(11,896.55)	13,103.45	52.41%
38168		Post Office Rent	78,489.00	(14,667.98)	(66,005.91)	12,483.09	15.90%
38169		Lease Revenue	61,436.00	(5,195.19)	(46,251.02)	15,184.98	24.72%
38169	WC	Lease Revenue	2,166,584.00	0.00	(1,054,065.00)	1,112,519.00	51.35%
38170	0.4	Miscellaneous Revenue	0.00	(17.50)	(9,159.96)	(9,159.96)	No Budge
38172		Auction Proceeds - Surplus Equip	15,000.00	0.00	(14,196.50)	803.50	5.36%
38173		In Lieu Sidewalk Payment Reserve	0.00	0.00	(37,953.00)	(37,953.00)	No Budge
38174	SCNTR	Special Projects Re	55,000.00	(3.02)	(23,307.80)	31,692.20	57.62%
38175		Keep Jonesborough Beautiful Revenue	0.00	0.00	(125.00)	(125.00)	No Budge
38176		Flag Replacement Revenue	200.00	0.00	(2,350.00)	(2,150.00)	-1075.00%
38177		Chuckey Depot Museum Revenue	3,000.00	0.00	(337.85)	2,662.15	88.74%
38184		Proceeds-Interim Loan-Jackson Tht	0.00	0.00	(557,991.23)	(557,991.23)	No Budge
38191		Insurance Recoveries	0.00	0.00	(28,514.12)	(28,514.12)	No Budge
38193		East TN Foundation - Hope in Action Grant	3,728.00	0.00	0.00	3,728.00	100.00%
38194		Visitor Center - Ticket Surcharge	55,000.00	0.00	0.00	55,000.00	100.00%
38203	965	Other Grant Revenue	2,150.00	0.00	0.00	2,150.00	100.00%
38203	976	Other Grant Revenue	0.00	0.00	(2,345.24)	(2,345.24)	No Budge
38203	977	Other Grant Revenue	0.00	0.00	(1,297.72)	(1,297.72)	No Budge
38203	979	Other Grant Revenue	0.00	0.00	(3,031.05)	(3,031.05)	No Budge
38206		PEP Property Grant	5,000.00	0.00	0.00	5,000.00	100.00%
38208		Violent Crime Intervention Grant	8,477.00	0.00	4,887.89	13,364.89	157.66%
38209		Interest - Leases	10,429.00	0.00	0.00	10,429.00	100.00%
38210		Washington Co Contrib for K-8	500,400.00	0.00	(291,900.00)	208,500.00	41.679
Total For Fun	nd: 110		15,416,852.00	(654,717.32)	(21,514,196.95)	(6,097,344.95)	-39.55%

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	olid Waste Management und				Monthly Comparative	75.00%
		Total Estimated	MTD Realized	YTD Realized	Unrealized	% UnRealized
34312	Equipment Rental Charges	4,000.00	0.00	(150.00)	3,850.00	96.25%
34410	Solid Waste Collection Charges	873,490.00	(78,059.66)	(648,693.46)	224,796.54	25.74%
34426	Solid Waste Service Charges	16,000.00	(1,250.00)	(14,628.49)	1,371.51	8.57%
34427	Tote Cart/Dumpster Charges	500.00	0.00	(672.00)	(172.00)	-34.40%
34428	Bagster Bag Charges	1,500.00	0.00	(397.00)	1,103.00	73.53%
34454	Sale Of Recyclable Materials	0.00	(367.35)	(2,124.05)	(2,124.05)	No Budge
34455	Sale of Compost/Mulch	10,500.00	(813.08)	(3,713.14)	6,786.86	64.64%
36351	Refunds and Reimbursements	0.00	0.00	(372.42)	(372.42)	No Budge
36529	Auction Proceeds	0.00	0.00	0.00	0.00	No Budge
36901	Loan Proceeds	479,069.00	0.00	(479,069.00)	0.00	0.00%
38170	Miscellaneous Revenue	0.00	0.00	0.00	0.00	No Budge
38170	Auction Proceeds - Surplus Equip	0.00	0.00	(2,615.66)	(2,615.66)	No Budge
Total For Fund:	131	1,385,059.00	(80,490.09)	(1,152,435.22)	232,623.78	16.80%

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Fund: 171 Jacks	on Theatre Fund			Monthly Comparative	75.00%	
		Total Estimated	MTD Realized	YTD Realized	Unrealized	% UnRealized
34751	Auditorium Rental Revenue	20,000.00	(580.00)	(3,395.00)	16,605.00	83.03%
34752	Ticket Sales	418,709.00	997.44	(48,480.51)	370,228.49	88.42%
34753	Ticket Sales - Preservation Fee	30,000.00	(1,349.00)	(4,272.00)	25,728.00	85.76%
34755	Concessions Revenue	17,446.00	(1,824.73)	(13,643.92)	3,802.08	21.79%
34756	Merchandise Sales	0.00	(123.03)	(1,778.33)	(1,778.33)	No Budget
36705	Advertising/Sponsorship	20,000.00	0.00	0.00	20,000.00	100.00%
36710	Contri And Donations-Businesses	0.00	0.00	(2,100.00)	(2,100.00)	No Budget
36720	Contri And Donations-Organizations	0.00	0.00	(5,000.00)	(5,000.00)	No Budget
36730	Contri And Donations-Individuals	0.00	(148.58)	(6,135.88)	(6,135.88)	No Budget
36961	Operating Tran In From Gen Fund	175,027.00	0.00	(83,283.58)	91,743.42	52.42%
Total For Fund: 17		681,182.00	(3,027.90)	(168,089.22)	513,092.78	75.32%

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Fund : 311 K-		pital Project Fund				Monthly Comparative	75.00%
			Total Estimated	MTD Realized	YTD Realized	Unrealized	% UnRealized
33492		State of TN Grant - LPRF	0.00	(570,944.20)	(570,944.20)	(570,944.20)	No Budget
36961		Operating Tran In From Gen Fund	0.00	0.00	(111,530.56)	(111,530.56)	No Budget
Total For Fund:	311		0.00	(570,944.20)	(682,474.76)	(682,474.76)	100.00%

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Fund : 334	Health	Reimbursement Fund				Monthly Comparative	75.00%
			Total Estimated	MTD Realized	YTD Realized	Unrealized	% UnRealized
36992	110	HRA Contributions	0.00	(2,730.00)	(24,570.00)	(24,570.00)	No Budge
	131	HRA Contributions	0.00	(750.00)	(6,750.00)	(6,750.00)	No Budge
55567 C	413	HRA Contributions	0.00	(2,310.00)	(20,790.00)	(20,790.00)	No Budge
2005A	334	The second s	0.00	(5,790.00)	(52,110.00)	(52,110.00)	100.00%

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Fund : 413	Water 8	Sewer Fund				Monthly Comparative	75.00%
			Total Estimated	MTD Realized	YTD Realized	Unrealized	% UnRealized
33101		2021 EDA Indust Park Grant	260,000.00	0.00	0.00	260,000.00	100.00%
33401		TN Direct Local ARPA Funds	191,659.00	0.00	0.00	191,659.00	100.00%
33493		State - FEMA Reimbursements	173,999.00	0.00	0.00	173,999.00	100.009
36100		Interest Earnings	8,000.00	(668.77)	(5,778.20)	2,221.80	27.779
36220		Lease Of Property	0.00	(484.00)	(484.00)	(484.00)	No Budge
36351		Refunds and Reimbursements	0.00	0.00	(5,139.49)	(5,139.49)	No Budge
36721		Cap Contr-Wash Cnty-WL Proj	0.00	0.00	(607,197.75)	(607,197.75)	No Budge
37110		Metered Water Sales	7,231,969.00	(622,682.42)	(5,685,023.70)	1,546,945.30	21.399
37115		Collection on Delinquent Accounts	0.00	0.00	(185.06)	(185.06)	No Budge
37151		Disconnect Fees	37,600.00	(3,050.12)	(30,238.45)	7,361.55	19.589
37152		Service Charges	53,000.00	(5,936.42)	(41,186.42)	11,813.58	22.29
37196		Water Tap Fees	460,000.00	(30,950.00)	(525,500.00)	(65,500.00)	-14.249
37196	5015	Water Tap Fees	0.00	500.00	(42,500.00)	(42,500.00)	No Budg
37197		Water Line Extension Charges	100,000.00	0.00	0.00	100,000.00	100.00
37210		Sewer Charges	1,927,686.00	(166,058.96)	(1,490,389.12)	437,296.88	22.69
37220		Sewer Tap Inspection Fees	3,600.00	(75.00)	(5,900.00)	(2,300.00)	-63.89
37296		Sewer Tap Fees	225,000.00	(6,000.00)	(290,975.00)	(65,975.00)	-29.32
37726		Gain on Sale of Capital Assets	10,000.00	0.00	0.00	10,000.00	100.004
38170		Miscellaneous Revenue	0.00	(3,920.64)	(4,453.35)	(4,453.35)	No Budge
Total For Fund	: 413		10,682,513.00	(839,326.33)	(8,734,950.54)	1,947,562.46	18.239

Template Name: Created by:	LGC	Town of Jon Statement of R March	evenues - City		User: Date/Time:	Janet Jenning 4/10/2025 4:16 PM Page 11 of 11
Fund : 619	Drug Enforcement Fund		1.2.	1.00	Monthly Comparative	75.00%
		Total Estimated	MTD Realized	YTD Realized	Unrealized	% UnRealized
35140	Drug Related Fines	2,000.00	(61.69)	(2,558.78)	(558.78)	-27.94%
36529	Auction Proceeds	4,000.00	0.00	(31,870.00)	(27,870.00)	-696.75%
36571	Property Forfeitures	1,500.00	0.00	0.00	1,500.00	100.00%
36990	Miscellaneous Revenues	2,000.00	0.00	0.00	2,000.00	100.00%
Total For Fund:	619	9,500.00	(61.69)	(34,428.78)	(24,928.78)	-262.41%

Created	te Name: by: 16	c		Stateme	Town of Jonesbord at of Expenditures and March 2025		User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 1 of 64
Fund :	110					1.00	Monthly Comparat	ive:	75.00%
Obje		st ter	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
41500	General Ad	minist	ration						1.1.1.1.1
121				(461,748.00)	(461,748.00)	334,676.00	(127,072.00)	72.48%	35,177.99
	Salaries and	Wages		0.00		0.00			0.00
121	100			0.00	0.00	1,017.14	1,017.14	No Budget	0.00
	Salaries and	Wages		0.00		0.00			0.00
141				(35,324.00)	(35,324.00)	24,399.15	(10,924.85)	69.07%	2,612.66
	Oasi (Emplo	er's Sh	are)	0.00		0.00	1.		0.00
141	100			0.00	0.00	73.56	73.56	No Budget	0.00
	Oasi (Emplo	er's Sh	are)	0.00		0.00			0.00
142				(60,093.00)	(60,093.00)	40,308.38	(19,784.62)	67.08%	670.01
	Hospital And	Health	Insurance	0.00		0.00			0.00
143	100			0.00	0.00	61.03	61.03	No Budget	0.00
	Employee Re	tireme	nt Plan	0.00		0.00			0.00
143				(25,539.00)	(25,539.00)	17,986.67	(7,552.33)	70.43%	1,935.32
	Employee Re	tireme	nt Plan	0.00		0.00			0.00
146				(4,700.00)	(4,700.00)	0.00	(4,700.00)	0.00%	0.00
	Workmen's	Compen	sation	0.00		0.00			0.00
147				(168.00)	(168.00)	192.08	24.08	114.33%	11.90
	Unemploym	ent Insu	Irance	0.00	0.77.5.44	0.00		and and all	0.00
148				0.00	0.00	175.19	175.19	No Budget	0.00
	Employee Ed	lucation	And Training	0.00	1.00 million (1.00 million (1.	0.00	100000		0.00
166			100 B	(11,200.00)	(11,200.00)	7,525.00	(3,675.00)	67.19%	1,050.00
	Municipal Ju	dge		0.00	· · · · · · · · · · · · · · · · · · ·	0.00			0.00
167	***** * (***)			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	Animal Cont	ol		0.00	(alooino)	0.00	(2,000,00)	0.0070	0.00
168		1.00		(3,100.00)	(3,100.00)	0.00	(3,100.00)	0.00%	0.00
	USDA Wildlin	e Mana	gement	0.00	(3)200,00)	0.00	(0)100.00)	0.0070	0.00
211	and a strength			(4,200.00)	(4,200.00)	1,214.14	(2,985.86)	28.91%	65.38
	Postage, Bo	Rent	Ftc	(4,200.00)	(4,200.00)	0.00	(2,905.00)	20.91%	0.00
770	, osuge, do	inching in			(3 000 00)		37 35	101 2204	
230	Dublich C.	-	ons, And Dues	(2,000.00) 0.00	(2,000.00)	2,025.35 0.00	25.35	101.27%	75.00

Templa Created		ne: LGC		Stateme	Town of Jonesboro nt of Expenditures and March 2025	ugn Encumbrances	User: Date/1	Time:	Janet Jennings 4/10/2025 4:24 PM Page 2 of 64
Fund :	110				A set the set		Monthly Comparati	ve:	75.00%
Obj	ect	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
234				0.00	0.00	250.00	250.00	No Budget	250.00
	Fees	and Permits -	Non-State	0.00		0.00			0.00
236				(8,000.00)	(8,000.00)	4,500.00	(3,500.00)	56.25%	500.00
	Publi	c Relation		0.00		0.00			0.00
239				(3,500.00)	(3,500.00)	3,312.00	(188.00)	94.63%	0.00
	MTA	5/TML Fees		0.00		0.00			0.00
241		• 0021 - 000		(15,000.00)	(15,000.00)	13,438.57	(1,561.43)	89.59%	2,692.71
	Elect	ric		0.00		0.00			0.00
242				(1,600.00)	(1,600.00)	548.52	(1,051.48)	34.28%	77.37
	Wate	er -		0.00		0.00			0.00
245				(12,500.00)	(12,500.00)	8,766.51	(3,733.49)	70.13%	767.15
- 14	Tele	hone And Oth	er Communication Services	0.00		0.00			0.00
248				(500.00)	(500.00)	969.36	469.36	193.87%	121.17
	GPS	Services		0.00		0.00			0.00
250				0.00	0.00	790.03	790.03	No Budget	0.00
230	Prof	essional Entert	ainment	0.00		0.00			0.00
251				(2,600.00)	(2,600.00)	1,991.64	(608.36)	76.60%	184.05
	Med	ical Services		0.00		0.00			0.00
252				(60,000.00)	(60,000.00)	52,171.01	(7,828.99)	86.95%	6,953.17
	Lega	I Services		0.00		0.00			0.00
253	1			(29,000.00)	(29,000.00)	29,042.00	42.00	100.14%	0.00
200	Acc	ounting And Au	uditing Services	0.00		0.00			0.00
255				(70,000.00)	(70,000.00)	36,949.35	(33,050.65)	52.78%	0.00
200	Dat	Processing S	ervices	0.00		0.00			0.00
256				(35,000.00)	(35,000.00)	34,470.00	(530.00)	98.49%	2,730.00
	Eng	ineering Servic	ces & Land Services	0.00		0.00			0.00
261				(3,000.00)	(3,000.00)	796.01	(2,203.99)	26.53%	0.00
	Rep	air And Mainte	nance Motor Vehicles	0.00		0.00			0.00
262				(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Ren	air And Mainte	enance Equipment	0.00		0.00			0.00

Template Created				Stateme	Town of Jonesbord ant of Expenditures and March 2025		User: Date/'	Time:	Janet Jennings 4/10/2025 4:24 PM Page 3 of 64
Fund : 1	110						Monthly Comparat	lve:	75.00%
Objec	Cost ct Cente		Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
266				(15,000.00)	(15,000.00)	11,117.55	(3,882.45)	74.12%	844.24
	Repair And Ma	inten	ance Buildings	0.00		0.00			0.00
267				(5,000.00)	(5,000.00)	589.91	(4,410.09)	11.80%	0.00
	Repair And Ma	inten	ance Buildings - ISC Bldg	0.00		0.00			0.00
270				0.00	0.00	110.00	110.00	No Budget	0.00
	Repair And Ma	inten	ance Surplus Vehicles &	0.00		0.00			0.00
279				(5,500.00)	(5,500.00)	330.00	(5,170.00)	6.00%	0.00
	Website Mainte	enand	e	0.00		0.00			0.00
288				(6,500.00)	(6,500.00)	495.00	(6,005.00)	7.62%	375.00
	Travel/Training	/Car	Allowance	0.00		0.00			0.00
290				(24,000.00)	(24,000.00)	19,006.25	(4,993.75)	79.19%	(1,089.95)
	Other Contract	ed Se	ervices	0.00		0.00			0.00
297				(2,500.00)	(2,500.00)	289.79	(2,210.21)	11.59%	0.00
	Veterans Mem	orial		0.00		0.00			0.00
311				(6,000.00)	(6,000.00)	3,624.18	(2,375.82)	60.40%	895.95
	Office Supplies	Ð I		0.00		0.00			0.00
312				(9,000.00)	(9,000.00)	1,652.73	(7,347.27)	18.36%	280.39
	Small Items Of	F Equi	pment	0.00		0.00			0.00
313				(2,000.00)	(2,000.00)	1,222.93	(777.07)	61.15%	0.00
	Stationary/For	ms		0.00		0.00			0.00
323				(18,000.00)	(18,000.00)	11,239.96	(6,760.04)	62.44%	45.00
	Food			0.00		0.00			0.00
324				(4,200.00)	(4,200.00)	2,832.04	(1,367.96)	67.43%	137.53
	Household And	1 Jani	torial Supplies	0.00		0.00			0.00
326				(2,000.00)	(2,000.00)	1,832.78	(167.22)	91.64%	740.90
	Clothing And L	Inifor	ms	0.00		0.00			0.00
331				(7,500.00)	(7,500.00)	851.76	(6,648.24)	11.36%	92.40
	Gas, Oil, Diese	I Fue	, Grease, Etc.	0.00		0.00			0.00
334				(700.00)	(700.00)	1,122.08	422.08	160.30%	0.00
	Tires, Tubes A	nd Et	2.	0.00		0.00			0.00

Templat Created	e Name: by: IGC		Stateme	Town of Jonesboro nt of Expenditures and March 2025	ugn I Encumbrances	User: Date/1	lime:	Janet Jennings 4/10/2025 4:24 PM Page 4 of 64
Fund :	110					Monthly Comparati	ve:	75.00%
Obje	Cost ct Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
336			(2,300.00)	(2,300.00)	0.00	(2,300.00)	0.00%	0.00
	Municipal Judge Su	oplies	0.00		0.00			0.00
341	00001000500	· · · ·	0.00	0.00	58.05	58.05	No Budget	14.41
311	Consumable Tools		0.00		0.00			0.00
342			0.00	0.00	210.77	210.77	No Budget	210.77
342	Sign Parts And Sup	olies	0.00		0.00			0.00
200	Sign for a rind bup		(4,500.00)	(4,500.00)	3,042.11	(1,457.89)	67.60%	376.62
390	Miscellaneous Supp	lies	0.00		0.00			0.00
	Miscellaneous Supp	lics	(164,200.00)	(164,200.00)	147,290.91	(16,909.09)	89.70%	0.00
520	Dranaste // inhility Ir	curance.	0.00	(10),200,00)	0.00	Acres 1		0.00
322	Property/Liability Ir	Isurance		(45,000.00)	28,556.26	(16,443.74)	63.46%	2,281.91
535		A Malak Castonata	(45,000.00) 0.00	(45,000.00)	0.00	(10) 100 1		0.00
	Equipment Leases	a Maint Contracts		(3,000.00)	(1,163.00)	(4,163.00)	-38.77%	(3,792.66)
555			(3,000.00) 0.00	(3,000.00)	(1,105.00)	(1,105.00)	50.77 /6	0.00
	Bank Service Charg	jes		0.00	1,177.00	1,177.00	No Budget	0.00
591			0.00	0.00	0.00	1,177.00	No budget	0.00
	Property Taxes		0.00			7 402 00	149.95%	3,163.00
595			(15,000.00)	(15,000.00)	22,493.00 0.00	7,493.00	149.95%	5,163.00
	Tax Relief Program		0.00		1942 9	(100 COC 05)	57.0494	
620	RDA24		(260,328.00)	(260,328.00)	150,631.95	(109,696.05)	57.86%	0.00
	Note Principal		0.00		0.00	0.151.65		0.00
620	ENGEL		0.00	0.00	9,151.65 0.00	9,151.65	No Budget	0.00
	Note Principal		0.00	(105 717 00)		(44 546 66)	57.86%	0.00
620	RDA22		(105,717.00)	(105,717.00)	61,170.34 0.00	(44,546.66)	57.00%	0.00
	Note Principal		0.00	(199 524 00)	109,145.94	(79,388.06)	57.89%	0.00
620	RDA28		(188,534.00) 0.00	(188,534.00)	0.00	(75,505.00)	5710570	0.00
	Note Principal			(42,835.00)	0.00	(42,835.00)	0.00%	0.00
620	RDA1		(42,835.00) 0.00	(42,035.00)	0.00	(,		0.00
c20	Note Principal MUNIB		(123,000.00)	(123,000.00)	123,000.00	0.00	100.00%	0.00
620	Note Principal		(125,000.00)	(115)000100)	0.00			0.00

Template N Created by			Stateme	Town of Jonesbord nt of Expenditures and March 2025	ugh I Encumbrances	User: Date/'	lime:	Janet Jennings 4/10/2025 4:24 PM Page 5 of 64	
Fund : 110)				-	Monthly Comparati	ve:	75.00%	
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance	
620	RDA27		(80,800.00)	(80,800.00)	46,776.83	(34,023.17)	57.89%	0.00	
No	ote Principal		0.00		0.00			0.00	
620	K8		0.00	0.00	8,402,995.63	8,402,995.63	No Budget	0.00	
No	ote Principal		0.00		0.00			0.00	
620	RDA26		0.00	0.00	0.00	0.00	No Budget	0.00	
No	ote Principal		0.00		0.00			0.00	
620	RDA		(233,429.00)	(233,429.00)	0.00	(233,429.00)	0.00%	0.00	
No	ote Principal		0.00		0.00			0.00	
620			(1,200,000.00)	(1,200,000.00)	0.00	(1,200,000.00)	0.00%	0.00	
No	ote Principal		0.00		0.00			0.00	
620	RDA23		0.00	0.00	57,700.31	57,700.31	No Budget	0.00	
No	ote Principal		0.00		0.00			0.00	
620	COMME		(61,753.00)	(61,753.00)	46,159.96	(15,593.04)	74.75%	5,176.75	
No	ote Principal		0.00		0.00			0.00	
620	RDA25		(261,650.00)	(261,650.00)	151,396.58	(110,253.42)	57.86%	0.00	
No	ote Principal		0.00		0.00			0.00	
620	CAP23		(71,261.00)	(71,261.00)	52,946.59	(18,314.41)	74.30%	6,124.25	
No	ote Principal		0.00		0.00			0.00	
640	ENGEL		0.00	0.00	6,770.90	6,770.90	No Budget	0.00	
In	terest On Notes		0.00		0.00			0.00	
640	MUNIB		(12,954.00)	(12,954.00)	7,159.50	(5,794.50)	55.27%	0.00	
In	terest On Notes		0.00		0.00			0.00	
640	RDA27		(61,760.00)	(61,760.00)	36,383.17	(25,376.83)	58.91%	0.00	
In	terest On Notes		0.00		0.00			0.00	
640	RDA24		(214,836.00)	(214,836.00)	126,547.05	(88,288.95)	58.90%	0.00	
In	terest On Notes		0.00		0.00			0.00	
640	RDA23		0.00	0.00	50,839.69	50,839.69	No Budget	0.00	
In	terest On Notes		0.00		0.00			0.00	
640	COMMF		(87,671.00)	(87,671.00)	65,908.04	(21,762.96)	75.18%	7,275.25	
In	terest On Notes		0.00		0.00			0.00	
640	RDA		(200,103.00)	(200,103.00)	0.00	(200,103.00)	0.00%	0.00	
In	terest On Notes		0.00		0.00			0.00	

Template Created		Stateme	Town of Jonesbord ant of Expenditures an March 2025	ough d Encumbrances	User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 6 of 64
Fund : 1	110				Monthly Comparat	ive:	75.00%
Objec	Cost Sub t Center Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
640	RDA28	(144,106.00)	(144,106.00)	84,894.06	(59,211.94)	58.91%	0.00
	Interest On Notes	0.00		0.00	2.6		0.00
640	CAP23	(29,756.00)	(29,756.00)	22,816.22	(6,939.78)	76.68%	2,293.84
	Interest On Notes	0.00		0.00			0.00
640	RDA1	(69,317.00)	(69,317.00)	0.00	(69,317.00)	0.00%	0.00
	Interest On Notes	0.00		0.00			0.00
640	RDA26	0.00	0.00	0.00	0.00	No Budget	0.00
	Interest On Notes	0.00		0.00			0.00
640	K8PK	0.00	0.00	54,255.55	54,255.55	No Budget	3,166.66
	Interest On Notes	0.00		0.00			0.00
640	RDA25	(215,926.00)	(215,926.00)	127,189.42	(88,736.58)	58.90%	0.00
	Interest On Notes	0.00		0.00			0.00
640	RDA22	(87,243.00)	(87,243.00)	51,389.66	(35,853.34)	58.90%	0.00
	Interest On Notes	0.00		0.00			0.00
641		0.00	0.00	515.90	515.90	No Budget	0.00
	Fiscal Agent Fees	0.00		0.00			0.00
660		(2,000.00)	(2,000.00)	1,750.00	(250.00)	87.50%	0.00
	Debt Issuance Costs	0.00	1.000	0.00			0.00
732		0.00	0.00	2,500.00	2,500.00	No Budget	0.00
	Compensation For Damages	0.00		0.00	2,300.00	No budget	0.00
760		(175,027.00)	(175,027.00)	83,283.58	(01 742 42)	47 500/	
1944	Transfer To Other Funds	0.00	(1/3,02/.00)	0.00	(91,743.42)	47.58%	0.00
764		0.00	0.00				0.00
	Transfer to Capital Projects Fund	0.00	0.00	111,530.56	111,530.56	No Budget	0.00
801			410 200 020	0.00			0.00
	Libran, Appropriation	(13,500.00)	(13,500.00)	0.00	(13,500.00)	0.00%	0.00
	Library Appropriation	0.00		0.00			0.00
802		(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	NE TN Tourism Appropriation	0.00		0.00			0.00
803		(50,000.00)	(50,000.00)	37,500.03	(12,499.97)	75.00%	4,166.67
	WC Museum/Heritage Alliance Appro	0.00		0.00			0.00

Templa Created	te Name: d by: LGC		Stateme	Town of Jonesbore nt of Expenditures an March 2025		User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 7 of 64
Fund :	110					Monthly Comparat	ive:	75.00%
Obje	Cost ect Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
804			(4,500.00)	(4,500.00)	3,642.38	(857.62)	80.94%	1,608.30
	Building Inspectio	n	0.00		0.00			0.00
805			(6,000.00)	(6,000.00)	7,044.70	1,044.70	117.41%	100.96
	Dirty Street Fighte	ers	0.00		0.00	1.00001A		0.00
806			(1,649.00)	(1,649.00)	1,649.00	0.00	100.00%	0.00
	F.T.D.D. Appropria	tion	0.00		0.00	100		0.00
807			(7,310.00)	(7,310.00)	0.00	(7,310.00)	0.00%	0.00
	F.T.H.R.A. Appro		0.00		0.00	.,,		0.00
808			(50,000.00)	(50,000.00)	0.00	(50,000.00)	0.00%	0.00
	WC E.M.S. Approp	oriation	0.00	1.000 C 200 C 200	0.00	······································		0.00
815			0.00	0.00	3,654.81	3,654.81	No Budget	544.29
	Main Street Jones	Program Exp	0.00		0.00			0.00
817			0.00	0.00	898.43	898.43	No Budget	50.05
	Main StJonesbor	ough Days	0.00		0.00	1000	012 - QU	0.00
910			0.00	0.00	350,299.50	350,299.50	No Budget	0.00
	Land		0.00		0.00			0.00
931	906		0.00	0.00	45,965.00	45,965.00	No Budget	0.00
	Roads, Street, And	I Parking Lots	0.00		0.00	10.000	10.01040	0.00
946			0.00	0.00	5,250.00	5,250.00	No Budget	0.00
	Computer Softwar	e	0.00		0.00			0.00
991			(10,000.00)	(10,000.00)	5,000.00	(5,000.00)	50.00%	0.00
	Facade Renovation	1	0.00		0.00			0.00
992			(217,000.00)	(217,000.00)	194,236.04	(22,763.96)	89.51%	41,700.59
	Street/Solid Waste	Buidling	0.00	11 1440 1913	0.00	(,)		0.00
42100	Police							
121			(1,398,662.00)	(1,398,662.00)	1,035,510.66	(363,151.34)	74.04%	109,965.17
	Salaries and Wage	s	0.00	1	0.00	······································		0.00
121	100		0.00	0.00	8,812.50	8,812.50	No Budget	0.00
	Salaries and Wage	s	0.00		0.00	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1		0.00

Template Name: Created by: IGC	Stateme	Town of Jonesbord nt of Expenditures an March 2025	ough d Encumbrances	User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 8 of 64
Fund : 110				Monthly Comparat	ive:	75.00%
Cost Sub Object Center Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available % Used		MTD Actual/ Encumbrance
141 100	0.00	0.00	625.44	625.44	No Budget	0.00
Oasi (Employer's Share)	0.00		0.00			0.00
141	(106,998.00)	(106,998.00)	74,057.00	(32,941.00)	69.21%	7,999.56
Oasi (Employer's Share)	0.00		0.00			0.00
142	(259,228.00)	(259,228.00)	176,469.42	(82,758.58)	68.07%	2,303.62
Hospital And Health Insurance	0.00		0.00			0.00
143 100	0.00	0.00	528.77	528.77	No Budget	0.00
Employee Retirement Plan	0.00		0.00			0.00
143	(80,547.00)	(80,547.00)	60,040.68	(20,506.32)	74.54%	6,457.58
Employee Retirement Plan	0.00		0.00			0.00
146	(40,600.00)	(40,600.00)	0.00	(40,600.00)	0.00%	0.00
Workmen's Compensation	0.00		0.00			0.00
147	(600.00)	(600.00)	540.05	(59.95)	90.01%	12.52
Unemployment Insurance	0.00		0.00			0.00
148	(18,000.00)	(18,000.00)	4,433.86	(13,566.14)	24.63%	511.45
Employee Education And Training	0.00		0.00			0.00
164	(5,000.00)	(5,000.00)	4,428.35	(571.65)	88.57%	0.00
Reserve Officer Program	0.00		0.00	(crimer)		0.00
165	(10,000.00)	(10,000.00)	60.00	(9,940.00)	0.60%	10.00
Court Costs	0.00		0.00	(3/3 10:00)	0.0070	0.00
211	(2,500.00)	(2,500.00)	1,041.83	(1,458.17)	41.67%	36.13
Postage, Box Rent, Etc.	0.00	(1)000100)	0.00	(1,130.17)	11.07 70	0.00
213	0.00	0.00	36.81	36.81	No Budget	
Automobile Licenses And Titles	0.00	0.00	0.00	30.01	No budget	0.00
230	(2,000.00)	(2,000.00)	3,359.44	1 260 44	167.0704	
Publicity, Subscriptions, And Dues	(2,000.00)	(2,000.00)	0.00	1,359.44	167.97%	50.00
236	(5,000.00)	(F 000 00)		17 + 15 - 24	F7 0604	0.00
Public Relation	(3,000.00)	(5,000.00)	2,853.19 0.00	(2,146.81)	57.06%	0.00
245		(20 660 00)			and a	0.00
Telephone And Other Communication Se	(20,660.00)	(20,660.00)	8,710.23	(11,949.77)	42.16%	362.58
relephone And Other Communication Se	ervices 0.00		0.00			0.00

Created	e Name: by: IGC		Stateme	Town of Jonesbord ant of Expenditures and March 2025		User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 9 of 64	
Fund : 1	110					Monthly Comparat	lve:	75.00%	
Objec	Cost ct Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance	
248			(5,250.00)	(5,250.00)	4,070.78	(1,179.22)	77.54%	581.54	
	GPS Services		0.00		0.00			0.00	
251			(11,500.00)	(11,500.00)	6,044.43	(5,455.57)	52.56%	629.90	
	Medical Services		0.00		0.00			0.00	
260	RADIO		(1,000.00)	(1,000.00)	552.69	(447.31)	55.27%	47.15	
	Repair And Mainter	nance Services	0.00		0.00			0.00	
261			(20,000.00)	(20,000.00)	20,195.83	195.83	100.98%	1,810.28	
	Repair And Mainter	nance Motor Vehicles	0.00		0.00			0.00	
262			(1,000.00)	(1,000.00)	105.00	(895.00)	10.50%	5.00	
	Repair And Mainter	nance Equipment	0.00		0.00			0.00	
270			(5,000.00)	(5,000.00)	705.26	(4,294.74)	14.11%	0.00	
	Repair And Mainter	nance Surplus Vehicles &	0.00		0.00			0.00	
280			(5,000.00)	(5,000.00)	3,650.56	(1,349.44)	73.01%	1,246.90	
	Travel		0.00		0.00			0.00	
289			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00	
1.11	Travel - Surplus Vel	hicles & Equip	0.00		0.00			0.00	
290			(45,000.00)	(45,000.00)	40,449.18	(4,550.82)	89.89%	1,994.09	
	Other Contracted S	ervices	0.00		0.00			0.00	
307			(29,000.00)	(29,000.00)	44,545.45	15,545.45	153.61%	0.00	
	Shop with a Cop		0.00		0.00			0.00	
311			(3,500.00)	(3,500.00)	2,194.80	(1,305.20)	62.71%	731.22	
	Office Supplies		0.00		0.00			0.00	
312			(20,000.00)	(20,000.00)	6,283.20	(13,716.80)	31.42%	2,089.72	
	Small Items Of Equ	ipment	0.00		0.00			0.00	
313			(1,400.00)	(1,400.00)	672.38	(727.62)	48.03%	0.00	
	Stationary/Forms		0.00		0.00			0.00	
314			0.00	0.00	149.99	149.99	No Budget	0.00	
	Small Equip - TN Lo	ocal Appropriation	0.00		0.00			0.00	
323			0.00	0.00	72.30	72.30	No Budget	0.00	
	Food		0.00		0.00			0.00	

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Fund : 110							Monthly Comparat	75.00%		
Object	t	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance	
324				0.00	0.00	235.59	235.59	No Budget	0.00	
0. U	Househol	d And Janit	orial Supplies	0.00		0.00			0.00	
326				(22,000.00)	(22,000.00)	22,925.63	925.63	104.21%	9,335.21	
4	Clothing	And Uniform	ns	0.00		0.00			0.00	
327				(8,500.00)	(8,500.00)	6,977.65	(1,522.35)	82.09%	0.00	
. D	Fire Arm	Supplies		0.00		0.00			0.00	
331				(60,000.00)	(60,000.00)	33,195.79	(26,804.21)	55.33%	3,560.71	
	Gas, Oil,	Diesel Fuel,	Grease, Etc.	0.00		0.00			0.00	
334				(10,000.00)	(10,000.00)	7,048.00	(2,952.00)	70.48%	0.00	
	Tires, Tul	es And Etc	40 L	0.00		0.00	and the second sec		0.00	
344				(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00	
1	Safety Su	pplies		0.00		0.00			0.00	
390	100			0.00	0.00	181.80	181.80	No Budget	0.00	
	Miscellan	eous Suppli	es	0.00		0.00			0.00	
390				(6,000.00)	(6,000.00)	4,374.04	(1,625.96)	72.90%	876.59	
	Miscellan	eous Suppli	es	0.00		0.00			0.00	
535				(25,000.00)	(25,000.00)	14,582.59	(10,417.41)	58.33%	1,793.63	
3	Equipmer	nt Leases &	Maint Contracts	0.00		0.00			0.00	
560				(25,000.00)	(25,000.00)	8,937.61	(16,062.39)	35.75%	951.70	
	State Poli	ce Fines		0.00		0.00			0.00	
620	PSV	EH		(121,000.00)	(121,000.00)	121,000.00	0.00	100.00%	0.00	
	Note Prin	cipal		0.00		0.00			0.00	
640	PSV	EH		(3,101.00)	(3,101.00)	3,101.15	0.15	100.00%	1,039.35	
-1	Interest (On Notes		0.00		0.00			0.00	
701				(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00	
1	DOJ Bulle	t Proof Ves	ts Grant	0.00		0.00			0.00	
702				(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00	
	TN Highw	ay Safety G	Grant	0.00		0.00			0.00	
831				(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00	
1	Ps Electr.	Citation Res	erve Exp	0.00		0.00			0.00	

Template Name: Created by: LGC				Town of Jonesborough Statement of Expenditures and Encumbrances March 2025			User: Date/Time:		Janet Jennings 4/10/2025 4:24 PM Page 11 of 64	
Fund : 110							Monthly Comparative:		75.00%	
Obje	ect	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance	
832				(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00	
	Clerk Ele	ctr.Citation	Reserve Exp	0.00		0.00			0.00	
833				(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00	
	Handgur	Permit Cla	ss Expense	0.00		0.00			0.00	
834				(2,000.00)	(2,000.00)	3,487.00	1,487.00	174.35%	3,487.00	
	Driving School Tech Fund Expenses		0.00		0.00			0.00		
835				(8,000.00)	(8,000.00)	5,356.17	(2,643.83)	66.95%	677.25	
	Paws In	Blue Canine	e Expenses	0.00		0.00			0.00	
42200	Fire Pro	tection An	d Control Services							
121				(506,195.00)	(506,195.00)	416,604.41	(89,590.59)	82.30%	43,404.07	
	Salaries	and Wages		0.00		0.00			0.00	
141				(38,724.00)	(38,724.00)	30,111.19	(8,612.81)	77.76%	3,137.21	
	Oasi (Em	ployer's Sh	are)	0.00		0.00			0.00	
142				(77,012.00)	(77,012.00)	48,558.32	(28,453.68)	63.05%	552.72	
	Hospital	And Health	Insurance	0.00		0.00			0.00	
143				(28,595.00)	(28,595.00)	21,807.51	(6,787.49)	76.26%	2,312.71	
	Employe	e Retiremer	nt Plan	0.00		0.00			0.00	
146				(8,600.00)	(8,600.00)	0.00	(8,600.00)	0.00%	0.00	
	Workmen	n's Compens	sation	0.00		0.00	1.10.10.10.10.00.00		0.00	
147				(300.00)	(300.00)	207.79	(92.21)	69.26%	12.69	
	Unemplo	yment Insu	rance	0.00		0.00			0.00	
148				(8,500.00)	(8,500.00)	6,572.67	(1,927.33)	77.33%	155.00	
	Employe	e Education	And Training	0.00		0.00	1994 C. C. C. C. M.		0.00	
211				(200.00)	(200.00)	183.65	(16.35)	91.83%	36.12	
	Postage,	Box Rent, E	Etc.	0.00		0.00	(C		0.00	
230				(2,500.00)	(2,500.00)	5,221.35	2,721.35	208.85%	0.00	
	Publicity,	Subscriptio	ns, And Dues	0.00	1.000	0.00			0.00	
236				(500.00)	(500.00)	(17.06)	(517.06)	-3.41%	0.00	
	Public Re	lation		0.00	1	0.00	·	-1.42.04	0.00	

	emplate Name: Created by: IGC			Town of Jonesborough Statement of Expenditures and Encumbrances March 2025			User: Date/Time:		Janet Jennings 4/10/2025 4:24 PM Page 12 of 64	
Fund : 110							Monthly Comparative:		75.00%	
Objec	t	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance	
245				(6,250.00)	(6,250.00)	6,077.69	(172.31)	97.24%	454.31	
	Telephon	e And Othe	r Communication Services	0.00		0.00			0.00	
248				(1,500.00)	(1,500.00)	1,744.56	244.56	116.30%	218.07	
	GPS Serv	lices		0.00		0.00			0.00	
251				(6,500.00)	(6,500.00)	1,889.24	(4,610.76)	29.07%	241.34	
	Medical S	Services		0.00		0.00			0.00	
261				(30,000.00)	(30,000.00)	43,091.94	13,091.94	143.64%	2,374.92	
	Repair An	nd Maintena	ance Motor Vehicles	0.00		0.00			0.00	
262				(2,500.00)	(2,500.00)	8,322.34	5,822.34	332.89%	103.06	
	Repair Ar	nd Maintena	ance Equipment	0.00		0.00			0.00	
266				(10,000.00)	(10,000.00)	2,339.39	(7,660.61)	23.39%	460.00	
	Repair An	nd Maintena	ance Buildings	0.00		0.00			0.00	
280				(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00	
	Travel			0.00		0.00			0.00	
290				(26,000.00)	(26,000.00)	3,968.85	(22,031.15)	15.26%	139.90	
	Other Co	ntracted Se	rvices	0.00		0.00			0.00	
311				(1,000.00)	(1,000.00)	626.41	(373.59)	62.64%	0.00	
	Office Su	pplies		0.00		0.00			0.00	
312				(45,000.00)	(45,000.00)	43,001.02	(1,998.98)	95.56%	16,728.24	
	Small Ite	ms Of Equi	pment	0.00		0.00			0.00	
313				(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00	
	Stationar	y/Forms		0.00		0.00			0.00	
323				0.00	0.00	73.65	73.65	No Budget	73.65	
	Food			0.00		0.00			0.00	
324				0.00	0.00	124.54	124.54	No Budget	124.54	
1	Househol	ld And Janit	orial Supplies	0.00		0.00			0.00	
326				(13,000.00)	(13,000.00)	6,861.39	(6,138.61)	52.78%	1,629.85	
0	Clothing	And Uniform	ns	0.00		0.00			0.00	
329				(60,000.00)	(60,000.00)	15,150.96	(44,849.04)	25.25%	3,289.75	
1	Fire Fight	ting Gear		0.00		0.00			0.00	

Templa Created	te Name: d by: IGC		Stateme	User: Date/Time:		Janet Jennings 4/10/2025 4:24 PM Page 13 of 64		
Fund :	110					Monthly Comparat	75.00%	
Obje	Cost act Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
331			(13,000.00)	(13,000.00)	6,580.48	(6,419.52)	50.62%	797.99
	Gas, Oil, Diesel Fuel,	Grease, Etc.	0.00		0.00			0.00
334			(4,000.00)	(4,000.00)	4,098.20	98.20	102.46%	4,098.20
	Tires, Tubes And Etc.	6 - C	0.00		0.00			0.00
341			0.00	0.00	319.16	319.16	No Budget	285.93
	Consumable Tools		0.00		0.00			0.00
344			(1,000.00)	(1,000.00)	256.80	(743.20)	25.68%	0.00
	Safety Supplies		0.00		0.00			0.00
390	100		0.00	0.00	85.44	85.44	No Budget	0.00
	Miscellaneous Supplie	es	0.00		0.00			0.00
390			(6,500.00)	(6,500.00)	5,117.48	(1,382.52)	78.73%	143.31
	Miscellaneous Supplie	es	0.00		0.00	1.000		0.00
535			(6,500.00)	(6,500.00)	5,995.36	(504.64)	92.24%	423.22
	Equipment Leases &	Maint Contracts	0.00		0.00	1.1.1.1		0.00
620	FT16		(39,866.00)	(39,866.00)	29,794.10	(10,071.90)	74.74%	3,341.60
	Note Principal		0.00		0.00			0.00
620	FT21		(47,000.00)	(47,000.00)	47,000.00	0.00	100.00%	0.00
	Note Principal		0.00		0.00			0.00
640	FT16		(2,061.00)	(2,061.00)	1,650.91	(410.09)	80.10%	152.29
	Interest On Notes		0.00		0.00	2.0.00		0.00
640	FT21		(9,021.00)	(9,021.00)	9,020.70	(0.30)	100.00%	4,235.40
	Interest On Notes		0.00		0.00			0.00
43100	Highways And Stre	ets						
121			(436,833.00)	(436,833.00)	255,760.14	(181,072.86)	58.55%	29,921.51
	Salaries and Wages		0.00		0.00			0.00
141			(33,418.00)	(33,418.00)	18,626.33	(14,791.67)	55.74%	2,218.17
	Oasi (Employer's Shar	re)	0.00		0.00	1 mar 1		0.00
142			(71,306.00)	(71,306.00)	32,439.62	(38,866.38)	45.49%	813.63
	Hospital And Health I	nsurance	0.00		0.00			0.00
143			(25,022.00)	(25,022.00)	15,114.57	(9,907.43)	60.41%	1,795.28

Templ Create	late Name: ed by: IGC	Town of Jonesborough Statement of Expenditures and Encumbrances March 2025			User: Date/	Janet Jennings 4/10/2025 4:24 PM Page 14 of 64	
Fund :	110				Monthly Comparat	ive:	75.00%
Ob	Cost Sub ject Center Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
146		(28,496.00)	(28,496.00)	0.00	(28,496.00)	0.00%	0.00
	Workmen's Compensation	0.00		0.00			0.00
147		(220.00)	(220.00)	146.87	(73.13)	66.76%	0.77
	Unemployment Insurance	0.00		0.00			0.00
148		(1,500.00)	(1,500.00)	481.78	(1,018.22)	32.12%	250.00
	Employee Education And Training	0.00		0.00			0.00
245		(3,500.00)	(3,500.00)	1,339.68	(2,160.32)	38.28%	56.99
	Telephone And Other Communication Services	0.00		0.00			0.00
247		(192,500.00)	(192,500.00)	145,859.16	(46,640.84)	75.77%	19,713.44
	Street Lighting (Electric And Maint.)	0.00		0.00			0.00
248		(2,250.00)	(2,250.00)	1,744.56	(505.44)	77.54%	218.07
	GPS Services	0.00		0.00			0.00
251		(3,300.00)	(3,300.00)	2,259.76	(1,040.24)	68.48%	199.60
	Medical Services	0.00		0.00			0.00
261		(49,500.00)	(49,500.00)	60,770.01	11,270.01	122.77%	5,986.99
	Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
262		(1,500.00)	(1,500.00)	801.11	(698.89)	53.41%	132.12
	Repair And Maintenance Equipment	0.00		0.00			0.00
266		(6,000.00)	(6,000.00)	5.67	(5,994.33)	0.09%	0.00
	Repair And Maintenance Buildings	0.00		0.00			0.00
268		(18,750.00)	(18,750.00)	4,610.40	(14,139.60)	24.59%	639.95
	Repair And Maintenance Roads And Streets	0.00	614. 44.4	0.00	1.000		0.00
290		0.00	0.00	41.95	41.95	No Budget	0.00
	Other Contracted Services	0.00		0.00			0.00
311		(500.00)	(500.00)	5.11	(494.89)	1.02%	0.00
	Office Supplies	0.00		0.00			0.00
312		(14,600.00)	(14,600.00)	1,646.46	(12,953.54)	11.28%	12.33
	Small Items Of Equipment	0.00	and a second	0.00	All a statistical second		0.00
326		(3,850.00)	(3,850.00)	2,711.09	(1,138.91)	70.42%	1,221.35
	Clothing And Uniforms	0.00		0.00		1.11.11.1	0.00

Created	te Name: i by: I	GC		Stateme	Town of Jonesbord ant of Expenditures and March 2025		User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 15 of 64
Fund :	110						Monthly Comparat	lve:	75.00%
Obje		ost nter	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
331			C	(38,610.00)	(38,610.00)	14,374.06	(24,235.94)	37.23%	0.00
	Gas, Oil, Die	esel Fuel	Grease, Etc.	0.00		0.00	44. L.		0.00
334				(7,000.00)	(7,000.00)	3,524.11	(3,475.89)	50.34%	170.55
	Tires, Tubes	And Etc	÷	0.00		0.00			0.00
341				0.00	0.00	16.13	16.13	No Budget	16.13
	Consumable	Tools		0.00		0.00		A100.000	0.00
342				(7,260.00)	(7,260.00)	2,733.16	(4,526.84)	37.65%	0.00
	Sign Parts A	nd Supp	lies	0.00		0.00			0.00
344				(2,200.00)	(2,200.00)	433.20	(1,766.80)	19.69%	0.00
	Safety Supp	lies		0.00		0.00			0.00
350				0.00	0.00	1,609.00	1,609.00	No Budget	0.00
	Supplies For	Resale		0.00		0.00			0.00
390				(3,300.00)	(3,300.00)	236.04	(3,063.96)	7.15%	0.00
	Miscellaneou	us Suppli	es	0.00		0.00			0.00
395				(7,500.00)	(7,500.00)	0.00	(7,500.00)	0.00%	0.00
	Storm Wate	r		0.00		0.00			0.00
454				(10,000.00)	(10,000.00)	9,602.67	(397.33)	96.03%	0.00
	Sodium Chlo	oride		0.00		0.00			0.00
473	974			0.00	0.00	303,295.28	303,295.28	No Budget	261.73
	Curbing, Sid	ewalks,	and Rock	0.00		0.00			0.00
473				(25,000.00)	(25,000.00)	21,587.61	(3,412.39)	86.35%	1,352.06
	Curbing, Sid	ewalks,	and Rock	0.00		0.00			0.00
474				(150,000.00)	(150,000.00)	5,356.68	(144,643.32)	3.57%	1,547.55
	Street Pavin	g		0.00		0.00			0.00
535	Carlo and a	2.1		(2,500.00)	(2,500.00)	3,831.08	1,331.08	153.24%	263.75
	Equipment L	eases &	Maint Contracts	0.00		0.00			0.00
560				(5,000.00)	(5,000.00)	3,460.00	(1,540.00)	69.20%	0.00
	State Storm	Water M	aintenance Fees	0.00		0.00			0.00
941				(50,000.00)	(50,000.00)	0.00	(50,000.00)	0.00%	0.00
	Vehicles			0.00		0.00			0.00

Templat Created	te Name: Iby: IGC		Stateme	Town of Jonesbord ant of Expenditures and March 2025		User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 16 of 64
Fund :	110					Monthly Comparative:		75.00%
Obje	Cost ct Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
942	Sector and the sector of the		(18,750.00)	(18,750.00)	0.00	(18,750.00)	0.00%	0.00
	General Purpose Ma	chinery And Equipment	0.00		0.00			0.00
973			0.00	0.00	51,000.00	51,000.00	No Budget	0.00
	3 - 2500 4 Wheel Dr	rive Trucks	0.00		0.00			0.00
43170	City Garage							
121			(91,061.00)	(91,061.00)	72,080.61	(18,980.39)	79.16%	7,389.23
	Salaries and Wages		0.00	1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	0.00			0.00
141			(6,966.00)	(6,966.00)	4,882.11	(2,083.89)	70.08%	501.04
	Oasi (Employer's Sh	are)	0.00		0.00			0.00
142			(30,969.00)	(30,969.00)	18,763.51	(12,205.49)	60.59%	153.63
	Hospital And Health	Insurance	0.00		0.00	1.000.000		0.00
143			(5,407.00)	(5,407.00)	4,264.11	(1,142.89)	78.86%	443.36
	Employee Retiremen	nt Plan	0.00	ALCONT.	0.00			0.00
146			(2,325.00)	(2,325.00)	0.00	(2,325.00)	0.00%	0.00
	Workmen's Compen	sation	0.00		0.00			0.00
147			(80.00)	(80.00)	31.52	(48.48)	39.40%	0.00
	Unemployment Insu	rance	0.00	for a second	0.00			0.00
148			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Employee Education	And Training	0.00		0.00		101-110	0.00
230	10.0		(250.00)	(250.00)	0.00	(250.00)	0.00%	0.00
	Publicity, Subscriptio	ons, And Dues	0.00		0.00			0.00
241			(5,000.00)	(5,000.00)	4,192.48	(807.52)	83.85%	802.85
1997 C	Electric		0.00	()	0.00	·/		0.00
242			(1,000.00)	(1,000.00)	481.86	(518.14)	48.19%	69.92
1157	Water		0.00	()	0.00			0.00
245			(2,250.00)	(2,250.00)	2,220.73	(29.27)	98.70%	192.78
27 (2 1	Telephone And Othe	r Communication Services	0.00	(2)200.00)	0.00	(/)		0.00
248			(400.00)	(400.00)	193.84	(206.16)	48.46%	24.23
	GPS Services		0.00	(100.00)	0.00	(200.10)	10.10.70	0.00

Templat Created	by: IG	r		Stateme	Town of Jonesbord ant of Expenditures and March 2025		User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 17 of 64
Fund : 1	110						Monthly Comparative:		75.00%
Objec	Co ct Cen		Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
251	1.0			(800.00)	(800.00)	808.20	8.20	101.03%	40.90
	Medical Servi	ices		0.00		0.00			0.00
261				(2,800.00)	(2,800.00)	3,185.36	385.36	113.76%	1,115.49
	Repair And M	laintena	ance Motor Vehicles	0.00		0.00			0.00
262				(500.00)	(500.00)	645.00	145.00	129.00%	0.00
	Repair And M	lainten	ance Equipment	0.00		0.00			0.00
266				(1,500.00)	(1,500.00)	1,727.32	227.32	115.15%	199.66
	Repair And M	lainten	ance Buildings	0.00		0.00			0.00
290				0.00	0.00	20.97	20.97	No Budget	0.00
	Other Contra	cted Se	ervices	0.00		0.00			0.00
311				(500.00)	(500.00)	320.38	(179.62)	64.08%	0.00
	Office Suppli	es		0.00		0.00			0.00
312				(3,470.00)	(3,470.00)	1,362.54	(2,107.46)	39.27%	124.87
	Small Items	Of Equi	pment	0.00		0.00			0.00
324				(1,000.00)	(1,000.00)	3,119.83	2,119.83	311.98%	0.00
	Household A	nd Jani	torial Supplies	0.00		0.00			0.00
326				(2,300.00)	(2,300.00)	2,240.87	(59.13)	97.43%	280.90
	Clothing And	Unifor	ms	0.00		0.00			0.00
331				(2,300.00)	(2,300.00)	2,985.93	685.93	129.82%	0.00
	Gas, Oil, Die	sel Fue	, Grease, Etc.	0.00		0.00			0.00
334				(1,000.00)	(1,000.00)	399.40	(600.60)	39.94%	0.00
	Tires, Tubes	And Et	c.	0.00		0.00			0.00
341				(2,800.00)	(2,800.00)	293.79	(2,506.21)	10.49%	0.00
	Consumable	Tools		0.00		0.00			0.00
344				(1,000.00)	(1,000.00)	660.00	(340.00)	66.00%	0.00
	Safety Suppl	ies		0.00		0.00			0.00
345				(900.00)	(900.00)	575.72	(324.28)	63.97%	0.00
	Welding Sup	plies		0.00		0.00			0.00
346				(2,500.00)	(2,500.00)	404.48	(2,095.52)	16.18%	0.00
	Wash Bay M	aintena	nce and Supplies	0.00	1.177 (1.17 ().	0.00			0.00

Templat Created	te Name: I by: IGC		Stateme	Town of Jonesbord nt of Expenditures and March 2025		User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 18 of 64
Fund : :	110					Monthly Comparat	ive:	75.00%
Obje	Cost ct Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
390			(1,000.00)	(1,000.00)	897.19	(102.81)	89.72%	34.09
	Miscellaneous Supp	lies	0.00		0.00			0.00
535			(3,900.00)	(3,900.00)	4,300.65	400.65	110.27%	340.01
	Equipment Leases	& Maint Contracts	0.00		0.00			0.00
44320	Senior Citizen Fa	cilities						
121	IIIB		(35,861.00)	(35,861.00)	26,426.85	(9,434.15)	73.69%	2,995.60
	Salaries and Wages	1	0.00		0.00			0.00
121			(396,484.00)	(396,484.00)	282,122.46	(114,361.54)	71.16%	28,305.85
	Salaries and Wages	1	0.00		0.00			0.00
141	IIIB		(2,743.00)	(2,743.00)	1,118.75	(1,624.25)	40.79%	200.71
	Oasi (Employer's Sl	hare)	0.00		0.00			0.00
141			(30,331.00)	(30,331.00)	20,921.18	(9,409.82)	68.98%	2,063.26
	Oasi (Employer's Sl	hare)	0.00		0.00			0.00
142			(70,687.00)	(70,687.00)	42,674.99	(28,012.01)	60.37%	689.54
	Hospital And Health	n Insurance	0.00		0.00			0.00
142	TRANS		0.00	0.00	81.81	81.81	No Budget	9.09
	Hospital And Health	h Insurance	0.00		0.00			0.00
142	IIIB		(12,626.00)	(12,626.00)	8,382.72	(4,243.28)	66.39%	0.00
	Hospital And Health	h Insurance	0.00		0.00			0.00
143			(21,310.00)	(21,310.00)	15,455.52	(5,854.48)	72.53%	1,539.44
	Employee Retireme	ent Plan	0.00		0.00			0.00
143	IIIB		(2,141.00)	(2,141.00)	957.07	(1,183.93)	44.70%	164.74
	Employee Retireme	ent Plan	0.00		0.00			0.00
146			(1,623.00)	(1,623.00)	519.98	(1,103.02)	32.04%	519.98
	Workmen's Compe	nsation	0.00		0.00			0.00
147	IIIB		(21.00)	(21.00)	0.00	(21.00)	0.00%	0.00
	Unemployment Ins	urance	0.00		0.00			0.00
147			(220.00)	(220.00)	200.05	(19.95)	90.93%	20.96
	Unemployment Ins	urance	0.00		0.00			0.00
148	976		0.00	0.00	792.23	792.23	No Budget	0.00
	Employee Educatio	n And Training	0.00		0.00			0.00

	emplate Name: eated by: IGC		Stateme	Town of Jonesbord nt of Expenditures and March 2025		User: Date/	Janet Jennings 4/10/2025 4:24 PM Page 19 of 64				
Fund :	110					1.00	Monthly Comparat	Monthly Comparative:			
Obje		est Iter	Sub Object			Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
148	IIIB			(2,500.00)	(2,500.00)	1,809.47	(690.53)	72.38%	185.43		
	Employee Ed	lucation	And Training	0.00		0.00			0.00		
148				(3,500.00)	(3,500.00)	356.00	(3,144.00)	10.17%	0.00		
	Employee Ed	lucation	And Training	0.00		0.00			0.00		
211				(1,200.00)	(1,200.00)	923.33	(276.67)	76.94%	36.13		
	Postage, Box	c Rent, E	tc.	0.00		0.00			0.00		
230				(5,500.00)	(5,500.00)	3,077.65	(2,422.35)	55.96%	159.90		
	Publicity, Sul	bscriptio	ns, And Dues	0.00		0.00			0.00		
241				(32,001.00)	(32,001.00)	16,481.88	(15,519.12)	51.50%	596.78		
	Electric			0.00		0.00	11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		0.00		
242				(4,000.00)	(4,000.00)	3,076.43	(923.57)	76.91%	609.33		
	Water			0.00		0.00			0.00		
245				(10,000.00)	(10,000.00)	6,172.98	(3,827.02)	61.73%	541.32		
	Telephone A	nd Othe	r Communication Services	0.00		0.00			0.00		
245	IIIB			(780.00)	(780.00)	1,005.07	225.07	128.86%	65.00		
	Telephone A	nd Othe	r Communication Services	0.00		0.00			0.00		
248				(1,200.00)	(1,200.00)	775.36	(424.64)	64.61%	96.92		
	GPS Service	s		0.00		0.00			0.00		
251				(2,500.00)	(2,500.00)	1,778.50	(721.50)	71.14%	243.15		
	Medical Serv	lices		0.00	*: (C.1.)*11.**	0.00			0.00		
261	- managed .			(1,000.00)	(1,000.00)	1,067.37	67.37	106.74%	286.42		
	Repair And I	Maintena	ance Motor Vehicles	0.00		0.00		Campbell	0.00		
262		C.C. O.C.	Contraction of the second	(1,000.00)	(1,000.00)	799.50	(200.50)	79.95%	0.00		
	Repair And I	Maintena	ance Equipment	0.00	(-)/	0.00	(0.00		
265				(10,000.00)	(10,000.00)	2,882.70	(7,117.30)	28.83%	0.00		
203	Repair And	Mainten	ance Grounds And	(10,000,00)	(20)000100)	0.00	(1)++1130)	20/05/10	0.00		
766	Repair And 1	- tail toang	The storney raise	(35,000.00)	(35,000.00)	27,748.19	(7,251.81)	79.28%	278.84		
266	Repair And I	Mainten	ance Buildings	(35,000,00)	(22,000.00)	0.00	(7,231.01)	19.2070	2/8.84		
200	1. 16100 A 100	- an iteria	nee buildings		0.00	0000000	2 462 26	No Rudest	1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -		
290	979 Other Contra	and P.	ndeer	0.00	0.00	3,162.35	3,162.35	No Budget	0.00		

Templa Created	ite Name: d by: LGC		Stateme	Town of Jonesbord ant of Expenditures and March 2025	ougn d Encumbrances	User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 20 of 64
Fund :	110					Monthly Comparat	ive:	75.00%
Obje	Cost ect Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
290			0.00	0.00	66.31	66.31	No Budget	66.31
	Other Contracted S	ervices	0.00		0.00			0.00
300	IIIB		(554.00)	(554.00)	255.16	(298.84)	46.06%	69.99
	Supplies		0.00		0.00			0.00
311			(3,200.00)	(3,200.00)	3,088.27	(111.73)	96.51%	861.60
	Office Supplies		0.00		0.00			0.00
312	977		0.00	0.00	2,035.61	2,035.61	No Budget	0.00
	Small Items Of Equ	ipment	0.00		0.00		1.	0.00
312	978		0.00	0.00	3,602.13	3,602.13	No Budget	0.00
	Small Items Of Equ	ipment	0.00		0.00			0.00
312			(4,800.00)	(4,800.00)	4,649.49	(150.51)	96.86%	0.00
	Small Items Of Equ	ipment	0.00		0.00			0.00
324			(6,000.00)	(6,000.00)	5,081.07	(918.93)	84.68%	0.00
	Household And Jar	itorial Supplies	0.00		0.00			0.00
326			(900.00)	(900.00)	105.90	(794.10)	11.77%	(24.10)
	Clothing And Unifo	rms	0.00		0.00			0.00
331			(2,700.00)	(2,700.00)	906.70	(1,793.30)	33.58%	89.37
	Gas, Oil, Diesel Fu	el, Grease, Etc.	0.00		0.00			0.00
334			(1,000.00)	(1,000.00)	963.18	(36.82)	96.32%	0.00
	Tires, Tubes And E	tc.	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
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)	1,237.05	(262.95)	82.47%	14.25
	Miscellaneous Supp	olies	0.00	0.5247	0.00			0.00
535			(25,000.00)	(25,000.00)	17,099.34	(7,900.66)	68.40%	1,159.74
	Equipment Leases	& Maint Contracts	0.00		0.00	A CONTRACTOR OF A CONTRACT	2777 T	0.00
620	REFBD		(90,000.00)	(90,000.00)	0.00	(90,000.00)	0.00%	0.00
	Note Principal		0.00	and a second	0.00			0.00

Template Created		Stateme	Town of Jonesbord nt of Expenditures and March 2025	ugh I Encumbrances	User: Date/Time:		Janet Jennings 4/10/2025 4:24 PM Page 21 of 64
Fund : 1	110				Monthly Comparati	ve:	75.00%
Obje	Cost Sub ct Center Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
640	REFBD	(88,350.00)	(88,350.00)	44,175.00	(44,175.00)	50.00%	0.00
2.12	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
837		(22,000.00)	(22,000.00)	11,076.40	(10,923.60)	50.35%	1,125.60
	Parrish Nurse/Wellness Program	0.00		0.00			0.00
838		(38,000.00)	(38,000.00)	24,671.70	(13,328.30)	64.93%	3,487.85
	Health Promotion Program	0.00		0.00			0.00
839		(55,000.00)	(55,000.00)	22,750.97	(32,249.03)	41.37%	4,600.00
	Senior Center-Special Projects Ex	0.00		0.00			0.00
841		0.00	0.00	1,356.22	1,356.22	No Budget	0.00
	Senior Center State Grant Tcad Ex	0.00		0.00			0.00
44400	Parks and Recreation						
121		(399,945.00)	(399,945.00)	275,854.13	(124,090.87)	68.97%	25,778.88
	Salaries and Wages	0.00		0.00			0.00
141		(30,596.00)	(30,596.00)	19,987.44	(10,608.56)	65.33%	1,828.83
	Oasi (Employer's Share)	0.00		0.00			0.00
142		(59,254.00)	(59,254.00)	36,071.26	(23,182.74)	60.88%	264.54
	Hospital And Health Insurance	0.00		0.00			0.00
143		(22,925.00)	(22,925.00)	15,352.70	(7,572.30)	66.97%	1,546.74
	Employee Retirement Plan	0.00		0.00			0.00
146		(4,750.00)	(4,750.00)	0.00	(4,750.00)	0.00%	0.00
	Workmen's Compensation	0.00		0.00			0.00
147		(205.00)	(205.00)	218.23	13.23	106.45%	6.90
	Unemployment Insurance	0.00		0.00			0.00
148		(1,500.00)	(1,500.00)	771.51	(728.49)	51.43%	0.00
	Employee Education And Training	0.00		0.00			0.00
211		(500.00)	(500.00)	182.36	(317.64)	36.47%	36.12
	Postage, Box Rent, Etc.	0.00		0.00			0.00

Template Created b	e Name: by: LGC		Stateme	Town of Jonesboro nt of Expenditures and March 2025	l Encumbrances	User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 22 of 64
Fund : 1	.10			1.4		Monthly Comparat	lve:	75.00%
Objec	Cost t Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
213			0.00	0.00	52.66	52.66	No Budget	0.00
	Automobile License	s And Titles	0.00		0.00			0.00
220			(500.00)	(500.00)	156.98	(343.02)	31.40%	125.00
	Printing, Duplicating	g, Typing, And Binding	0.00		0.00			0.00
230			(2,000.00)	(2,000.00)	783.39	(1,216.61)	39.17%	0.00
	Publicity, Subscripti	ions, And Dues	0.00		0.00			0.00
241			(37,500.00)	(37,500.00)	22,034.28	(15,465.72)	58.76%	3,718.85
	Electric		0.00		0.00			0.00
242			(15,000.00)	(15,000.00)	12,449.50	(2,550.50)	83.00%	1,463.15
	Water		0.00		0.00			0.00
245			(10,000.00)	(10,000.00)	6,776.33	(3,223.67)	67.76%	382.98
	Telephone And Oth	er Communication Services	0.00		0.00			0.00
248			(1,200.00)	(1,200.00)	775.36	(424.64)	64.61%	96.92
	GPS Services		0.00		0.00			0.00
251			(2,500.00)	(2,500.00)	2,403.95	(96.05)	96.16%	184.05
	Medical Services		0.00		0.00			0.00
261			(6,500.00)	(6,500.00)	3,603.20	(2,896.80)	55.43%	1,115.49
	Repair And Mainter	nance Motor Vehicles	0.00		0.00			0.00
262			(7,000.00)	(7,000.00)	303.03	(6,696.97)	4.33%	0.00
	Repair And Mainter	nance Equipment	0.00		0.00			0.00
265			(200,000.00)	(200,000.00)	119,695.28	(80,304.72)	59.85%	1,587.90
	Repair And Mainter	nance Grounds And	0.00		0.00			0.00
265	905		0.00	0.00	31,229.96	31,229.96	No Budget	1,423.63
	Repair And Mainter	nance Grounds And	0.00		0.00			0.00
266			(8,000.00)	(8,000.00)	1,174.62	(6,825.38)	14.68%	304.00
	Repair And Mainte	nance Buildings	0.00		0.00			0.00
290			0.00	0.00	147.80	147.80	No Budget	18.70
	Other Contracted	Services	0.00		0.00			0.00
311			(500.00)	(500.00)	1,192.30	692.30	238.46%	56.94
	Office Supplies		0.00		0.00			0.00

Templat Created	te Name: by: IGC		Stateme	Town of Jonesboro nt of Expenditures and March 2025	ugh I Encumbrances	User: Date/Time:		Janet Jennings 4/10/2025 4:24 PM Page 23 of 64
Fund :	110			-		Monthly Comparati	ve:	75.00%
Obje	Cost ct Center	Cost Sub Center Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
312			(6,500.00)	(6,500.00)	3,247.91	(3,252.09)	49.97%	0.00
	Small Items Of Equip	oment	0.00	1010	0.00			0.00
323	Constraints of the		0.00	0.00	248.95	248.95	No Budget	0.00
92.9	Food		0.00		0.00			0.00
324			(4,500.00)	(4,500.00)	5,024.64	524.64	111.66%	366.53
	Household And Janit	orial Supplies	0.00	100000	0.00			0.00
326		are the state of the second	(1,600.00)	(1,600.00)	1,400.04	(199.96)	87.50%	0.00
	Clothing And Uniform	ns	0.00		0.00			0.00
331	and the state of the state		(7,000.00)	(7,000.00)	3,069.42	(3,930.58)	43.85%	133.47
	Gas, Oil, Diesel Fuel	, Grease, Etc.	0.00	1.10000000	0.00			0.00
334			(1,500.00)	(1,500.00)	760.20	(739.80)	50.68%	0.00
22.7	Tires, Tubes And Etc		0.00		0.00			0.00
340	900		0.00	0.00	100.00	100.00	No Budget	25.00
	Other Repair And Ma	aintenance Supplies	0.00		0.00			0.00
344			(1,000.00)	(1,000.00)	3,113.56	2,113.56	311.36%	0.00
	Safety Supplies		0.00		0.00			0.00
390			(1,500.00)	(1,500.00)	2,191.85	691.85	146.12%	0.00
	Miscellaneous Suppl	ies	0.00		0.00			0.00
532			0.00	0.00	779.48	779.48	No Budget	779.48
	Land Rental		0.00		0.00			0.00
535			(3,000.00)	(3,000.00)	4,697.31	1,697.31	156.58%	301.60
	Equipment Leases 8	Maint Contracts	0.00		0.00			0.00
556			0.00	0.00	12.75	12.75	No Budget	0.00
	Credit Card Fees		0.00		0.00			0.00
565			0.00	0.00	1,000.00	1,000.00	No Budget	0.00
	Permit Fee		0.00		0.00			0.00
843			(50,000.00)	(50,000.00)	10,079.01	(39,920.99)	20.16%	0.00
	Jrt Players Educatio	n Program	0.00		0.00			0.00
844			(20,000.00)	(20,000.00)	18,843.17	(1,156.83)	94.22%	(2,214.44)
	Special Programs		0.00		0.00			0.00

Template Created b	Name: by: LGC		Stateme	Town of Jonesboro nt of Expenditures and March 2025		User: Date/*	Time:	Janet Jennings 4/10/2025 4:24 PM Page 24 of 64
Fund : 1	10				(N)	Monthly Comparati	ve:	75.00%
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
845	and the second second		(10,000.00)	(10,000.00)	8,057.16	(1,942.84)	80.57%	3,330.29
	Athletic Programs		0.00		0.00			0.00
847			(3,000.00)	(3,000.00)	434.51	(2,565.49)	14.48%	243.95
	Irt-Don Squibb Sch	olarship Awards	0.00		0.00			0.00
848			(52,000.00)	(52,000.00)	34,870.64	(17,129.36)	67.06%	1,314.51
	Jpac/Repertory The	eatre	0.00		0.00			0.00
849			(2,000.00)	(2,000.00)	2,399.85	399.85	119.99%	1,124.12
	Flag Committee Ex	penditures	0.00		0.00			0.00
850			(45,000.00)	(45,000.00)	53,656.64	8,656.64	119.24%	4,107.62
	Townscape		0.00		0.00			0.00
851			(3,000.00)	(3,000.00)	99.55	(2,900.45)	3.32%	99.55
	Keep Jonesboroug	h Beautiful Progr	0.00		0.00			0.00
852			0.00	0.00	14,453.50	14,453.50	No Budget	136.03
	Lprf Grant-Lincoln	Community Park	0.00		0.00			0.00
853			(3,000.00)	(3,000.00)	3,711.19	711.19	123.71%	0.00
	Chuckey Depot Mu	seum Reserve Exp	0.00		0.00			0.00
854			(16,000.00)	(16,000.00)	14,431.91	(1,568.09)	90.20%	1,284.60
	E.Gillespie Bldg.Ut	ilities&Suppli	0.00		0.00			0.00
855			0.00	0.00	14,945.98	14,945.98	No Budget	1,831.98
	Jackson Theatre U	tilities	0.00		0.00			0.00
856			(13,500.00)	(13,500.00)	4,731.80	(8,768.20)	35.05%	598.49
	Boone Street Mkt	Utilities	0.00		0.00			0.00
857			0.00	0.00	5,312.20	5,312.20	No Budget	421.02
	Chuckey Depot Op	erating Expenses	0.00		0.00			0.00
858			0.00	0.00	1,409.75	1,409.75	No Budget	605.06
	Jrt Warehouse Exp	benses	0.00		0.00			0.00
860			(2,000.00)	(2,000.00)	390.86	(1,609.14)	19.54%	390.86
	Tree & Townscape	Ехр	0.00		0.00			0.00
861	947		0.00	0.00	32.26	32.26	No Budget	0.00
	Special Programs		0.00		0.00			0.00

Templat Created	e Name: by: IGC	Stateme	Town of Jonesboro nt of Expenditures and March 2025	ough 1 Encumbrances	User: Date/1	Janet Jennings 4/10/2025 4:24 PM Page 25 of 64	
Fund : :	110				Monthly Comparative:		75.00%
Obje	Cost Sub ct Center Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ lget Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
872		0.00	0.00	3,900.00	3,900.00	No Budget	0.00
	K-8 Maintenance	0.00		0.00			0.00
939	900	(1,000,000.00)	(1,000,000.00)	34,140.00	(965,860.00)	3.41%	1,050.00
	Other Improvements	0.00		0.00			0.00
940		(30,000.00)	(30,000.00)	0.00	(30,000.00)	0.00%	0.00
	Machinery And Equipment	0.00		0.00			0.00
941		(30,000.00)	(30,000.00)	27,430.00	(2,570.00)	91.43%	0.00
	Vehicles	0.00		0.00			0.00
963		0.00	0.00	26,366.29	26,366.29	No Budget	0.00
	Jackson Thtre Renov	0.00		0.00			0.00
965		(135,500.00)	(135,500.00)	0.00	(135,500.00)	0.00%	0.00
	Ballfield Upgrades	0.00	400.01 () () () ()	0.00			0.00
966		(30,000.00)	(30,000.00)	112.50	(29,887.50)	0.38%	0.00
	Depot St Park Upgrades	0.00	and the second second	0.00			0.00
970		(19,820.00)	(19,820.00)	0.00	(19,820.00)	0.00%	0.00
	Dog Park Construction	0.00		0.00			0.00
44490	Wetlands Water Park						
121		(291,782.00)	(291,782.00)	144,185.44	(147,596.56)	49.42%	5,404.55
. WC	Salaries and Wages	0.00		0.00			0.00
141	and a state of the	(22,321.00)	(22,321.00)	11,017.25	(11,303.75)	49.36%	369.87
	Oasi (Employer's Share)	0.00		0.00	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		0.00
142		(2,400.00)	(2,400.00)	1,672.11	(727.89)	69.67%	9.09
	Hospital And Health Insurance	0.00	-10-10-00	0.00			0.00
143		(3,780.00)	(3,780.00)	1,756.97	(2,023.03)	46.48%	290.74
1.27	Employee Retirement Plan	0.00	A CONTRACTOR OF	0.00			0.00
146		(6,092.00)	(6,092.00)	0.00	(6,092.00)	0.00%	0.00
	Workmen's Compensation	0.00	1	0.00			0.00
147	a ana kanana kata shikana ana i	(700.00)	(700.00)	408.41	(291.59)	58.34%	1.68
- 10	Unemployment Insurance	0.00	No. of Street,	0.00			0.00

Templat Created		le:		Stateme	Town of Jonesboro nt of Expenditures and March 2025		User: Date/1	ïme:	Janet Jennings 4/10/2025 4:24 PM Page 26 of 64
Fund : 3	110						Monthly Comparati	ve:	75.00%
Obje	ect	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
148				(2,000.00)	(2,000.00)	178.68	(1,821.32)	8.93%	0.00
	Emplo	oyee Education	And Training	0.00		0.00			0.00
211				(200.00)	(200.00)	157.32	(42.68)	78.66%	36.12
	Posta	ge, Box Rent, I	Etc.	0.00		0.00			0.00
220				(1,000.00)	(1,000.00)	167.87	(832.13)	16.79%	0.00
	Printin	ng, Duplicating	, Typing, And Binding	0.00		0.00			0.00
230				(1,500.00)	(1,500.00)	1,119.10	(380.90)	74.61%	340.00
	Public	city, Subscriptio	ons, And Dues	0.00		0.00			0.00
238				(20,000.00)	(20,000.00)	13,964.99	(6,035.01)	69.82%	3,000.00
	Marke	eting and Mark	eting Supplies	0.00		0.00			0.00
241				(45,000.00)	(45,000.00)	29,898.26	(15,101.74)	66.44%	2,040.25
	Electr	ic		0.00		0.00			0.00
242				(15,000.00)	(15,000.00)	3,681.93	(11,318.07)	24.55%	202.63
	Water	r III		0.00		0.00			0.00
245				(5,300.00)	(5,300.00)	4,991.84	(308.16)	94.19%	498.42
	Telepi	hone And Othe	er Communication Services	0.00		0.00			0.00
251				(2,000.00)	(2,000.00)	95.72	(1,904.28)	4.79%	65.00
	Medic	al Services		0.00		0.00			0.00
262				(3,200.00)	(3,200.00)	309.35	(2,890.65)	9.67%	0.00
	Repai	ir And Mainten	ance Equipment	0.00	A function of the	0.00			0.00
265				(6,000.00)	(6,000.00)	3,375.89	(2,624.11)	56.26%	141.55
	Repai	ir And Mainten	ance Grounds And	0.00	Care arrows.	0.00			0.00
266				(10,000.00)	(10,000.00)	3,474.32	(6,525.68)	34.74%	361.58
	Repai	ir And Mainten	ance Buildings	0.00	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	0.00			0.00
288	-			(1,000.00)	(1,000.00)	1,735.00	735.00	173.50%	0.00
	Trave	l/Training/Car	Allowance	0.00		0.00			0.00
291				(15,000.00)	(15,000.00)	3,629.98	(11,370.02)	24.20%	2,771.10
	Pool I	Maintenance		0.00		0.00			0.00
296				(15,000.00)	(15,000.00)	0.00	(15,000.00)	0.00%	0.00
200	Pool	Pump Repair/R	Replacement	0.00		0.00		1100	0.00

Template Name: Created by:	Name: by: IGC		Stateme	Town of Jonesborough Statement of Expenditures and Encumbrances March 2025	ugh I Encumbrances	User: Date/Time:	lime:	Janet Jennings 4/10/2025 4:24 PM Page 27 of 64
Fund : 1:	110					Monthly Comparative:	ve:	75.00%
Object	t Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
311			(800.00)	(800.00)	229.47	(570.53)	28.68%	0.00
	Office Supplies		0.00		0.00			0.00
312			(2,000.00)	(5,000.00)	6,531.57	1,531.57	130.63%	382.98
Ĩ	Small Items Of Equipment	uipment	0.00		0.00			0.00
321			(2,500.00)	(7,500.00)	1,381.37	(6,118.63)	18.42%	0.00
	Paper/Plastics		00.00		0.00			0.00
323			(45,000.00)	(45,000.00)	17,663.20	(27,336.80)	39.25%	936.11
1	Food		0.00		0.00			0.00
324			(5,000.00)	(2,000.00)	2,059.48	(2,940.52)	41.19%	00.0
	Household And Janitorial Supplies	nitorial Supplies	00.00		0.00			0.00
325			(15,000.00)	(15,000.00)	0.00	(15,000.00)	%00'0	0.00
	Agricultural and H	Agricultural and Horticultural Supplies	00.00		0.00			0.00
326			(2,000.00)	(2,000.00)	321.19	(1,678.81)	16.06%	0.00
5	Clothing And Uniforms	sma	00.00		0.00			0.00
337			(200.00)	(500.00)	99.55	(400.45)	19.91%	0.00
7	Photo ID Supplies		00.00		0.00			0.00
344			(800.00)	(800.00)	246.51	(553.49)	30.81%	0.00
5	Safety Supplies		0.00		0.00			0.00
351			(200.00)	(500.00)	0.00	(500.00)	0.00%	0.00
3	Merchandise Purchased For Resale	ased For Resale	0.00		0.00			0.00
352			0.00	0.00	5,325.77	5,325.77	No Budget	0.00
	Concession Supplies for Resale	es for Resale	0.00		0.00			0.00
390			(750.00)	(750.00)	641.43	(108.57)	85.52%	0.00
1	Miscellaneous Supplies	plies	0.00		0.00			0.00
493			(27,000.00)	(27,000.00)	9,625.47	(17,374.53)	35.65%	0.00
1	Chemicals		00.0		0.00			0.00
535			(3,000.00)	(3,000.00)	5,628.51	2,628.51	187.62%	281.10
	Equipment Leases	Equipment Leases & Maint Contracts	00.0		0.00			0.00
556			(7,500.00)	(7,500.00)	8,060.74	560.74	107.48%	0.00
			000		000			

Created		Stateme	Town of Jonesbord ant of Expenditures an March 2025	ough d Encumbrances	User: Date/1	lime:	Janet Jennings 4/10/2025 4:24 PM Page 28 of 64
Fund :	110				Monthly Comparati	ve:	75.00%
Obje	Cost Sub ct Center Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
620	TBF21	(33,500.00)	(33,500.00)	33,500.00	0.00	100.00%	33,500.00
	Note Principal	0.00		0.00			0.00
640	TBF21	(1,210.00)	(1,210.00)	1,210.04	0.04	100.00%	605.02
	Interest On Notes	0.00		0.00			0.00
959		(40,000.00)	(40,000.00)	37,785.22	(2,214.78)	94.46%	7,160.83
	Building Renovations	0.00		0.00			0.00
44491	McKinney Center						
121		(240,016.00)	(240,016.00)	173,637.91	(66,378.09)	72.34%	18,758.97
	Salaries and Wages	0.00		0.00			0.00
141		(18,361.00)	(18,361.00)	12,878.56	(5,482.44)	70.14%	1,402.93
	Oasi (Employer's Share)	0.00		0.00			0.00
142		(21,375.00)	(21,375.00)	15,293.25	(6,081.75)	71.55%	306.36
	Hospital And Health Insurance	0.00		0.00			0.00
143		(13,115.00)	(13,115.00)	9,449.25	(3,665.75)	72.05%	997.28
	Employee Retirement Plan	0.00		0.00			0.00
146		(203.00)	(203.00)	0.00	(203.00)	0.00%	0.00
	Workmen's Compensation	0.00		0.00			0.00
147		(180.00)	(180.00)	124.84	(55.16)	69.36%	9.12
	Unemployment Insurance	0.00		0.00		1012011	0.00
148		(3,500.00)	(3,500.00)	2,037.21	(1,462.79)	58.21%	1,713.27
	Employee Education And Training	0.00		0.00	(-,,		0.00
211		(300.00)	(300.00)	266.24	(33.76)	88.75%	36.13
	Postage, Box Rent, Etc.	0.00	0.454.16	0.00	(0011070	0.00
220		(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	Printing, Duplicating, Typing, And Binding	0.00		0.00	(2,000,00)	0.0070	0.00
230		(400.00)	(400.00)	1,048.66	648.66	262.17%	150.00
	Publicity, Subscriptions, And Dues	0.00	·	0.00	0.000		0.00
238		(3,500.00)	(3,500.00)	2,407.82	(1,092.18)	68.79%	815.13

Templa Create	ate Name: d by: 10	ic.		Stateme	Town of Jonesboro nt of Expenditures and March 2025	ough 1 Encumbrances	User: Date/1	fime:	Janet Jennings 4/10/2025 4:24 PM Page 29 of 64
Fund :	110						Monthly Comparati	ve:	75.00%
Ођ		ost iter	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
241	1000			(8,500.00)	(8,500.00)	6,215.22	(2,284.78)	73.12%	666.19
	Electric			0.00		0.00			0.00
242				(800.00)	(800.00)	698.65	(101.35)	87.33%	86.88
	Water			0.00		0.00			0.00
245				(6,500.00)	(6,500.00)	1,769.69	(4,730.31)	27.23%	108.33
	Telephone A	nd Othe	r Communication Services	0.00		0.00			0.00
251				(800.00)	(800.00)	838.70	38.70	104.84%	61.35
	Medical Serv	rices		0.00		0.00			0.00
262				(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	Repair And I	Maintena	ance Equipment	0.00		0.00			0.00
266				(37,000.00)	(37,000.00)	11,285.50	(25,714.50)	30.50%	0.00
	Repair And I	Maintena	ance Buildings	0.00		0.00			0.00
272				(15,500.00)	(15,500.00)	59.76	(15,440.24)	0.39%	0.00
	Repair And I	Maintena	ance Buildings - Capital	0.00		0.00			0.00
279				(2,400.00)	(2,400.00)	1,374.96	(1,025.04)	57.29%	521.54
	Website Mai	ntenanc	e	0.00		0.00			0.00
290				0.00	0.00	348.20	348.20	No Budget	348.20
	Other Contra	acted Se	ervices	0.00		0.00			0.00
311				(2,300.00)	(2,300.00)	1,938.94	(361.06)	84.30%	300.53
	Office Suppl	les		0.00	Added to 1 for \$1	0.00	1 4 5 2 0 7 D 1 4		0.00
312				(9,650.00)	(9,650.00)	8,604.80	(1,045.20)	89.17%	1,805.96
	Small Items	Of Equi	pment	0.00	10 3 M M - 12	0.00			0.00
313				(200.00)	(200.00)	19.58	(180.42)	9.79%	0.00
	Stationary/F	orms		0.00		0.00			0.00
322				0.00	0.00	52.24	52.24	No Budget	52.24
	Chemical, La	aborator	y, And Medical Supplies	0.00		0.00			0.00
323				(1,100.00)	(1,100.00)	329.68	(770.32)	29.97%	0.00
	Food			0.00		0.00			0.00
324				(3,000.00)	(3,000.00)	2,856.42	(143.58)	95.21%	65.75
	Household A	nd Jani	torial Supplies	0.00	()	0.00	(-)		0.00

Templat Created	te Name: I by: IGC			Stateme	Town of Jonesbord ant of Expenditures and March 2025	ough d Encumbrances	User: Date/	lime:	Janet Jennings 4/10/2025 4:24 PM Page 30 of 64
Fund :	110						Monthly Comparat	ve:	75.00%
Obje	Cost ect Cente		Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
326	N			(1,000.00)	(1,000.00)	628.84	(371.16)	62.88%	628.84
	Clothing And U	niforn	ns	0.00		0.00			0.00
344				(125.00)	(125.00)	95.88	(29.12)	76.70%	0.00
	Safety Supplies			0.00		0.00			0.00
390				(450.00)	(450.00)	73.50	(376.50)	16.33%	0.00
	Miscellaneous	Suppli	es	0.00		0.00			0.00
535				(8,500.00)	(8,500.00)	8,839.80	339.80	104.00%	1,542.81
	Equipment Lea	ses &	Maint Contracts	0.00		0.00			0.00
556				(600.00)	(600.00)	435.77	(164.23)	72.63%	0.00
	Credit Card Fee	es		0.00		0.00			0.00
861	725			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
	Special Program	ns		0.00		0.00			0.00
862				(2,000.00)	(2,000.00)	1,506.74	(493.26)	75.34%	0.00
	Special Program	ns		0.00		0.00			0.0
863				(17,000.00)	(17,000.00)	14,004.46	(2,995.54)	82.38%	9,486.96
	Americorps Wo	rker F	Program	0.00		0.00			0.00
864				(50,000.00)	(50,000.00)	33,260.75	(16,739.25)	66.52%	7,885.66
	Mary Martin Pr	og.Fo	r The Arts	0.00		0.00			0.00
864	724			0.00	0.00	4,868.62	4,868.62	No Budget	0.00
	Mary Martin Pr	og.Fo	r The Arts	0.00		0.00			0.0
865				(13,500.00)	(13,500.00)	15,856.04	2,356.04	117.45%	2,024.07
	Story Town Ra	dio Sh	wo	0.00		0.00			0.00
866				(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.0
	Mckinney Scho	larshi	p Fund	0.00		0.00			0.00
44550	Jackson Thea	ter							
290				0.00	0.00	3,000.00	3,000.00	No Budget	0.00
	Other Contract	ed Se	rvices	0.00		0.00			0.0
555				0.00	0.00	490.83	490.83	No Budget	0.0
	Bank Service C	harge	s	0.00		0.00			0.00

Template Name: Created by: IGC	Stateme	Town of Jonesbord ant of Expenditures and March 2025	ough d Encumbrances	User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 31 of 64
Fund : 110				Monthly Comparat	ive:	75.00%
Cost Sub Object Center Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
47210 Tourism/Visitors Center						
121 100	0.00	0.00	289.49	289.49	No Budget	0.00
Salaries and Wages	0.00		0.00			0.00
121	(397,665.00)	(397,665.00)	274,472.23	(123,192.77)	69.02%	26,346.52
Salaries and Wages	0.00		0.00			0.00
141 100	0.00	0.00	21.25	21.25	No Budget	0.00
Oasi (Employer's Share)	0.00		0.00			0.00
141	(30,421.00)	(30,421.00)	19,918.93	(10,502.07)	65.48%	1,899.75
Oasi (Employer's Share)	0.00		0.00			0.00
142	(56,865.00)	(56,865.00)	34,945.50	(21,919.50)	61.45%	138.18
Hospital And Health Insurance	0.00		0.00			0.00
143 100	0.00	0.00	17.37	17.37	No Budget	0.00
Employee Retirement Plan	0.00		0.00			0.00
143	(18,768.00)	(18,768.00)	12,948.72	(5,819.28)	68.99%	1,280.01
Employee Retirement Plan	0.00		0.00			0.00
146	(1,436.00)	(1,436.00)	0.00	(1,436.00)	0.00%	0.00
Workmen's Compensation	0.00		0.00			0.00
147	(220.00)	(220.00)	209.20	(10.80)	95.09%	18.16
Unemployment Insurance	0.00		0.00			0.00
148	(11,000.00)	(11,000.00)	6,274.21	(4,725.79)	57.04%	0.00
Employee Education And Training	0.00		0.00			0.00
211	(2,000.00)	(2,000.00)	428.58	(1,571.42)	21.43%	36.13
Postage, Box Rent, Etc.	0.00	And LELED TO	0.00	***C3*********************************		0.00
220	(47,000.00)	(47,000.00)	11,072.00	(35,928.00)	23.56%	1,008.00
Printing, Duplicating, Typing, And Binding	0.00		0.00	,,,	-succes	0.00
230	(7,050.00)	(7,050.00)	4,995.87	(2,054.13)	70.86%	350.00
Publicity, Subscriptions, And Dues	0.00	(,,)	0.00	(-,)		0.00
238	(170,000.00)	(170,000.00)	73,947.20	(96,052.80)	43.50%	17,699.26
Marketing and Marketing Supplies	0.00	(0.00	(20/032100)	1313070	0.00
241	(13,500.00)	(13,500.00)	12,212.79	(1,287.21)	90.47%	1,064.94
Electric	(13,300.00)	(12)200.00)	0.00	(1,207.21)	50.4770	1,004.94

Created	e Name: by: IGC		Stateme	Town of Jonesbord ent of Expenditures and March 2025		User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 32 of 64
Fund : :	110					Monthly Comparat	lve:	75.00%
Obje	Cost ct Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
242			(2,300.00)	(2,300.00)	1,574.83	(725.17)	68.47%	177.63
	Water		0.00		0.00			0.00
245			(12,750.00)	(12,750.00)	4,890.23	(7,859.77)	38.35%	534.62
	Telephone And Oth	er Communication Services	0.00		0.00			0.00
251			(1,500.00)	(1,500.00)	1,046.20	(453.80)	69.75%	81.80
	Medical Services		0.00		0.00			0.00
261			(1,500.00)	(1,500.00)	193.84	(1,306.16)	12.92%	24.23
	Repair And Mainter	ance Motor Vehicles	0.00		0.00			0.00
262			(4,200.00)	(4,200.00)	3,011.61	(1,188.39)	71.71%	0.00
	Repair And Mainter	nance Equipment	0.00		0.00			0.00
266			(50,000.00)	(50,000.00)	1,260.86	(48,739.14)	2.52%	85.46
	Repair And Mainter	nance Buildings	0.00		0.00			0.00
290			0.00	0.00	187.38	187.38	No Budget	44.05
	Other Contracted S	ervices	0.00		0.00			0.00
311			(2,000.00)	(2,000.00)	3,274.97	1,274.97	163.75%	1,125.10
	Office Supplies		0.00		0.00			0.00
312			(20,000.00)	(20,000.00)	12,174.32	(7,825.68)	60.87%	1,968.91
	Small Items Of Equ	lipment	0.00		0.00			0.00
313			(300.00)	(300.00)	224.71	(75.29)	74.90%	0.00
	Stationary/Forms		0.00		0.00			0.00
323			(500.00)	(500.00)	1,804.32	1,304.32	360.86%	0.00
	Food		0.00		0.00			0.00
324			(5,000.00)	(5,000.00)	1,797.12	(3,202.88)	35.94%	0.00
	Household And Jan	itorial Supplies	0.00		0.00			0.00
325			0.00	0.00	22.74	22.74	No Budget	0.00
	Agricultural and Ho	rticultural Supplies	0.00		0.00			0.00
326			(800.00)	(800.00)	175.93	(624.07)	21.99%	0.00
	Clothing And Unifo	rms	0.00		0.00			0.00
331			(2,400.00)	(2,400.00)	604.03	(1,795.97)	25.17%	153.57
	Gas, Oil, Diesel Fue	el, Grease, Etc.	0.00		0.00			0.00

Templa Create	ate Name: d by: LGC		Stateme	Town of Jonesboro nt of Expenditures and March 2025		User: Date/1	lime:	Janet Jennings 4/10/2025 4:24 PM Page 33 of 64
Fund :	110					Monthly Comparati	ve:	75.00%
Obj	Cost ject Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
342	1		0.00	0.00	25.00	25.00	No Budget	25.00
	Sign Parts And Supp	lies	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			(1,000.00)	(1,000.00)	15.18	(984.82)	1.52%	0.00
	Miscellaneous Suppli	ies	0.00		0.00			0.00
535			(8,000.00)	(8,000.00)	9,782.02	1,782.02	122.28%	872.29
	Equipment Leases &	Maint Contracts	0.00		0.00			0.00
556			(2,500.00)	(2,500.00)	3,122.68	622.68	124.91%	0.00
	Credit Card Fees		0.00		0.00			0.00
598			(30,000.00)	(30,000.00)	18,938.91	(11,061.09)	63.13%	767.40
	Gift Shop Expenditu	res	0.00		0.00			0.00
815			(20,000.00)	(20,000.00)	7,366.05	(12,633.95)	36.83%	3,157.93
	Main Street Jones.Pr	rogram Exp	0.00		0.00			0.00
816			(12,000.00)	(12,000.00)	6,775.00	(5,225.00)	56.46%	0.00
	Main StBrews & Tu	ines Program	0.00		0.00			0.00
817			(35,000.00)	(35,000.00)	43,857.38	8,857.38	125.31%	0.00
	Main StJonesborou	igh Days	0.00		0.00			0.00
844			(20,000.00)	(20,000.00)	9,687.99	(10,312.01)	48.44%	23.68
	Special Programs		0.00		0.00			0.00
846			(36,000.00)	(36,000.00)	21,573.00	(14,427.00)	59.93%	0.00
	Music On The Squar	re Exp	0.00		0.00			0.00
861			(30,000.00)	(30,000.00)	6,242.36	(23,757.64)	20.81%	1,450.00
174	Special Programs		0.00		0.00			0.00
873	and the second second		(60,000.00)	(60,000.00)	48,035.44	(11,964.56)	80.06%	0.00
917	Seasonal Lighting		0.00		0.00			0.00
Total	For Fund: 110		(15,906,662.00) 0.00	(15,906,662.00)	18,009,811.69 0.00	2,103,149.69	113.22%	734,087.95 0.00

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Fund :	131				Monthly Comparati	lve:	75.00%
Obje	Cost Sub ect Center Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
43200	Sanitation Services						
121		(316,805.00)	(316,805.00)	205,097.82	(111,707.18)	64.74%	24,414.70
	Salaries and Wages	0.00		0.00			0.00
141		(23,279.00)	(23,279.00)	15,057.52	(8,221.48)	64.68%	1,825.52
	Oasi (Employer's Share)	0.00		0.00			0.00
142		(60,969.00)	(60,969.00)	30,814.39	(30,154.61)	50.54%	983.43
	Hospital And Health Insurance	0.00		0.00			0.00
143		(17,264.00)	(17,264.00)	12,152.81	(5,111.19)	70.39%	1,452.87
	Employee Retirement Plan	0.00		0.00			0.00
146		(13,040.00)	(13,040.00)	0.00	(13,040.00)	0.00%	0.00
	Workmen's Compensation	0.00		0.00			0.00
147		(200.00)	(200.00)	121.63	(78.37)	60.82%	0.00
	Unemployment Insurance	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
235		(10,500.00)	(10,500.00)	0.00	(10,500.00)	0.00%	0.00
	Memberships, Registration Fees, And Tuition	0.00		0.00			0.00
237		(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00%	0.00
	Keep Jonesborough Beautiful Program	0.00		0.00			0.00
238		(550.00)	(550.00)	487.29	(62.71)	88.60%	0.00
	Marketing and Marketing Supplies	0.00		0.00			0.00
241		(7,500.00)	(7,500.00)	0.00	(7,500.00)	0.00%	0.00
	Electric	0.00		0.00			0.00
245		(5,500.00)	(5,500.00)	2,281.15	(3,218.85)	41.48%	56.98
	Telephone And Other Communication Services	0.00		0.00			0.00
248		(2,850.00)	(2,850.00)	1,550.72	(1,299.28)	54.41%	193.84
	GPS Services	0.00		0.00			0.00

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Fund : 131				Monthly Comparati	ve:	75.00%
Cost Sub Object Center Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
261	(66,000.00)	(66,000.00)	82,275.84	16,275.84	124.66%	7,293.02
Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
266	(1,800.00)	(1,800.00)	159.32	(1,640.68)	8.85%	0.00
Repair And Maintenance Buildings	0.00		0.00			0.00
280	(550.00)	(550.00)	0.00	(550.00)	0.00%	0.00
Travel	0.00		0.00			0.00
290	0.00	0.00	41.95	41.95	No Budget	0.00
Other Contracted Services	0.00		0.00			0.00
294	(1,100.00)	(1,100.00)	2,252.00	1,152.00	204.73%	0.00
Tire Disposal Services	0.00		0.00			0.00
295	(120,000.00)	(120,000.00)	104,309.18	(15,690.82)	86.92%	10,395.78
Waste Disposal Fees	0.00		0.00			0.00
310	0.00	0.00	0.00	0.00	No Budget	0.00
Office Supplies And Materials	0.00		0.00			0.00
311	(550.00)	(550.00)	173.10	(376.90)	31.47%	18.46
Office Supplies	0.00		0.00			0.00
312	(825.00)	(825.00)	658.40	(166.60)	79.81%	0.00
Small Items Of Equipment	0.00		0.00			0.00
326	(5,250.00)	(5,250.00)	2,193.84	(3,056.16)	41.79%	0.00
Clothing And Uniforms	0.00		0.00			0.00
331	(75,000.00)	(75,000.00)	43,020.45	(31,979.55)	57.36%	71.00
Gas, Oil, Diesel Fuel, Grease, Etc.	0.00		0.00			0.00
334	(10,800.00)	(10,800.00)	11,235.74	435.74	104.03%	1,026.85
Tires, Tubes And Etc.	0.00		0.00			0.00
344	(550.00)	(550.00)	252.00	(298.00)	45.82%	0.00
Safety Supplies	0.00		0.00			0.00
350	(21,000.00)	(21,000.00)	42,324.46	21,324.46	201.55%	0.00
Supplies For Resale	0.00		0.00			0.00
390	(4,800.00)	(4,800.00)	1,591.77	(3,208.23)	33.16%	49.90
Miscellaneous Supplies	0.00		0.00			0.00

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Fund : 131				Monthly Comparati	ve:	75.00%
Cost Sub Object Center Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
520	(6,750.00)	(6,750.00)	6,241.43	(508.57)	92.47%	1,756.96
Property/Liability Insurance	0.00		0.00			0.00
533	(1,700.00)	(1,700.00)	682.55	(1,017.45)	40.15%	0.00
Machinery And Equipment Rental	0.00		0.00			0.00
535	0.00	0.00	1,996.92	1,996.92	No Budget	133.54
Equipment Leases & Maint Contracts	0.00		0.00			0.00
555	(350.00)	(350.00)	105.91	(244.09)	30.26%	0.00
Bank Service Charges	0.00		0.00			0.00
565	(2,500.00)	(2,500.00)	4,910.00	2,410.00	196.40%	0.00
Permit Fee	0.00		0.00			0.00
620	(44,962.00)	(44,962.00)	33,611.49	(11,350.51)	74.76%	3,767.10
Note Principal	0.00		0.00			0.00
640	(18,346.00)	(18,346.00)	3,365.73	(14,980.27)	18.35%	341.48
Interest On Notes	0.00		0.00			0.00
660	0.00	0.00	500.00	500.00	No Budget	500.00
Debt Issuance Costs	0.00		0.00			0.00
940	(539,069.00)	(539,069.00)	479,069.00	(60,000.00)	88.87%	0.00
Machinery And Equipment	0.00		0.00			0.00
Total For Fund: 131	(1,385,059.00)	(1,385,059.00)	1,089,865.37	(295,193.63)	78.69%	54,472.84
	0.00		0.00			0.00

Templa Created	te Name: I by: I GC	Stateme	Town of Jonesboro nt of Expenditures and March 2025	ugh I Encumbrances	User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 37 of 64
Fund :	171				Monthly Comparat	ive:	75.00%
Obje	Cost Sub ect Center Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
44550	Jackson Theater						
121	100	0.00	0.00	1,223.81	1,223.81	No Budget	0.00
	Salaries and Wages	0.00		0.00			0.00
121		(155,769.00)	(246,138.00)	139,937.84	(106,200.16)	56.85%	21,460.75
	Salaries and Wages	(90,369.00)		0.00			0.00
141		(11,916.00)	(18,829.00)	10,683.19	(8,145.81)	56.74%	1,644.70
	Oasi (Employer's Share)	(6,913.00)		0.00			0.00
141	100	0.00	0.00	93.62	93.62	No Budget	0.00
	Oasi (Employer's Share)	0.00		0.00			0.00
142		(15,026.00)	(14,400.00)	3,872.28	(10,527.72)	26.89%	227.27
	Hospital And Health Insurance	626.00		0.00			0.00
143	100	0.00	0.00	73.43	73.43	No Budget	0.00
	Employee Retirement Plan	0.00		0.00			0.00
143		(7,050.00)	(9,614.00)	6,452.24	(3,161.76)	67.11%	874.61
	Employee Retirement Plan	(2,564.00)		0.00			0.00
147		(100.00)	(100.00)	169.79	69.79	169.79%	20.66
	Unemployment Insurance	0.00		0.00			0.00
148		(5,000.00)	(4,000.00)	20.46	(3,979.54)	0.51%	20.46
	Employee Education And Training	1,000.00		0.00			0.00
211		(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	Postage, Box Rent, Etc.	0.00	49.1.1.1.1.1.1.1	0.00			0.00
220		(24,400.00)	(15,000.00)	2,341.13	(12,658.87)	15.61%	362.65
	Printing, Duplicating, Typing, And Binding	9,400.00		0.00			0.00
230		(2,500.00)	(2,500.00)	2,370.17	(129.83)	94.81%	306.87
	Publicity, Subscriptions, And Dues	0.00		0.00		10 Million	0.00
238	70003	0.00	0.00	30.10	30.10	No Budget	30.10
200	Marketing and Marketing Supplies	0.00	0.00	0.00	50.10	Junger	0.00
238	70001	0.00	0.00	163.00	163.00	No Budget	163.00
1.00	Marketing and Marketing Supplies	0.00		0.00			0.00
238		(58,593.00)	(40,000.00)	29,021.56	(10,978.44)	72.55%	226.46
	Marketing and Marketing Supplies	18,593.00		0.00			0.00

Templa Create	ate Name: d by: IGC	Stateme	Town of Jonesbord nt of Expenditures and March 2025	ough d Encumbrances	User: Date/1	Janet Jenning: 4/10/2025 4:24 PM Page 38 of 64	
Fund :	171				Monthly Comparative:		75.00%
Obj	Cost Sub ject Center Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
241		(24,400.00)	(24,400.00)	2,372.08	(22,027.92)	9.72%	370.15
	Electric	0.00		0.00			0.00
242		(5,000.00)	(5,000.00)	555.75	(4,444.25)	11.12%	67.50
	Water	0.00		0.00			0.00
245		(12,500.00)	(12,500.00)	2,033.51	(10,466.49)	16.27%	82.65
	Telephone And Other Communication Service	s 0.00		0.00			0.00
250	70001	0.00	0.00	1,320.42	1,320.42	No Budget	711.42
	Professional Entertainment	0.00		0.00			0.00
250	70008	0.00	0.00	2,500.00	2,500.00	No Budget	2,500.00
	Professional Entertainment	0.00		0.00			0.00
250	70002	0.00	0.00	2,189.47	2,189.47	No Budget	189.47
	Professional Entertainment	0.00		0.00			0.00
250	70003	0.00	0.00	41.73	41.73	No Budget	41.73
	Professional Entertainment	0.00		0.00			0.00
250		0.00	0.00	51,124.46	51,124.46	No Budget	6,069.56
	Professional Entertainment	0.00		0.00			0.00
251		0.00	0.00	195.00	195.00	No Budget	65.00
	Medical Services	0.00		0.00			0.00
257		(24,400.00)	(24,400.00)	0.00	(24,400.00)	0.00%	0.00
	Royalties	0.00		0.00			0.00
257	70100	0.00	0.00	4,754.00	4,754.00	No Budget	4,754.00
	Royalties	0.00		0.00			0.00
262		(1,200.00)	(1,200.00)	1,877.53	677.53	156.46%	47.88
	Repair And Maintenance Equipment	0.00		0.00			0.00
266		(2,500.00)	(5,000.00)	7,787.24	2,787.24	155.74%	296.8
	Repair And Maintenance Buildings	(2,500.00)	4.1.1.1.1	0.00			0.00
290	70006	0.00	0.00	700.00	700.00	No Budget	700.00
	Other Contracted Services	0.00		0.00	A STATE OF STATE	6. (S. (0.00
290	70003	0.00	0.00	820.00	820.00	No Budget	820.00

Templa Created	ite Name: d by: IGC		Stateme	Town of Jonesbord nt of Expenditures and March 2025		User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 39 of 64
Fund :	171					Monthly Comparat	ive:	75.00%
Obje	Cost ect Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
290	70100		0.00	0.00	8.99	8.99	No Budget	8.99
	Other Contracted Se	ervices	0.00		0.00			0.00
290			(48,800.00)	(40,000.00)	30,387.37	(9,612.63)	75.97%	5,613.75
	Other Contracted Se	ervices	8,800.00		0.00			0.00
290	70001		0.00	0.00	186.67	186.67	No Budget	0.00
	Other Contracted Se	rvices	0.00		0.00			0.00
311			(2,000.00)	(2,000.00)	2,175.80	175.80	108.79%	94.97
	Office Supplies		0.00		0.00			0.00
312	991		0.00	0.00	0.00	0.00	No Budget	0.00
	Small Items Of Equi	pment	0.00		0.00			0.00
312			(1,000.00)	(5,000.00)	13,208.23	8,208.23	264.16%	123.77
	Small Items Of Equi	pment	(4,000.00)		0.00			0.00
313			(500.00)	(500.00)	79.80	(420.20)	15.96%	0.00
	Stationary/Forms		0.00		0.00			0.00
323	70001		0.00	0.00	127.18	127.18	No Budget	0.00
	Food		0.00		0.00			0.00
323			0.00	0.00	1,508.97	1,508.97	No Budget	209.93
	Food		0.00		0.00			0.00
324			(5,000.00)	(5,000.00)	8,311.15	3,311.15	166.22%	1,388.05
	Household And Janit	torial Supplies	0.00		0.00		0.000	0.00
325			0.00	0.00	141.38	141.38	No Budget	141.38
	Agricultural and Hor	ticultural Supplies	0.00		0.00			0.00
331			(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00%	0.00
	Gas, Oil, Diesel Fuel	, Grease, Etc.	0.00		0.00	(0.00
390			(1,000.00)	(1,000.00)	1,797.79	797.79	179.78%	21.00
	Miscellaneous Suppl	es	0.00	(-,	0.00		27217070	0.00
514			0.00	0.00	100.00	100.00	No Budget	0.00
	Surety Bonds - Offic	ials And Employees	0.00	0.00	0.00	100.00	No budget	0.00
535			(8,000.00)	(8,000.00)	17,625.17	9,625.17	220.31%	1,137.07
	Equipment Leases &	Maint Contracts	0.00		0.00			0.00

Created	te Name: I by: IGC		Stateme	Town of Jonesbord ant of Expenditures and March 2025	ough d Encumbrances	User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 40 of 64
Fund :	171					Monthly Comparat	ive:	75.00%
Obje	Cost ect Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
556			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
	Credit Card Fees		0.00		0.00			0.00
565			0.00	0.00	734.90	734.90	No Budget	209.90
	Permit Fee		0.00		0.00			0.00
598			(10,000.00)	(10,000.00)	17,159.79	7,159.79	171.60%	3,705.07
	Gift Shop Expen	ditures	0.00		0.00			0.00
620			(25,702.00)	(25,702.00)	0.00	(25,702.00)	0.00%	0.00
	Note Principal		0.00		0.00			0.00
620	RDA26		(45,136.00)	(45,136.00)	26,022.09	(19,113.91)	57.65%	0.00
	Note Principal		0.00		0.00			0.00
640	RDA26		(62,600.00)	(62,600.00)	36,823.91	(25,776.09)	58.82%	0.0
	Interest On Note	s	0.00		0.00			0.00
640	JBANO		0.00	0.00	22,630.24	22,630.24	No Budget	2,192.66
	Interest On Note	es :	0.00		0.00			0.00
640			(41,590.00)	(41,590.00)	0.00	(41,590.00)	0.00%	0.0
	Interest On Note	s	0.00		0.00			0.00
660			0.00	0.00	1,000.00	1,000.00	No Budget	1,000.00
	Debt Issuance C	osts	0.00		0.00			0.00
948	991		0.00	0.00	135,830.62	135,830.62	No Budget	0.00
	Furniture and Fit	dures	0.00		0.00			0.00
Total Fo	or Fund: 171		(611,182.00)	(679,109.00)	590,583.86	(88,525.14)	86.96%	57,900.24
			(67,927.00)		0.00			0.00

Template Created I	e Nan by:	IGC		Stateme	Town of Jonesbord nt of Expenditures and March 2025		User: Date/*	lime:	Janet Jennings 4/10/2025 4:24 PM Page 41 of 64
Fund : 3	311						Monthly Comparati	ive:	75.00%
Objec	t	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
95001	K-8 C	apital Projec	t			2			
254				0.00	0.00	3,868.20	3,868.20	No Budget	3,868.20
	Archit	ectural Service	s	0.00		0.00			0.00
		Capital P	rojects	0.00	0.00	3,868.20	3,868.20	100.00%	3,868.20
				0.00		0.00			0.00
258				0.00	0.00	4,253.39	4,253.39	No Budget	4,253.39
	Projec	t Manager Ser	vices	0.00		0.00			0.00
		Capital P	rojects	0.00	0.00	4,253.39	4,253.39	100.00%	4,253.39
				0.00		0.00			0.00
290				0.00	0.00	2,320.00	2,320.00	No Budget	0.00
	Other	Contracted Se	rvices	0.00		0.00			0.00
		Capital P	rojects	0.00	0.00	2,320.00	2,320.00	100.00%	0.00
				0.00		0.00			0.00
620		(8		0.00	0.00	0.00	0.00	No Budget	0.00
	Note I	Principal		0.00		0.00			0.00
		Capital P	rojects	0.00	0.00	0.00	0.00	100.00%	0.00
				0.00		0.00			0.00
640	ŀ	(8		0.00	0.00	111,530.56	111,530.56	No Budget	0.00
	Intere	st On Notes		0.00		0.00			0.00
		Capital P	rojects	0.00	0.00	111,530.56	111,530.56	100.00%	0.00
				0.00		0.00			0.00
660				0.00	0.00	10,000.00	10,000.00	No Budget	10,000.00
	Debt 1	Issuance Costs		0.00		0.00			0.00
		Capital P	rojects	0.00	0.00	10,000.00	10,000.00	100.00%	10,000.00
				0.00		0.00			0.00
923				0.00	0.00	0.00	0.00	No Budget	472,599.36
10	Institu	itional (Schools	, Hospitals, Etc.)	0.00		0.00			0.00
		Capital P	rojects	0.00	0.00	0.00	0.00	100.00%	472,599.36
				0.00		0.00			0.00

Templa Created	te Name: I by: IGC		Stateme	Town of Jonesbord ant of Expenditures and March 2025	ough d Encumbrances	User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 42 of 64
Fund :	311					Monthly Comparat	ive:	75.00%
Obje	Cost ect Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
95002	Tiger Park - LP	PRF						
290			0.00	0.00	12,600.00	12,600.00	No Budget	12,600.0
	Other Contracted	d Services	0.00		0.00			0.0
	Capit	al Projects	0.00	0.00	12,600.00	12,600.00	100.00%	12,600.0
			0.00		0.00			0.0
660			0.00	0.00	1,000.00	1,000.00	No Budget	1,000.0
	Debt Issuance C	Costs	0.00		0.00			0.0
	Capit	al Projects	0.00	0.00	1,000.00	1,000.00	100.00%	1,000.0
			0.00		0.00			0.0
937	901		0.00	0.00	434,318.96	434,318.96	No Budget	434,318.9
	Parks And Recre	ation Facilities	0.00		0.00			0.0
937	902		0.00	0.00	615,819.57	615,819.57	No Budget	615,819.5
	Parks And Recre	ation Facilities	0.00		0.00			0.0
937	903		0.00	0.00	273,889.75	273,889.75	No Budget	273,889.7
	Parks And Recre	ation Facilities	0.00		0.00			0.0
	Capit	al Projects	0.00	0.00	1,324,028.28	1,324,028.28	100.00%	1,324,028.2
			0.00		0.00			0.0
95003	AG Learning C	Center						
254			0.00	0.00	40,480.00	40,480.00	No Budget	0.0
	Architectural Se	rvices	0.00		0.00			0.0
256			0.00	0.00	1,800.00	1,800.00	No Budget	0.0
	Engineering Ser	vices & Land Services	0.00		0.00			0.0
Total F	or Fund: 311		0.00	0.00	1,511,880.43	1,511,880.43	100.00%	1,828,349.2
			0.00		0.00			0.0

Template N Created by:			Stateme	Town of Jonesbord nt of Expenditures an March 2025	ough d Encumbrances	User: Date/	Time:	Janet Jenning 4/10/2025 4:24 PM Page 43 of 6
Fund : 334	1					Monthly Comparat	lve:	75.00%
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
41591 He	alth Insurance	Reimbursement						
142	131		0.00	0.00	91.56	91.56	No Budget	0.0
Ho	spital And Health	Insurance	0.00		0.00			0.0
142	110		0.00	0.00	46,580.98	46,580.98	No Budget	5,923.4
Ho	spital And Health	Insurance	0.00		0.00			0.0
142	413		0.00	0.00	20,443.91	20,443.91	No Budget	4,979.4
Но	spital And Health	Insurance	0.00		0.00			0.0
Total For Fu	ind: 334		0.00	0.00	67,116.45	67,116.45	100.00%	10,902.9
			0.00		0.00			0.0

Template Created	e Name: by: LGC	Stateme	Town of Jonesbord nt of Expenditures and March 2025		User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 44 of 64
Fund: 4	413				Monthly Comparat	ive:	75.00%
Objec	Cost Sub ct Center Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
52113	Water Treatment Plant						
121		(463,071.00)	(463,071.00)	358,817.67	(104,253.33)	77.49%	41,841.23
	Salaries and Wages	0.00		0.00			0.00
121	100	0.00	0.00	66,848.26	66,848.26	No Budget	0.00
	Salaries and Wages	0.00		0.00			0.00
141	100	0.00	0.00	5,010.11	5,010.11	No Budget	0.00
	Oasi (Employer's Share)	0.00		0.00			0.00
141		(35,425.00)	(35,425.00)	26,687.59	(8,737.41)	75.34%	3,123.02
	Oasi (Employer's Share)	0.00		0.00			0.00
142		(71,915.00)	(71,915.00)	32,425.09	(39,489.91)	45.09%	652.27
	Hospital And Health Insurance	0.00		0.00			0.00
143		(25,774.00)	(25,774.00)	19,300.06	(6,473.94)	74.88%	2,510.47
	Employee Retirement Plan	0.00		0.00			0.00
143	100	0.00	0.00	4,010.88	4,010.88	No Budget	0.00
	Employee Retirement Plan	0.00		0.00			0.00
146		(11,011.00)	(11,011.00)	0.00	(11,011.00)	0.00%	0.00
	Workmen's Compensation	0.00		0.00			0.00
147		(200.00)	(200.00)	263.40	63.40	131.70%	0.00
	Unemployment Insurance	0.00	• • • • • • • • • •	0.00			0.00
148		(7,000.00)	(7,000.00)	1,300.00	(5,700.00)	18.57%	250.00
	Employee Education And Training	0.00	N CONTRACTOR OF	0.00			0.00
211		(700.00)	(700.00)	251.21	(448.79)	35.89%	36.12
	Postage, Box Rent, Etc.	0.00		0.00			0.00
230		(750.00)	(750.00)	1,970.00	1,220.00	262.67%	0.00
	Publicity, Subscriptions, And Dues	0.00	(0.00	1/120100	202.07 /0	0.00
241		(600,000.00)	(600,000.00)	384,700.88	(215,299.12)	64.12%	
- 11	Electric	0.00	(000,000.00)	0.00	(213,233.12)	07.1270	54,743.90 0.00
242		(2,000.00)	(2,000.00)		(730 75)	63 560	
242	Water	(2,000.00)	(2,000.00)	1,271.25 0.00	(728.75)	63.56%	135.00
245	water		(12 000 00)		/1 701 7C1	05 550	0.00
245	Teleshane And Other Communication Condens	(12,000.00)	(12,000.00)	10,268.30	(1,731.70)	85.57%	866.73
	Telephone And Other Communication Services	0.00		0.00			0.00

Template Name: Created by: IGC	Stateme	Town of Jonesborough Statement of Expenditures and Encumbrances March 2025				Janet Jennings 4/10/2025 4:24 PM Page 45 of 64
Fund : 413				Monthly Comparat	75.00%	
Cost Sub Object Center Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
248	(1,500.00)	(1,500.00)	1,805.68	305.68	120.38%	736.46
GPS Services	0.00		0.00			0.00
251	(3,500.00)	(3,500.00)	11,239.51	7,739.51	321.13%	374.05
Medical Services	0.00		0.00			0.00
259	(15,000.00)	(15,000.00)	7,644.41	(7,355.59)	50.96%	1,393.16
Contract Lab Services	0.00		0.00			0.00
261	(20,000.00)	(20,000.00)	9,841.21	(10,158.79)	49.21%	2,678.07
Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
266	(40,000.00)	(40,000.00)	29,078.81	(10,921.19)	72.70%	616.55
Repair And Maintenance Buildings	0.00		0.00			0.00
269	0.00	0.00	(50.00)	(50.00)	No Budget	0.00
Repair And Maintenance Utility Lines	0.00		0.00			0.00
281	(120,000.00)	(120,000.00)	1,480.84	(118,519.16)	1.23%	0.00
Repair and Maintenance Plant	0.00		0.00			0.00
281 100	0.00	0.00	4,977.00	4,977.00	No Budget	4,977.00
Repair and Maintenance Plant	0.00		0.00			0.00
290 100	0.00	0.00	93,673.00	93,673.00	No Budget	93,673.00
Other Contracted Services	0.00		0.00			0.00
290	0.00	0.00	186.20	186.20	No Budget	186.20
Other Contracted Services	0.00		0.00			0.00
311	(1,000.00)	(1,000.00)	1,222.39	222.39	122.24%	317.43
Office Supplies	0.00		0.00			0.00
312	(25,000.00)	(25,000.00)	7,826.46	(17,173.54)	31.31%	198.39
Small Items Of Equipment	0.00		0.00			0.00
322	(27,500.00)	(27,500.00)	19,135.66	(8,364.34)	69.58%	0.00
Chemical, Laboratory, And Medical Supplies	0.00		0.00			0.00
324	(3,250.00)	(3,250.00)	2,118.76	(1,131.24)	65.19%	77.80
Household And Janitorial Supplies	0.00		0.00			0.00
326	(6,000.00)	(6,000.00)	5,602.67	(397.33)	93.38%	234.00

Template Na Created by:	me: IGC		Stateme	Town of Jonesbord ant of Expenditures and March 2025	ough d Encumbrances	User: Date/	Time:	Janet Jenning 4/10/2025 4:24 PN Page 46 of 64
Fund : 413						Monthly Comparat	ive:	75.00%
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
331		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	(8,500.00)	(8,500.00)	6,790.88	(1,709.12)	79.89%	108.6
Gas	Oil, Diesel Fuel,	Grease, Etc.	0.00		0.00			0.0
334			(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00%	0.0
Tire	s, Tubes And Etc		0.00		0.00			0.0
341			0.00	0.00	150.23	150.23	No Budget	150.2
Con	sumable Tools		0.00		0.00			0.0
344			(12,000.00)	(12,000.00)	1,415.72	(10,584.28)	11.80%	139.9
Safe	ty Supplies		0.00		0.00	6		0.0
350			0.00	0.00	1,619.00	1,619.00	No Budget	0.0
Sup	plies For Resale		0.00		0.00		11000	0.0
390			(4,500.00)	(4,500.00)	2,989.48	(1,510.52)	66.43%	527.9
Misc	ellaneous Suppli	es	0.00	12.94 11.12	0.00			0.0
390	100		0.00	0.00	35.09	35.09	No Budget	0.0
Misc	ellaneous Suppli	es	0.00		0.00			0.0
493			(250,000.00)	(250,000.00)	129,213.53	(120,786.47)	51.69%	19,395.0
Che	micals		0.00		0.00			0.0
533			(60,000.00)	(60,000.00)	9,844.81	(50,155.19)	16.41%	450.74
Mac	hinery And Equip	oment Rental	0.00		0.00			0.0
535			(5,500.00)	(5,500.00)	7,006.09	1,506.09	127.38%	919.8
Equ	ipment Leases &	Maint Contracts	0.00		0.00			0.0
824			(7,500.00)	(7,500.00)	0.00	(7,500.00)	0.00%	0.00
Inta	ke Access Road	Maintenance	0.00		0.00			0.00
949	5102		0.00	0.00	5,000.00	5,000.00	No Budget	0.00
	er Machinery And	d Equipment	0.00		0.00			0.00
949			(149,425.00)	(149,425.00)	0.00	(149,425.00)	0.00%	0.00
Oth	er Machinery And	d Equipment	0.00		0.00			0.00
981			0.00	0.00	14,100.00	14,100.00	No Budget	0.00
	Plant Enginerri	ng	0.00		0.00			0.00
982			0.00	0.00	157,979.25	157,979.25	No Budget	77,751.75
	t Transmission L	Ine	0.00		0.00	1224224	Contraction of the second	0.00

Templa Created	te Name: I by: LGC	Stateme	Town of Jonesbord ant of Expenditures and March 2025	ough I Encumbrances	User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 47 of 64
Fund :	413				Monthly Comparat	tive:	75.00%
Obje	Cost Sub act Center Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
52114	Transmission And Distribution						1.1.1.1.1
121		(700,902.00)	(700,902.00)	486,426.27	(214,475.73)	69.40%	55,783.42
	Salaries and Wages	0.00		0.00			0.00
121	100	0.00	0.00	82,878.61	82,878.61	No Budget	0.00
	Salaries and Wages	0.00		0.00			0.00
141		(53,619.00)	(53,619.00)	35,833.39	(17,785.61)	66.83%	4,108.76
	Oasi (Employer's Share)	0.00		0.00			0.00
141	100	0.00	0.00	6,177.53	6,177.53	No Budget	0.00
	Oasi (Employer's Share)	0.00		0.00			0.00
142		(72,080.00)	(72,080.00)	49,461.15	(22,618.85)	68.62%	1,006.81
	Hospital And Health Insurance	0.00		0.00			0.00
143	100	0.00	0.00	4,972.72	4,972.72	No Budget	0.00
	Employee Retirement Plan	0.00		0.00			0.00
143		(40,483.00)	(40,483.00)	28,171.80	(12,311.20)	69.59%	3,282.86
	Employee Retirement Plan	0.00		0.00			0.00
146		(16,272.00)	(16,272.00)	0.00	(16,272.00)	0.00%	0.00
	Workmen's Compensation	0.00		0.00			0.00
147		(350.00)	(350.00)	337.08	(12.92)	96.31%	29.81
	Unemployment Insurance	0.00		0.00			0.00
148		(20,000.00)	(20,000.00)	880.00	(19,120.00)	4.40%	390.00
	Employee Education And Training	0.00		0.00			0.00
213		0.00	0.00	77.97	77.97	No Budget	51.64
	Automobile Licenses And Titles	0.00		0.00			0.00
230		(6,500.00)	(6,500.00)	1,597.06	(4,902.94)	24.57%	0.00
	Publicity, Subscriptions, And Dues	0.00		0.00			0.00
245		(10,400.00)	(10,400.00)	6,236.04	(4,163.96)	59.96%	312.18
	Telephone And Other Communication Services	0.00		0.00	(1/202000)	5515070	0.00
248	and a second size of the party of	(3,950.00)	(3,950.00)	2,907.60	(1,042.40)	73.61%	363.45
	GPS Services	0.00	(-,)	0.00	(1) 12.10)	/ 5.01 /0	0.00
249		(39,500.00)	(39,500.00)	0.00	(39,500.00)	0.00%	
	GIS Mapping Services	0.00	(33/300.00)	0.00	(00,000,66)	0.00%	0.00 0.00

Templat Created	te Name: I by: LGC		Stateme	Town of Jonesbord nt of Expenditures and March 2025	ough I Encumbrances	User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 48 of 64
Fund :	413					Monthly Comparat	lve:	75.00%
Obje	Cost ect Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
251			(6,500.00)	(6,500.00)	5,025.48	(1,474.52)	77.32%	306.75
	Medical Services		0.00		0.00			0.00
259			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Contract Lab Services		0.00		0.00			0.00
261			(55,000.00)	(55,000.00)	31,791.72	(23,208.28)	57.80%	3,890.49
	Repair And Maintenance	Motor Vehicles	0.00		0.00	Second and a second		0.00
262			(7,000.00)	(7,000.00)	0.00	(7,000.00)	0.00%	0.00
1.12	Repair And Maintenance	Equipment	0.00	a construction of the	0.00	. Conserve		0.00
269			(200,000.00)	(200,000.00)	242,750.91	42,750.91	121.38%	30,160.27
	Repair And Maintenance	Utility Lines	0.00		0.00			0.00
269	100		0.00	0.00	48,355.73	48,355.73	No Budget	0.00
	Repair And Maintenance	Utility Lines	0.00		0.00			0.00
290			0.00	0.00	47,736.35	47,736.35	No Budget	47,438.70
	Other Contracted Servic	es	0.00		0.00			0.00
311			(3,000.00)	(3,000.00)	745.86	(2,254.14)	24.86%	430.78
	Office Supplies		0.00		0.00			0.00
312			(15,000.00)	(15,000.00)	12,261.41	(2,738.59)	81.74%	8,554.91
	Small Items Of Equipme	ent	0.00		0.00			0.00
312	TECH		0.00	0.00	5,609.00	5,609.00	No Budget	5,609.00
	Small Items Of Equipme	ent	0.00		0.00			0.00
322			0.00	0.00	261.54	261.54	No Budget	0.00
	Chemical, Laboratory, A	nd Medical Supplies	0.00		0.00			0.00
326			(10,000.00)	(10,000.00)	7,608.62	(2,391.38)	76.09%	744.78
	Clothing And Uniforms		0.00		0.00			0.00
331			(60,000.00)	(60,000.00)	32,487.75	(27,512.25)	54.15%	53.07
	Gas, Oil, Diesel Fuel, Gr	ease, Etc.	0.00		0.00			0.00
334			(13,000.00)	(13,000.00)	15,032.16	2,032.16	115.63%	4,834.34
	Tires, Tubes And Etc.		0.00		0.00			0.00
338			0.00	0.00	498.75	498.75	No Budget	0.00
0.22	Land and the second	Sewer Lines, Meters,	0.00		0.00			0.00

Templa Create	ate Name: ad by: IGC	Stateme	Town of Jonesbord ant of Expenditures and March 2025		User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 49 of 64
Fund :	413				Monthly Comparat	ive:	75.00%
Obj	Cost Sub ject Center Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
341		0.00	0.00	817.26	817.26	No Budget	698.61
	Consumable Tools	0.00		0.00			0.00
344		(13,000.00)	(13,000.00)	5,812.01	(7,187.99)	44.71%	22.46
	Safety Supplies	0.00		0.00			0.00
348		(191,659.00)	(191,659.00)	9,100.00	(182,559.00)	4.75%	0.00
	Water Line Upgrades	0.00		0.00			0.00
349		(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00%	0.00
	Water Loss Reduction	0.00		0.00			0.00
350		0.00	0.00	1,609.00	1,609.00	No Budget	0.00
	Supplies For Resale	0.00		0.00			0.00
390	100	0.00	0.00	12,520.82	12,520.82	No Budget	0.00
	Miscellaneous Supplies	0.00		0.00			0.00
390		(20,000.00)	(20,000.00)	12,208.79	(7,791.21)	61.04%	781.08
	Miscellaneous Supplies	0.00		0.00			0.00
392		(35,000.00)	(35,000.00)	0.00	(35,000.00)	0.00%	0.00
	Fire Hydrants	0.00		0.00			0.00
451	100	0.00	0.00	25,179.99	25,179.99	No Budget	2,108.79
	Rock and Crushed Stone	0.00		0.00			0.00
451		(20,000.00)	(20,000.00)	27,622.94	7,622.94	138.11%	0.00
	Rock and Crushed Stone	0.00		0.00			0.00
471	and the second second second	0.00	0.00	767.60	767.60	No Budget	0.00
	Asphalt And Asphalt Filler	0.00		0.00			0.00
491		(8,500.00)	(8,500.00)	6,622.72	(1,877.28)	77.91%	361.65
	Direct Boring Machine	0.00		0.00			0.00
533		(2,000.00)	(2,000.00)	233.33	(1,766.67)	11.67%	0.00
	Machinery And Equipment Rental	0.00		0.00			0.00
535		(6,000.00)	(6,000.00)	10,535.04	4,535.04	175.58%	1,158.68
	Equipment Leases & Maint Contracts	0.00		0.00			0.00
568		0.00	0.00	3.79	3.79	No Budget	0.00
	Annual Permit Fees	0.00		0.00			0.00

Fund :		Stateme	Town of Jonesborough Statement of Expenditures and Encumbrances March 2025			User: Date/Time:	
	413				Monthly Comparative:		75.00%
Obje	Cost Sub ct Center Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
870		0.00	0.00	11,681.59	11,681.59	No Budget	0.00
	EDA - Washington Co Industrial Park	0.00		0.00			0.00
940		(40,000.00)	(40,000.00)	40,500.00	500.00	101.25%	0.00
	Machinery And Equipment	0.00		0.00			0.00
941		(85,000.00)	(85,000.00)	78,640.00	(6,360.00)	92.52%	0.00
	Vehicles	0.00		0.00			0.00
998		(100,000.00)	(100,000.00)	0.00	(100,000.00)	0.00%	0.00
	Other Capital Projects	0.00		0.00			0.00
52117	Administration And General Expenses						
121		(821,860.00)	(821,860.00)	545,939.89	(275,920.11)	66.43%	64,835.17
	Salaries and Wages	0.00		0.00			0.00
141		(62,872.00)	(62,872.00)	39,524.58	(23,347.42)	62.87%	4,710.26
	Oasi (Employer's Share)	0.00		0.00			0.00
142		(121,677.00)	(121,677.00)	72,875.99	(48,801.01)	59.89%	952.70
	Hospital And Health Insurance	0.00		0.00			0.00
143		(47,335.00)	(47,335.00)	31,184.07	(16,150.93)	65.88%	3,765.43
	Employee Retirement Plan	0.00		0.00			0.00
146		(1,567.00)	(1,567.00)	0.00	(1,567.00)	0.00%	0.00
	Workmen's Compensation	0.00		0.00			0.00
147		(286.00)	(286.00)	251.89	(34.11)	88.07%	7.04
	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		(60,000.00)	(60,000.00)	54,452.96	(5,547.04)	90.75%	4,231.13
	Postage, Box Rent, Etc.	0.00		0.00			0.00
230		(750.00)	(750.00)	60.00	(690.00)	8.00%	60.00
	Publicity, Subscriptions, And Dues	0.00		0.00			0.00

Template Created		IGC		Stateme	Town of Jonesboro nt of Expenditures and March 2025		User: Date/1	lime:	Janet Jennings 4/10/2025 4:24 PM Page 51 of 64
Fund : 4	413						Monthly Comparati	ve:	75.00%
Objec		Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
235				0.00	0.00	320.00	320.00	No Budget	320.00
	Membersh	nips, Regis	tration Fees, And Tuition	0.00		0.00			0.00
236				(3,500.00)	(3,500.00)	0.00	(3,500.00)	0.00%	0.00
	Public Rel	ation		0.00		0.00			0.00
241				(9,500.00)	(9,500.00)	6,045.52	(3,454.48)	63.64%	913.74
	Electric			0.00		0.00			0.00
242				(4,000.00)	(4,000.00)	615.66	(3,384.34)	15.39%	77.36
	Water			0.00		0.00			0.00
245				(6,000.00)	(6,000.00)	3,469.03	(2,530.97)	57.82%	311.22
	Telephone	e And Othe	er Communication Services	0.00		0.00			0.00
251				(2,700.00)	(2,700.00)	1,726.64	(973.36)	63.95%	184.05
	Medical S	ervices		0.00		0.00			0.00
252				(50,000.00)	(50,000.00)	43,830.10	(6,169.90)	87.66%	3,112.50
	Legal Ser	vices		0.00		0.00			0.00
253				(33,100.00)	(33,100.00)	28,850.00	(4,250.00)	87.16%	0.00
	Accountin	g And Aud	liting Services	0.00		0.00			0.00
255				(40,000.00)	(40,000.00)	33,355.00	(6,645.00)	83.39%	0.00
	Data Proc	essing Ser	vices	0.00		0.00			0.00
256				(20,000.00)	(20,000.00)	0.00	(20,000.00)	0.00%	0.00
	Engineeri	ng Service	s & Land Services	0.00		0.00			0.00
262				(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Repair An	d Mainten	ance Equipment	0.00		0.00			0.00
266				(4,000.00)	(4,000.00)	1,664.42	(2,335.58)	41.61%	234.25
	Repair An	d Mainten	ance Buildings	0.00		0.00			0.00
271				(33,235.00)	(33,235.00)	24,926.37	(8,308.63)	75.00%	0.00
	Repair An	d Mainten	ance Water Tank	0.00		0.00			0.00
288				(5,000.00)	(5,000.00)	1,697.96	(3,302.04)	33.96%	244.75
	Travel/Tra	aining/Car	Allowance	0.00		0.00			0.00
290				0.00	0.00	832.47	832.47	No Budget	0.00
	Other Co	ntracted Se	ervices	0.00		0.00			0.00

Template Created b			Stateme	Town of Jonesbord ant of Expenditures and March 2025		User: Date/	lime:	Janet Jennings 4/10/2025 4:24 PM Page 52 of 64
Fund : 41	13					Monthly Comparat	ve:	75.00%
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
311			(7,400.00)	(7,400.00)	4,077.35	(3,322.65)	55.10%	1,048.56
C	Office Supplies		0.00		0.00			0.00
312			(4,300.00)	(4,300.00)	3,485.52	(814.48)	81.06%	931.07
S	Small Items Of Equ	uipment	0.00		0.00			0.00
313			(11,500.00)	(11,500.00)	7,604.32	(3,895.68)	66.12%	0.00
S	Stationary/Forms		0.00		0.00			0.00
323			(11,500.00)	(11,500.00)	14,349.08	2,849.08	124.77%	0.00
F	Food		0.00		0.00			0.00
324			(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
H	Household And Jar	nitorial Supplies	0.00		0.00			0.00
326			(400.00)	(400.00)	118.99	(281.01)	29.75%	0.00
C	Clothing And Unifo	rms	0.00		0.00			0.00
328			0.00	0.00	279.00	279.00	No Budget	279.00
E	Educational Suppli	es	0.00		0.00			0.00
390			(3,000.00)	(3,000.00)	2,080.74	(919.26)	69.36%	351.61
N	Miscellaneous Sup	plies	0.00		0.00			0.00
520			(137,000.00)	(137,000.00)	103,911.62	(33,088.38)	75.85%	0.00
P	Property/Liability I	nsurance	0.00		0.00			0.00
535			(32,250.00)	(32,250.00)	19,294.70	(12,955.30)	59.83%	1,596.73
E	Equipment Leases	& Maint Contracts	0.00		0.00			0.00
540			0.00	0.00	1,200,000.00	1,200,000.00	No Budget	133,333.34
0	Depreciation		0.00		0.00			0.00
552			0.00	0.00	(8,720.10)	(8,720.10)	No Budget	(968.90)
A	Amortization Of Bo	nd Premium	0.00		0.00			0.00
555			(10,000.00)	(10,000.00)	(6,670.25)	(16,670.25)	-66.70%	(77,402.44)
8	Bank Service Charg	jes	0.00		0.00			0.00
564			(18,889.00)	(18,889.00)	18,889.00	0.00	100.00%	0.00
A	Annual Maintenand	e Fee	0.00		0.00			0.00
570			(8,000.00)	(8,000.00)	0.00	(8,000.00)	0.00%	0.00
N	NE TN Regional Ec	onomic Partnership	0.00		0.00			0.00

Templa Created	te Name: I by: IGC		Stateme	Town of Jonesbord nt of Expenditures and March 2025	ough I Encumbrances	User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 53 of 64
Fund :	413					Monthly Comparat	ive:	75.00%
Obje	Cost ect Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available % Us		MTD Actual/ Encumbrance
592			(260,000.00)	(260,000.00)	195,000.00	(65,000.00)	75.00%	195,000.00
	Payments In Lieu Of T	axes	0.00		0.00			0.00
620			(928,607.00)	(928,607.00)	0.00	(928,607.00)	0.00%	0.00
	Note Principal		0.00		0.00			0.00
630	BND22		(125,103.00)	(125,103.00)	130,398.25	5,295.25	104.23%	0.00
	Interest On Bond Deb	t	0.00		0.00			0.00
630	BD13B		(45,015.00)	(45,015.00)	33,867.35	(11,147.65)	75.24%	3,731.74
	Interest On Bond Deb	t	0.00		0.00			0.00
630	BD21B		(64,630.00)	(64,630.00)	32,315.00	(32,315.00)	50.00%	0.00
	Interest On Bond Deb	t	0.00		0.00			0.00
630	BND13		(1,149.00)	(1,149.00)	982.70	(166.30)	85.53%	71.74
	Interest On Bond Deb	t	0.00		0.00			0.00
630	BD21A		(68,750.00)	(68,750.00)	34,375.00	(34,375.00)	50.00%	0.00
	Interest On Bond Deb	t	0.00		0.00			0.00
630	BND12		(22,830.00)	(22,830.00)	17,179.03	(5,650.97)	75.25%	1,892.08
	Interest On Bond Deb	t	0.00		0.00			0.00
640	CP22A		(48,131.00)	(48,131.00)	23,162.50	(24,968.50)	48.12%	0.00
	Interest On Notes		0.00		0.00			0.00
640	TDEC		(8,900.00)	(8,900.00)	0.00	(8,900.00)	0.00%	0.00
	Interest On Notes		0.00		0.00			0.00
641			0.00	0.00	1,326.60	1,326.60	No Budget	0.00
	Fiscal Agent Fees		0.00		0.00			0.00
650			(1,843.00)	(1,843.00)	0.00	(1,843.00)	0.00%	0.00
	Bonds - Other Fees		0.00	1000	0.00	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1		0.00
747	00003		0.00	0.00	100.00	100.00	No Budget	100.00
	Cash Over/Short		0.00		0.00			0.00
52118	Meter Department				41410			
121			(452,127.00)	(452,127.00)	321,117.87	(131,009.13)	71.02%	37,306.59
	Salaries and Wages		0.00	(0.00	(101/00010)	7 1.02 /0	0.00
121	100		0.00	0.00	72,069.61	72,069.61	No Budget	0.00
	Salaries and Wages		0.00		0.00	, 2,000101	ins sugger	0.00

Template Created I		Statem	Town of Jonesbord nent of Expenditures an March 2025	ough d Encumbrances	User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 54 of 64
Fund : 4	113				Monthly Comparat	ive:	75.00% MTD Actual/ Encumbrance
Objec	Cost Sub t Center Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	
141		(34,588.00)	(34,588.00)	23,390.78	(11,197.22)	67.63%	2,726.80
5.04	Oasi (Employer's Share)	0.00		0.00			0.00
141	100	0.00	0.00	5,373.33	5,373.33	No Budget	0.00
1	Oasi (Employer's Share)	0.00		0.00			0.00
142		(51,182.00)	(51,182.00)	37,838.13	(13,343.87)	73.93%	497.72
	Hospital And Health Insurance	0.00		0.00			0.00
143	100	0.00	0.00	4,324.18	4,324.18	No Budget	0.00
	Employee Retirement Plan	0.00		0.00			0.00
143		(26,871.00)	(26,871.00)	18,911.88	(7,959.12)	70.38%	2,226.43
	Employee Retirement Plan	0.00		0.00			0.00
146		(10,950.00)	(10,950.00)	0.00	(10,950.00)	0.00%	0.00
	Workmen's Compensation	0.00		0.00			0.00
147		(250.00)	(250.00)	210.03	(39.97)	84.01%	2.98
	Unemployment Insurance	0.00		0.00			0.00
148		(8,000.00)	(8,000.00)	390.00	(7,610.00)	4.88%	0.00
0.19	Employee Education And Training	0.00		0.00			0.00
245		(6,000.00)	(6,000.00)	2,769.31	(3,230.69)	46.16%	31.31
-	Telephone And Other Communicat	tion Services 0.00		0.00			0.00
248		(2,500.00)	(2,500.00)	1,356.88	(1,143.12)	54.28%	169.61
(GPS Services	0.00	11	0.00		2,002,42	0.00
251		(5,000.00)	(5,000.00)	1,020.25	(3,979.75)	20.41%	102.25
	Medical Services	0.00	1.0.04	0.00			0.00
261		(12,000.00)	(12,000.00)	2,849.55	(9,150.45)	23.75%	199.95
F	Repair And Maintenance Motor Vel	hicles 0.00		0.00	(0,000,00)	200000	0.00
290		(93,000.00)	(93,000.00)	4,490.28	(88,509.72)	4.83%	5.95
(Other Contracted Services	0.00	x	0.00	(00)000172)	105 10	0.00
311		(8,000.00)	(8,000.00)	4,103.22	(3,896.78)	51.29%	2,754.30
0	Office Supplies	0.00	(-,)	0.00	(3,050.70)	J1.23 /0	0.00
312		(10,000.00)	(10,000.00)	2,042.88	(7,957.12)	20.43%	321.10
	Small Items Of Equipment	0.00	(20,000.00)	0.00	(1,951.12)	20.4370	0.00

Templat Created	e Name: by: Ist	Stateme	Town of Jonesbord ant of Expenditures and March 2025	ough d Encumbrances	User: Date/	Janet Jennings 4/10/2025 4:24 PM Page 55 of 64	
Fund :	413				Monthly Comparat	ive:	75.00%
Obje	Cost Sub ct Center Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
326		(10,000.00)	(10,000.00)	3,285.23	(6,714.77)	32.85%	294.5
	Clothing And Uniforms	0.00		0.00			0.0
331		(24,000.00)	(24,000.00)	11,771.24	(12,228.76)	49.05%	0.0
	Gas, Oil, Diesel Fuel, Grease, Etc.	0.00		0.00			0.0
334		(5,000.00)	(5,000.00)	3,272.68	(1,727.32)	65.45%	493.1
	Tires, Tubes And Etc.	0.00		0.00	**********		0.0
344		(4,000.00)	(4,000.00)	1,201.24	(2,798.76)	30.03%	0.0
	Safety Supplies	0.00	1000000	0.00	11 C C C C C C C C C C C C C C C C C C		0.0
353		(50,000.00)	(50,000.00)	0.00	(50,000.00)	0.00%	0.0
	Water Purchased For Resale	0.00		0.00			0.0
390		(6,000.00)	(6,000.00)	2,876.48	(3,123.52)	47.94%	139.4
	Miscellaneous Supplies	0.00	C.C.C.C.	0.00			0.0
391		(200,000.00)	(200,000.00)	181,364.49	(18,635.51)	90.68%	98,880.00
	Water Meters	0.00	Accession of	0.00			0.0
535		(8,000.00)	(8,000.00)	6,739.76	(1,260.24)	84.25%	611.7
	Equipment Leases & Maint Contracts	0.00		0.00		2.241.25	0.0
951		(40,000.00)	(40,000.00)	35,000.00	(5,000.00)	87.50%	0.0
-	Vehicles - Trucks	0.00		0.00			0.00
52119	Wash Co WL						
121	100	0.00	0.00	35,258.27	35,258.27	No Budget	0.0
121	Salaries and Wages	0.00	100	0.00	1001000		0.0
121		0.00	0.00	195,563.79	195,563.79	No Budget	28,381.8
	Salaries and Wages	0.00		0.00			0.00
141		0.00	0.00	13,782.10	13,782.10	No Budget	2,028.52
	Oasi (Employer's Share)	0.00		0.00			0.00
141	100	0.00	0.00	2,569.27	2,569.27	No Budget	0.00
	Oasi (Employer's Share)	0.00		0.00			0.00
142		0.00	0.00	42,466.69	42,466.69	No Budget	62.75
	Hospital And Health Insurance	0.00		0.00			0.00

Template Created b			Stateme	Town of Jonesbord nt of Expenditures and March 2025	ugh 1 Encumbrances	User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 56 of 64
Fund : 4	13					Monthly Comparative:		75.00%
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
143	100		0.00	0.00	2,115.51	2,115.51	No Budget	0.00
6	Employee Retiremen	nt Plan	0.00		0.00			0.00
143			0.00	0.00	11,510.06	11,510.06	No Budget	1,690.93
ſ	Employee Retiremen	nt Plan	0.00		0.00			0.00
147			0.00	0.00	146.20	146.20	No Budget	9.72
	Jnemployment Insu	rance	0.00		0.00			0.00
245			0.00	0.00	338.62	338.62	No Budget	5.63
	Telephone And Othe	er Communication Services	0.00		0.00			0.00
251			0.00	0.00	583.00	583.00	No Budget	0.00
	Medical Services		0.00		0.00			0.00
261			0.00	0.00	5,808.18	5,808.18	No Budget	0.00
	Repair And Mainten	ance Motor Vehicles	0.00		0.00	14-22-24	111 201 201 10	0.00
261	100		0.00	0.00	416.64	416.64	No Budget	0.00
	Repair And Mainten	ance Motor Vehicles	0.00		0.00			0.00
312			0.00	0.00	627.89	627.89	No Budget	0.00
	Small Items Of Equi	pment	0.00		0.00			0.00
326			0.00	0.00	4,768.74	4,768.74	No Budget	603.10
	Clothing And Unifor	ms	0.00		0.00		- 0 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	0.00
331			0.00	0.00	12,251.56	12,251.56	No Budget	0.00
	Gas, Oil, Diesel Fue	l, Grease, Etc.	0.00		0.00			0.00
334			0.00	0.00	2,033.33	2,033.33	No Budget	0.00
	Tires, Tubes And Et	с.	0.00		0.00			0.00
341	19 2 B 1 2 2 2		0.00	0.00	1,982.55	1,982.55	No Budget	122.10
	Consumable Tools		0.00		0.00	-/	0.000.000.000	0.00
451			0.00	0.00	13,733.36	13,733.36	No Budget	3,177.01
	Rock and Crushed S	Stone	0.00		0.00			0.00
471			0.00	0.00	3,185.35	3,185.35	No Budget	1,474.40
	Asphalt And Asphal	t Filler	0.00		0.00	5/100100		0.00
	5024		0.00	0.00	2,500.00	2,500.00	No Budget	2,500.00
934	SU24 Water/Sewer Imp		0.00	0.00	0.00	2,500,00	no buuyet	2,500.00

Template Nar Created by:	me: (GC	Stateme	Town of Jonesbord nt of Expenditures and March 2025	ugh 1 Encumbrances	User: Date/	Time:	Janet Jenning 4/10/2025 4:24 Pt Page 57 of 6
Fund : 413					Monthly Comparat	lve:	75.00%
Object	Cost Sub Center Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
934	5018	0.00	0.00	134,491.52	134,491.52	No Budget	0.0
Wate	er/Sewer Imp	0.00		D.00			0.0
934	5022	0.00	0.00	115,500.00	115,500.00	No Budget	0.0
Wate	er/Sewer Imp	0.00		0.00			0.0
934	5020	0.00	0.00	753,102.99	753,102.99	No Budget	0.0
Wate	er/Sewer Imp	0.00		0.00			0.0
934	5019	0.00	0.00	1,328.76	1,328.76	No Budget	0.0
Wate	er/Sewer Imp	0.00		0.00			0.0
934	5023	0.00	0.00	607,197.75	607,197.75	No Budget	0.0
Wate	er/Sewer Imp	0.00		0.00			0.0
934	5016	0.00	0.00	244,434.45	244,434.45	No Budget	165.0
Wate	er/Sewer Imp	0.00		0.00			0.0
52213 Sew	ver Treatment And Disposal						
121		(754,651.00)	(754,651.00)	522,493.68	(232,157.32)	69.24%	63,276.7
Sala	ries and Wages	0.00		0.00			0.0
121	100	0.00	0.00	13,530.64	13,530.64	No Budget	0.0
Sala	ries and Wages	0.00		0.00			0.0
141		(57,731.00)	(57,731.00)	37,661.89	(20,069.11)	65.24%	4,587.9
	(Employer's Share)	0.00		0.00			0.0
141	100	0.00	0.00	993.65	993.65	No Budget	0.0
	(Employer's Share)	0.00		0.00			0.0
142	a manufacture of the	(113,360.00)	(113,360.00)	69,916.68	(43,443.32)	61.68%	1,006.0
	pital And Health Insurance	0.00	445 14 25 mills	0.00	and some of	1000	0.0
143	100	0.00	0.00	811.86	811.86	No Budget	0.0
	oloyee Retirement Plan	0.00		0.00		(in sanger	0.0
143	nerse near amone i lan	(44,851.00)	(44,851.00)	30,887.12	(13,963.88)	68.87%	3,796.5
	oloyee Retirement Plan	0.00		0.00	4.04000000	11122012	0.0
146		(14,415.00)	(14,415.00)	0.00	(14,415.00)	0.00%	0.0
	kmen's Compensation	0.00	(0.00	(1),12000)	1.6.4.13	0.0
	anara companadon		(350.00)	366.80	16.80	104.80%	21.84
147		(350.00)	(550.00)	300.00	10.80	104.00%	21.84

Template Created b			Stateme	Town of Jonesbord ant of Expenditures and March 2025		User: Date/		Janet Jenning 4/10/2025 4:24 Pl Page 58 of 6
Fund : 4	13					Monthly Comparat	ive:	75.00%
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
148			(10,000.00)	(10,000.00)	1,684.25	(8,315.75)	16.84%	0.0
1	Employee Education	n And Training	0.00		0.00			0.0
211			(250.00)	(250.00)	291.57	41.57	116.63%	36.1
	Postage, Box Rent,	Etc.	0.00		0.00			0.0
213			0.00	0.00	26.33	26.33	No Budget	0.0
	Automobile License	s And Titles	0.00		0.00			0.0
230			(18,000.00)	(18,000.00)	10,410.00	(7,590.00)	57.83%	0.0
	Publicity, Subscripti	ons, And Dues	0.00		0.00			0.0
241	PLANT		(145,000.00)	(145,000.00)	99,340.45	(45,659.55)	68.51%	14,449.6
¢.	Electric		0.00		0.00			0.0
241	ADMIN		(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.0
	Electric		0.00		0.00			0.0
241	LIFTS		(55,000.00)	(55,000.00)	62,668.18	7,668.18	113.94%	7,018.6
	Electric		0.00		0.00			0.0
245			(22,000.00)	(22,000.00)	16,628.77	(5,371.23)	75.59%	1,528.13
	Telephone And Oth	er Communication Services	0.00		0.00			0.0
248			(2,700.00)	(2,700.00)	2,326.08	(373.92)	86.15%	290.7
	GPS Services		0.00		0.00			0.0
249			(15,000.00)	(15,000.00)	0.00	(15,000.00)	0.00%	0.0
	GIS Mapping Servic	es	0.00		0.00			0.00
251			(4,500.00)	(4,500.00)	4,000.50	(499.50)	88.90%	304.30
	Medical Services		0.00		0.00			0.00
259			(16,500.00)	(16,500.00)	11,709.01	(4,790.99)	70.96%	0.00
	Contract Lab Servic	es	0.00		0.00			0.0
261			(25,000.00)	(25,000.00)	21,408.91	(3,591.09)	85.64%	1,927.42
	Repair And Mainten	ance Motor Vehicles	0.00		0.00			0.00
262			0.00	0.00	735.90	735.90	No Budget	0.00
	Repair And Mainten	ance Equipment	0.00		0.00			0.00
262	GENER		(23,000.00)	(23,000.00)	16,888.91	(6,111.09)	73.43%	1,398.75

Template Created b			Stateme	Town of Jonesbord nt of Expenditures and March 2025	ugh I Encumbrances	User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 59 of 64
Fund : 41	3					Monthly Comparat	ive:	75.00%
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
262	PLANT		(30,000.00)	(30,000.00)	38,237.48	8,237.48	127.46%	15,775.78
F	epair And Mainten	ance Equipment	0.00		0.00			0.00
266	PLANT		(3,000.00)	(3,000.00)	3,074.48	74.48	102.48%	580.00
F	epair And Mainten	ance Buildings	0.00		0.00			0.00
266	COMPO		0.00	0.00	700.00	700.00	No Budget	0.00
F	tepair And Mainten	ance Buildings	0.00		0.00			0.00
269			(40,000.00)	(40,000.00)	27,407.43	(12,592.57)	68.52%	0.00
1	Repair And Mainten	ance Utility Lines	0.00		0.00			0.00
290			0.00	0.00	167.80	167.80	No Budget	0.00
(Other Contracted S	ervices	0.00		0.00			0.00
311			(5,000.00)	(5,000.00)	674.30	(4,325.70)	13.49%	129.76
	Office Supplies		0.00		0.00			0.00
312			0.00	0.00	199.99	199.99	No Budget	0.00
	mall Items Of Equ	ipment	0.00		0.00			0.00
322			(20,000.00)	(20,000.00)	7,867.98	(12,132.02)	39.34%	1,413.93
	Chemical, Laborato	ry, And Medical Supplies	0.00	1	0.00			0.00
324		a the second second second	(1,500.00)	(1,500.00)	567.23	(932.77)	37.82%	0.00
	Household And Jan	itorial Supplies	0.00		0.00			0.00
326			(12,000.00)	(12,000.00)	8,539.72	(3,460.28)	71.16%	421.41
	Clothing And Unifor	ms	0.00		0.00			0.00
330			0.00	0.00	268.41	268.41	No Budget	214.58
	Repair And Mainter	ance Supplies	0.00		0.00		And the set of the	0.00
331			(45,000.00)	(45,000.00)	20,617.05	(24,382.95)	45.82%	0.00
	Gas, Oil, Diesel Fue	. Grease, Etc.	0.00	(15,00000)	0.00	(- 1)		0.00
333			0.00	0.00	59.69	59.69	No Budget	0.00
	Other Equipment P	arts And Repairs	0.00	0.00	0.00	55.05	ne suuger	0.00
334	sale squipment i		(5,000.00)	(5,000.00)	1,019.32	(3,980.68)	20.39%	1,019.32
	Fires, Tubes And El	re.	0.00	(0,000.00)	0.00	(3)300.00)	20.0570	0.00
	inea, rubes And El		0.00	0.00	123.89	123.89	No Budget	123.89
341	Consumable Tools		0.00	0.00	0.00	123.89	NO BUUGEL	0.00

Template Created b			Stateme	Town of Jonesbord ant of Expenditures and March 2025		User: Date/1	Time:	Janet Jennings 4/10/2025 4:24 PM Page 60 of 64
Fund : 41	3					Monthly Comparative:		75.00%
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
344			(6,000.00)	(6,000.00)	1,770.13	(4,229.87)	29.50%	245.62
5	afety Supplies		0.00		0.00			0.00
390			(5,500.00)	(5,500.00)	5,137.71	(362.29)	93.41%	0.00
N	liscellaneous Supp	blies	0.00		0.00			0.00
471			(20,000.00)	(20,000.00)	17,648.46	(2,351.54)	88.24%	229.94
A	sphalt And Asphal	lt Filler	0.00		0.00			0.00
493			(75,000.00)	(75,000.00)	48,967.13	(26,032.87)	65.29%	2,277.84
c	hemicals		0.00		0.00			0.00
494			(5,000.00)	(5,000.00)	6,141.70	1,141.70	122.83%	4,244.40
F	retreatment		0.00		0.00			0.00
533			(15,000.00)	(15,000.00)	980.00	(14,020.00)	6.53%	0.00
N	lachinery And Equ	ipment Rental	0.00		0.00			0.00
535			(6,500.00)	(6,500.00)	8,297.36	1,797.36	127.65%	740.96
E	quipment Leases	& Maint Contracts	0.00		0.00			0.00
568			(8,000.00)	(8,000.00)	6,220.00	(1,780.00)	77.75%	0.00
4	nnual Permit Fees	i	0.00		0.00			0.00
820			(30,000.00)	(30,000.00)	0.00	(30,000.00)	0.00%	0.00
5	ewer Rehabilitatio	n	0.00		0.00			0.00
821			(75,000.00)	(75,000.00)	49,299.05	(25,700.95)	65.73%	4,583.33
	ift Stations Mainte	enance	0.00		0.00			0.00
822			(25,000.00)	(25,000.00)	15,931.33	(9,068.67)	63.73%	1,156.31
5	ludge Disposal Fe	es	0.00		0.00			0.00
823			(3,500.00)	(3,500.00)	2,540.00	(960.00)	72.57%	2,540.00
E	lectrical Maintena	nce Service	0.00		0.00			0.00
940			(130,000.00)	(130,000.00)	129,710.20	(289.80)	99.78%	0.00
N	lachinery And Equ	lipment	0.00		0.00			0.00
978			0.00	0.00	19,700.00	19,700.00	No Budget	8,500.00

Created	te Name: by: IGC	Stateme	Town of Jonesbord nt of Expenditures and March 2025	ough d Encumbrances	User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 61 of 64
Fund :	413		many and some some		Monthly Comparat	ive:	75.00%
Obje	Cost Sub ect Center Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
52315	Shop & Maintenance						
121	100	0.00	0.00	5,144.18	5,144.18	No Budget	0.00
	Salaries and Wages	0.00		0.00			0.00
121		(232,020.00)	(232,020.00)	158,773.56	(73,246.44)	68.43%	18,756.08
	Salaries and Wages	0.00		0.00			0.00
141	100	0.00	0.00	351.95	351.95	No Budget	0.00
	Oasi (Employer's Share)	0.00		0.00			0.00
141		(17,750.00)	(17,750.00)	11,058.39	(6,691.61)	62.30%	1,301.36
	Oasi (Employer's Share)	0.00		0.00			0.00
142		(43,832.00)	(43,832.00)	30,799.84	(13,032.16)	70.27%	285.90
	Hospital And Health Insurance	0.00		0.00			0.00
143		(13,801.00)	(13,801.00)	9,366.32	(4,434.68)	67.87%	1,125.35
	Employee Retirement Plan	0.00		0.00			0.00
143	100	0.00	0.00	308.65	308.65	No Budget	0.00
	Employee Retirement Plan	0.00		0.00			0.00
146		(3,829.00)	(3,829.00)	0.00	(3,829.00)	0.00%	0.00
	Workmen's Compensation	0.00		0.00			0.00
147		(110.00)	(110.00)	115.49	5.49	104.99%	1.18
	Unemployment Insurance	0.00		0.00			0.00
241		(12,000.00)	(12,000.00)	4,450.06	(7,549.94)	37.08%	802.85
	Electric	0.00		0.00	A A A A A A A A A A A A A A A A A A A		0.00
242		(1,000.00)	(1,000.00)	390.15	(609.85)	39.02%	69.91
	Water	0.00		0.00		- Christian La	0.00
245		(2,250.00)	(2,250.00)	2,296.75	46.75	102.08%	192.78
	Telephone And Other Communication Services	0.00	()	0.00			0.00
248	and the set of the set	(300.00)	(300.00)	193.84	(106.16)	64.61%	24.23
	GPS Services	0.00	(500.00)	0.00	(100.10)	01.01.0	0.00
251		(1,000.00)	(1,000.00)	1,207.60	207.60	120.76%	
2.31	Medical Services	0.00	(1,000.00)	0.00	207.00	120.70%	40.90 0.00
261	· · · · · · · · · · · · · · · · · · ·		(2 250 00)	503.76	(2.046.24)	15 040/	
201		(3,350.00)	(3,350.00)	503.76	(2,846.24)	15.04%	142.66

Template Name: Created by: IGC			Stateme	Town of Jonesbord ant of Expenditures and March 2025	ough d Encumbrances	User: Date/	Time:	Janet Jennings 4/10/2025 4:24 PM Page 62 of 64
Fund :	413					Monthly Comparat	ive:	75.00%
Obje	Cost ct Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
262			(1,000.00)	(1,000.00)	337.97	(662.03)	33.80%	0.00
	Repair And Mainte	enance Equipment	0.00		0.00			0.00
266			(2,000.00)	(2,000.00)	1,454.85	(545.15)	72.74%	170.83
	Repair And Mainte	enance Buildings	0.00		0.00			0.00
288			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Travel/Training/Ca	ar Allowance	0.00		0.00			0.00
290			0.00	0.00	20.98	20.98	No Budget	0.00
	Other Contracted	Services	0.00		0.00			0.00
311			0.00	0.00	148.17	148.17	No Budget	0.00
	Office Supplies		0.00		0.00			0.00
312			(9,300.00)	(9,300.00)	2,279.60	(7,020.40)	24.51%	1,054.46
	Small Items Of Ec	quipment	0.00		0.00			0.00
322			0.00	0.00	467.51	467.51	No Budget	223.67
	Chemical, Laborat	tory, And Medical Supplies	0.00		0.00			0.00
324			(4,500.00)	(4,500.00)	634.65	(3,865.35)	14.10%	41.27
	Household And Ja	anitorial Supplies	0.00		0.00			0.00
326			(2,500.00)	(2,500.00)	2,267.39	(232.61)	90.70%	307.39
	Clothing And Unif	orms	0.00		0.00			0.00
331			(2,800.00)	(2,800.00)	1,222.63	(1,577.37)	43.67%	0.00
	Gas, Oil, Diesel Fi	uel, 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
341			(13,310.00)	(13,310.00)	7,316.85	(5,993.15)	54.97%	3,550.06
	Consumable Tools	S	0.00	PLACE STATE	0.00			0.00
344			(2,000.00)	(2,000.00)	777.49	(1,222.51)	38.87%	0.00
	Safety Supplies		0.00	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	0.00			0.00
345			(1,000.00)	(1,000.00)	952.18	(47.82)	95.22%	0.00
	Welding Supplies		0.00		0.00	1.1.1.1.		0.00
346	The second second		(2,200.00)	(2,200.00)	132.60	(2,067.40)	6.03%	0.00

Template Name: Created by: IGC	Stateme	Town of Jonesbord nt of Expenditures and March 2025		User: Date/1	lime:	Janet Jennings 4/10/2025 4:24 PM Page 63 of 64
Fund : 413				Monthly Comparati	ve:	75.00%
Cost Sub Object Center Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
390	(1,000.00)	(1,000.00)	48.83	(951.17)	4.88%	0.00
Miscellaneous Supplies	0.00		0.00			0.00
535	(3,200.00)	(3,200.00)	4,300.63	1,100.63	134.39%	340.01
Equipment Leases & Maint Contracts	0.00		0.00			0.00
949	0.00	0.00	8,638.00	8,638.00	No Budget	0.00
Other Machinery And Equipment	0.00		0.00			0.00
Total For Fund: 413	(10,347,393.00)	(10,347,393.00)	10,122,483.48	(224,909.52)	97.83%	1,185,078.14
	0.00		0.00			0.00

Template Name: Created by:	197 197		Stateme	Town of Jonesborough Statement of Expenditures and Encumbrances March 2025	ugh 1 Encumbrances	User: Date/Time:	Time:	Janet Jennings 4/10/2025 4:24 PM Page 64 of 64
Fund : 619						Monthly Comparative:	ive:	75.00%
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
42129 Drug I	Investigatio	Drug Investigation And Control						
280			(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
Travel			0.00		0.00			0.00
290			0.00	0.00	2,000.00	2,000.00	No Budget	0.00
Other C	Other Contracted Services	ervices	00.00		00.00			0.00
308			(00.000,E)	(3,000.00)	00.00	(3,000.00)	0.00%	0.00
K-9 Sup	K-9 Supplies and Training	aining	0.00		00'0			0.00
309			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Undercover Cash		00.00		00.0			0.00
519			(1,500.00)	(1,500.00)	00.00	(1,500.00)	0.00%	0.00
Other L	Other Liability Insurance	ance	00.00		00.0			0.00
599			(1,000.00)	(1,000.00)	00.00	(1,000.00)	0.00%	0.00
Sundry			00.0		00.0			0.00
953			0.00	0.00	35,334.60	35,334,60	No Budget	0.00
Handhe	Handheld Police Radios	lios	00.00		00.0			0.00
Total For Fund:	619		(9,500.00)	(9,500.00)	37,334.60	27,834.60	393.00%	0.00

TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

 DATE: April 14, 2025
 AGENDA ITEM #: 1

 SUBJECT: Financial Report – Special Accounts

- 1. Current Year Property Tax
- 2. Property Taxes Receivable Update
- 3. Locals Sales Tax Collection
- 4. Jonesborough Locally Grown

Town of Jonesborough Current Year Property Tax Billing As of March 31, 2025

	Current Tax Yes	ar (2024-25)	Prior Tax Yea	ar (2023-24)
Property Appraised and Assessed	Values			
Real and Personal Property Value	1,043,498,550		658,721,526	
Taxable Assessed Value	294,152,673		186,321,245	
Billings				
Real and Personal	2,842,104		2,702,151	
Public Utilities	33,046		33,867	
Total Billings		2,875,150		2,736,018
Adjustments:				
Real and Personal Reductions		(9,845)		(1,612)
Real and Personal Pick-ups		2,539		634
Adjusted Tax Billing		2,867,844		2,735,040
Payments:				
Real, Personal and Public Utility	91.55%	(2,625,517)	94.57%	(2,586,443)
Property Tax Outstanding	8.45%	242,327	5.43%	148,597
Reconciliation to Open Tax Listing	9:			
Real and Personal	20	242,327		148,597
Public Utilities				
Total Open Tax List		242,327		148,597
Difference		-		-

Town of Jonesborough Property Taxes Receivable As of March 31, 2025

Tax Year	Amount Billed		30/2024 alance	Co	llected	Ad	ljustments	ŝ	1/31/2025 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		555				1.4		555	99.97%
2016	1,734,978		763		-		1.9		763	99.96%
2017	1,764,377		1,009		12		1.1		997	99.94%
2018	1,797,636		1,550		13		Con-o		1,537	99.91%
2019	1,914,327		2,755		13				2,742	99.86%
2020	1,961,968		1,516		19				1,497	99.92%
2021	2,028,891		2,029		22				2,007	99.90%
2022	2,116,289		12,793	1.6	10,288		(17)		2,488	99.88%
2023	2,701,691	1	12,428		96,005		943		17,366	99.36%
Totals			38,493	\$1	06,372	\$	(201)	\$	31,920	

2024 Real and Personal Taxes Billed	2,842,104	
2024 Public Utility Taxes Billed	33,046	
Collected Through 3/31/2025	(2,625,517)	91.55%
Total Adjustments:		
Reductions	(9,845)	
Pick-ups	2,539	
Balance 2024 Property Taxes	242,327	
Total Outstanding Property Taxes	274,247	

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	2024-25	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	\$ 228,015.45	-3.66%	-3.66%
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	237,636.05	4.99%	0.57%
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	219,475.66	-12.20%	-3.91%
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	259,434.92	8.06%	-0.89%
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	256,064.50	-1.71%	-1.07%
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	273,278.72	4.25%	-0.12%
January	134,244.03	127,416.58	135,234.22	140,781.81	179,991.50	190,334.77	212,252.13	217,489.76	221,093.81	1.66%	0.10%
February	116,136.15	127,945.05	134,822.85	142,290.13	164,213.28	184,027.14	199,473.61	218,860.17			
March	160,456.20	156,129.40	162,786.00	183,966.80	215,568.04	223,679.00	242,969.97	249,483.25			
April	152,058.60	149,219.62	156,558.86	183,153.95	204,688.52	222,063.76	320,646.71	259,799.65			1
May	151,258.53	156,267.02	167,495.96	196,546.46	214,867.25	238,459.96	246,079.54	239,414.08			
June	159,181.59	164,321.92	170,764.62	195,799.56	197,429.44	244,631.05	251,601.07	252,570.61			
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	\$ 2,913,361.85	\$ 1,694,999.11		1
						2024-25 Budget		3,094,600.00	10 million (* 191		

2024-25 Budget Budgeted Growth

181,238.15 5.86%

% Budgeted Growth

Jonesborough Locally Grown

Profit and Loss by Class

January - March, 2025

	BOONE ST MKT	FARMERS MKT	LOCALLY GROWN	TOTAL
ncome				
Fundraising Events				\$0.00
Farm to Table Dinner Sponsors			7,200.00	\$7,200.00
Sponsorships		5,900.00		\$5,900.00
Total Fundraising Events		5,900.00	7,200.00	\$13,100.00
Grants			7,977.87	\$7,977.87
FMPP (USDA)			1,934.59	\$1,934.59
SCBG (thru TDA)			2,759.24	\$2,759.24
Town of Jonesborough - Utilities	1,084.90			\$1,084.90
Total Grants	1,084.90		12,671.70	\$13,756.60
Memberships			903.53	\$903.53
Other Contributions				\$0.00
Credit card cash back			175.00	\$175.00
Donation - general			2,701.04	\$2,701.04
Donations - designated			1,020.00	\$1,020.00
Farm Fresh Fit Walking Program	118.00	1,919.00		\$2,037.00
Interest Earned			71.03	\$71.03
Total Other Contributions	118.00	1,919.00	3,967.07	\$6,004.07
Program Service Revenue				\$0.00
Local food sales	105,327.69	105.00		\$105,432.69
BSM Kitchen Sales	30.00			\$30.00
Build It Up Reimursement	480.00	45.00		\$525.00
DTC Sales	209.80			\$209.80
DUFB Reimbursement	251.00	218.00		\$469.00
Produce Prescription Reimbursement	870.00	330.00		\$1,200.00
Token Sales for FM	297.10	311.99		\$609.09
Wholesale Sales	314.38			\$314.38
Total Local food sales	107,779.97	1,009.99		\$108,789.96
Program Fee Income				\$0.00
Vendor Fees	325.07	256.28	99.41	\$680.76
Total Program Fee Income	325.07	256.28	99.41	\$680.76
Total Program Service Revenue	108,105.04	1,266.27	99.41	\$109,470.72
Fotal Income	\$109,307.94	\$9,085.27	\$24,841.71	\$143,234.92
BROSS PROFIT	\$109,307.94	\$9,085.27	\$24,841.71	\$143,234.92
Expenses				
Administrative				\$0.00
Donor Management Software Fee/Expense			767.92	\$767.92
Insurance				\$0.00
Board of Directors Insurance (Mt. Vernon/USLI)			365.60	\$365.60
Total Insurance			365.60	\$365.60

Jonesborough Locally Grown

Profit and Loss by Class

January - March, 2025

	BOONE ST MKT	FARMERS MKT	LOCALLY GROWN	TOTAL
Taxes and License Fees	2443			\$0.00
Sales Tax Paid	3,217.00			\$3,217.00
Total Taxes and License Fees	3,217.00			\$3,217.00
Total Administrative	3,217.00		1,133.52	\$4,350.52
cash on hand	184.00			\$184.00
Employee Personal Purchases			0.00	\$0.00
Facilities and Equipment				\$0.00
Utilities				\$0.00
Electric	1,101.53			\$1,101.53
Gas	340.52			\$340.52
Phone/internet	1,008.62			\$1,008.62
Total Utilities	2,450.67			\$2,450.67
Total Facilities and Equipment	2,450.67			\$2,450.67
Operations				\$0.00
Bank and Credit Card Fees	2,544.49	3.55	61.19	\$2,609.23
Membership Expense			14.71	\$14.71
Mileage/Travel expenses	49.06	3.94	58.31	\$111.31
Program Expense (food)				\$0.00
Donation In-Kind (JAMA)	114.79		134.50	\$249.29
DTC	55,451.05			\$55,451.05
Kitchen	4,029.02			\$4,029.02
Wholesale	29,594.30			\$29,594.30
Total Program Expense (food)	89,189.16		134.50	\$89,323.66
Program Expense (non-food)				\$0.00
FMPP Activities			215.90	\$215.90
Token Payments for FM		598.00		\$598.00
Total Program Expense (non-food)		598.00	215.90	\$813.90
Promotions				\$0.00
Advertising		54.53	1,277.51	\$1,332.04
Promotional Materials		60.00	2,672.65	\$2,732.65
Promotional Products (t-shirts, totes, cookbooks)		-20.00		\$ -20.00
Total Promotions		94.53	3,950.16	\$4,044.69
Service Expenses				\$0.00
Dishwasher	1,378.15			\$1,378.15
Kitchen Linens	311.12			\$311.12
Pest Control	42.00			\$42.00
Shopkeep	338.00		169.00	\$507.00
Subscriptions/Shopping Memberships			80.00	\$80.00
Web hosting/services			179.90	\$179.90
Total Service Expenses	2,069.27	10	428.90	\$2,498.17

Jonesborough Locally Grown

Profit and Loss by Class

January - March, 2025

	BOONE ST MKT	FARMERS MKT	LOCALLY GROWN	TOTAL
Supplies		74.27	80.95	\$155.22
Cleaning Supplies	79.82			\$79.82
Food Service Consumables	531.95			\$531.95
Kitchen Supplies	270.81			\$270.81
Office Supplies		2.79	1.10	\$3.89
Paper Products	106.99			\$106.99
Total Supplies	989.57	77.06	82.05	\$1,148.68
Total Operations	94,841.55	777.08	4,945.72	\$100,564.35
Personnel Expenses	29.00		104.00	\$133.00
Contract Services				\$0.00
Farmers Market Stipend		200.00		\$200.00
Total Contract Services		200.00		\$200.00
Employees				\$0.00
Hourly	19,733.13		11,501.14	\$31,234.27
Salaried				\$0.00
IRA match	357.96			\$357.96
Total Salaried	357.96			\$357.96
Total Employees	20,091.09		11,501.14	\$31,592.23
Payroll Expense	345.16		9,297.96	\$9,643.12
Unemployment Tax (SUTA)			38.57	\$38.57
Total Payroll Expense	345.16		9,336.53	\$9,681.69
QuickBooks Direct Deposit Fee			48.50	\$48.50
Total Personnel Expenses	20,465.25	200.00	20,990.17	\$41,655.42
Total Expenses	\$121,158.47	\$977.08	\$27,069.41	\$149,204.96
NET OPERATING INCOME	\$ -11,850.53	\$8,108.19	\$ -2,227.70	\$ -5,970.04
NET INCOME	\$ -11,850.53	\$8,108.19	\$ -2,227.70	\$ -5,970.04

TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

DATE: April 14, 2025

AGENDA ITEM #:

7-A

SUBJECT: Initial Resolution 2025-08 Authorizing the Issuance of a \$2,469,730 Loan_

BACKGROUND:

Consider Resolution 2025-08 – Initial Resolution Authorizing the Incurrence of Indebtedness by the Town of Jonesborough, Tennessee, of not to Exceed \$2,469,730 by the Execution with the Public Building Authority of the City of Clarksville, Tennessee of a Loan Agreement to Provide Funding for Certain Water and Sewer System Projects.

Presented for your consideration is Resolution 2025-08, an initial resolution authorizing the issuance of debt to fund the following Water/Sewer Projects approved in the 2024-25 fiscal year budget:

\$	500,000	Water Line and Equipment Upgrades
	455,000	CIPP Bowman Road/John Green Road
	1,250,000	Sewer Pump Station A
	250,000	Bypass Pump at Water Treatment Plant Intake
_	14,730	Costs of Issuance
	\$2,469,730	Total

The Tennessee Municipal Bond Fund is coordinating this borrowing through the Public Building Authority of Clarksville, Tennessee. This is a fixed rate borrowing, with the lowest quoted rate being 5.37% for 25 years.

Upon passage, we are required to publish the initial resolution and allow the public a period of twenty (20) days for input. The full resolution will be presented under a separate agenda item, as required.

RECOMMENDATION:

Approve Resolution 2025-08, a resolution authorizing the issuance of a \$2,469,730 loan to provide funding for certain water and sewer system projects.

RESOLUTION NO. 2025-08

INITIAL RESOLUTION AUTHORIZING THE INCURRENCE OF INDEBTEDNESS BY THE TOWN OF JONESBOROUGH, TENNESSEE, OF NOT TO EXCEED \$2,469,730, BY THE EXECUTION WITH THE PUBLIC BUILDING AUTHORITY OF THE CITY OF CLARKSVILLE, TENNESSEE, OF A LOAN AGREEMENT TO PROVIDE FUNDING FOR CERTAIN WATER AND SEWER SYSTEM PROJECTS

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

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

<u>Section 1</u>. For the purpose of financing all or a portion of the costs of the extension, construction, improvement, and equipping of the water and sewer systems of the Town, the acquisition of all property real and personal appurtenant thereto and connected with such work, to pay all legal, fiscal, administrative, architectural, and engineering costs incident thereto, and to pay costs incident to incurring the indebtedness (collectively, the "Project"), the Town is hereby authorized to incur indebtedness in the amount of not to exceed \$2,469,730, for the financing of the Project through the execution of a Loan Agreement with the Authority. The rate of interest payable pursuant to the provisions of a Loan Agreement shall be a fixed rate, which can be reset at certain intervals, which rate shall not exceed the maximum rate of interest permitted under the laws of the State of Tennessee.

<u>Section 2</u>. The indebtedness evidenced by the Loan Agreement shall be payable from funds of the Town legally available therefor and to the extent necessary from <u>ad valorem</u> taxes to be levied for such purpose on all taxable property within the corporate limits of the Town, without limitation as to time, rate, and amount and for the punctual payment of said principal of, premium, if any, and interest on, the Loan Agreement, the full faith and credit of the Town will be irrevocably pledged. The indebtedness shall be additionally payable from, but not secured by, revenues of the water and sewer systems, subject only to the payment of reasonable and necessary costs of operating, maintaining, repairing, and insuring such water and sewer systems, and to a prior pledge of such revenues in favor of other obligations of the Town payable solely from revenues of the water and sewer and sewer systems.

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

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

NOTICE

The foregoing Resolution has been adopted. Unless within twenty (20) days from the date of publication hereof a petition, signed by at least ten percent (10%) of the registered voters of the Town of Jonesborough, Tennessee, shall have been filed with the Town Recorder of the Town of Jonesborough, Tennessee, protesting the incurrence of the indebtedness by the execution of the Loan Agreement, such Loan Agreement will be executed, as proposed. Section 5. This Resolution shall take effect from and after its adoption, the welfare of the Town requiring it.

Adopted and approved this 14th day of April, 2025.

Attest:

Mayor

Town Recorder

STATE OF TENNESSEE) COUNTY OF WASHINGTON)

I, Janet Jennings, hereby certify that I am the duly qualified and acting Town Recorder of the Town of Jonesborough, Tennessee (the "Town"), and, as such official, I further certify as follows: (1) that attached hereto is a copy of a resolution excerpted from the minutes of the meeting of the Board of Mayor and Aldermen (the "Board"), of said Town held on April 14, 2025; (2) that I have compared said copy with the original minute record of said meeting in my official custody; (3) that said copy is a true, correct, and complete transcript from said original record insofar as said original record relates, to, among other matters, the borrowing of funds and the incurring of indebtedness in the amount of not to exceed \$2,469,730 by said City; (4) that the actions by said Board including the aforementioned, at said meeting were promptly and duly recorded by me in a book kept for such purpose; and, (5) that a quorum of the members of said Board was present and acting throughout said meeting.

WITNESS my official signature and the seal of said Town this 14th of April, 2025.

Town Recorder

(SEAL)

TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

DATE: April 14, 2025

AGENDA ITEM #:____

7-B

SUBJECT: Resolution 2025-09 Authorizing the Issuance of a \$2,469,730 Loan

BACKGROUND:

Consider Resolution 2025-09 – Resolution Authorizing a Loan Pursuant to a Loan Agreement between the Town of Jonesborough, Tennessee, and the Public Building Authority of the City of Clarksville, Tennessee, in the Principal Amount of Not to Exceed \$2,469,730; Authorizing the Execution and Delivery of a Loan Agreement and Other Documents Relating to Said Loan; Providing for the Application of the Proceeds of Said Loan and the Payment of Such Indebtedness; Consenting to the Assignment of the Town's Obligation under such Loan Agreement; and Certain Other Matters.

Presented for your consideration is Resolution 2025-09, a resolution authorizing the issuance of debt to fund the following Water/Sewer Projects approved in the 2024-25 fiscal year budget:

9	500,000	Water Line and Equipment Upgrades
	455,000	CIPP Bowman Road/John Green Road
	1,250,000	Sewer Pump Station A
	250,000	Bypass Pump at Water Treatment Plant Intake
	14,730	Costs of Issuance
	\$2,469,730	Total

The Tennessee Municipal Bond Fund is coordinating this borrowing through the Public Building Authority of Clarksville, Tennessee. This is a fixed rate borrowing, with the lowest quoted rate being 5.37% for 25 years.

The initial resolution was considered in separate action.

RECOMMENDATION:

Approve Resolution 2025-09, a resolution authorizing the issuance of a \$2,469,730 loan to provide funding for certain water and sewer system projects.

RESOLUTION NO. 2025-09

RESOLUTION AUTHORIZING A LOAN PURSUANT TO A LOAN AGREEMENT BETWEEN THE TOWN OF JONESBOROUGH, TENNESSEE, AND THE PUBLIC BUILDING AUTHORITY OF THE CITY OF CLARKSVILLE, TENNESSEE, IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED \$2,469,730; AUTHORIZING THE EXECUTION AND DELIVERY OF A LOAN AGREEMENT AND OTHER DOCUMENTS RELATING TO SAID LOAN; PROVIDING FOR THE APPLICATION OF THE PROCEEDS OF SAID LOAN AND THE PAYMENT OF SUCH INDEBTEDNESS; CONSENTING TO THE ASSIGNMENT OF THE TOWN'S OBLIGATION UNDER SUCH LOAN AGREEMENT; AND, CERTAIN OTHER MATTERS

WHEREAS, the Board of Mayor and Aldermen (the "Board"), of Town of Jonesborough, Tennessee (the "Town"), has determined that it is necessary to finance the costs of certain "public works projects", as defined in Title 9, Chapter 21, <u>Tennessee Code Annotated</u>, as from time to time amended and supplemented, consisting of financing all or a portion of the costs of the extension, construction, improvement, and equipping of the water and sewer systems of the Town, the acquisition of all property real and personal appurtenant thereto and connected with such work, to pay all legal, fiscal, administrative, architectural, and engineering costs incident thereto, and to pay costs incident to the issuance of the Bond and the loan of the proceeds thereof to the Town (collectively, the "Project"), by obtaining a loan from The Public Building Authority of the City of Clarksville, Tennessee (the "Authority");

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

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

WHEREAS, in order to effectuate the program, the Issuer has authorized and approved by its Resolution, adopted July 13, 2022, the issuance of its Local Government Loan Program Bonds, in an aggregate principal amount not to exceed \$300,000,000;

WHEREAS, the Authority will issue its Local Government Loan Program Bond, Series 2025 (Town of Jonesborough Water and Sewer System Loan) (the "Bond"), in the principal amount of not to exceed \$2,469,730, and loan the proceeds thereof to the Town, pursuant to the provisions of a Loan Agreement, by and among the Town, the Authority, and the Purchaser, as hereinafter defined, to be dated the date of issuance and delivery (the "Loan Agreement");

WHEREAS, the Board of the Town, on the date hereof, adopted an Initial Resolution authorizing the borrowing of funds and the incurring of indebtedness for the purpose of financing the Project in the amount of not to exceed \$2,469,730, and the Town Recorder has been instructed to publish such Initial Resolution together with the Notice required by Section 9-21-206 of <u>Tennessee Code Annotated</u>, as amended, in a local newspaper in the Municipality;

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

and interest on, the Loan Agreement, the full faith and credit of the Town will be irrevocably pledged; provided, however, that it is the intention of the Town that the indebtedness evidenced by the Loan Agreement shall be additionally payable from, but not secured by, the revenues of the water and sewer systems, subject only to the payment of reasonable and necessary costs of operating, maintaining, repairing, and insuring such water and sewer systems, and to a prior pledge of such revenues in favor of other obligations of the Town payable from revenues of the water and sewer systems; and,

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

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

<u>Section 1.</u> <u>Approval of the Loan.</u> (a) For the purpose of providing funds to finance the Project and to pay costs incident to the issuance and sale of the Bond and the loan of the proceeds thereof to the Town, the loan to the Town from the Authority is hereby authorized in the principal amount of not to exceed \$2,469,730, and the Town is hereby authorized to borrow such funds from the Authority (the "Loan").

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

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

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

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

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

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

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

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

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

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

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

It is the intention of the Town that the indebtedness evidenced by the Loan Agreement shall be additionally payable from, but not secured by, the revenues to be derived from the operation of the water and sewer systems, subject to the payment of reasonable and necessary costs of operating, maintaining, repairing, and insuring such water and sewer systems, and to any pledge of such revenues in favor of other obligations of the water and sewer system payable solely from the revenues of such water and sewer systems.

<u>Section 5.</u> <u>Approval of Bond and Bond Purchase Agreement</u>. For the purpose of providing funds to make the loan to the Town evidenced by the Loan Agreement, as provided herein and in the Loan Agreement, and to pay legal, fiscal, and administrative costs incident thereto, including costs

incident to the issuance and sale of the Bond related to the Loan Agreement, the issuance and sale of the Bond by the Authority in connection with the Loan Agreement is hereby approved. The Town further approves the execution and delivery of the Bond Purchase Agreement by the Authority in connection with the issuance of the Bond.

<u>Section 6.</u> <u>Disposition of Proceeds</u>. The proceeds from the sale of the Bond shall be paid, from time to time, to the official of the Municipality designated by law as the custodian of the funds, upon submission of a requisition for such funds by the Municipality to the Purchaser, in accordance with the terms of the Loan Agreement. Such proceeds shall be disbursed from time to time solely to finance the costs of the Project and to pay costs of issuance incurred in connection with the issuance of the Bond and the loan of the proceeds thereof to the Municipality. Any monies remaining in the Project Fund after completion of the Project shall be used to pay debt service on the Bond.

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

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

<u>Section 9.</u> <u>Reimbursement Provisions</u>. The Town may have made or may hereafter make expenditures with respect to the Project from a source of funds other than proceeds of the loan from the Authority under the Loan Agreement, such expenditures occurring prior to the execution and delivery of the Loan Agreement. The Town reasonably expects that it will reimburse such original expenditures with proceeds of the loan made pursuant to the Loan Agreement to the extent permissible under Treasury Regulation 1.150-2.

<u>Section 10.</u> <u>Miscellaneous Acts.</u> The Mayor, the Finance Director and Town Recorder, the Town Attorney, and all other appropriate officials of the Town are hereby authorized, empowered, and directed to do any and all such acts and things, and to execute, acknowledge, and deliver all such documents, instruments, and certifications, in connection with the execution of the Loan Agreement and the issuance of the Bond by the Authority, in addition to those acts, things, documents, instruments, and certifications hereinbefore authorized and approved, as may in their discretion, be necessary or desirable to implement or comply with the intent of this Resolution or any of the documents herein authorized and approved.

<u>Section 11</u>. <u>Captions</u>. The captions or headings in this Resolution are for convenience only and shall in no way define, limit, or describe the scope or intent of any provision hereof.

<u>Section 12</u>. <u>Severability</u>. Should any provision or provisions of this Resolution be declared invalid or unenforceable in any respect by final decree of any court of competent jurisdiction, the invalidity or unenforceability of such section, paragraph, ordinance, or provisions shall not affect the remaining provisions of such Resolution.

<u>Section 13.</u> <u>Repeal of Conflicting Resolutions</u>. All resolutions or parts thereof in conflict herewith are, to the extent of such conflict, hereby repealed.

Section 14. Effective Date. This Resolution shall take effect upon its adoption, the welfare of the Town requiring it.

Adopted and approved this 14th day of April, 2025.

Mayor

Attest:

Town Recorder

STATE OF TENNESSEE) COUNTY OF WASHINGTON)

I, Janet Jennings, hereby certify that I am the duly qualified and acting Town Recorder of the Town of Jonesborough, Tennessee (the "Town"), and, as such official, I further certify as follows: (1) that attached hereto is a copy of a resolution excerpted from the minutes of the meeting of the Board of Mayor and Aldermen (the "Board"), of said Town held on April 14, 2025; (2) that I have compared said copy with the original minute record of said meeting in my official custody; (3) that said copy is a true, correct, and complete transcript from said original record insofar as said original record relates, to, among other matters, the borrowing of funds and the incurring of indebtedness in the amount of not to exceed \$2,469,730 by said City; (4) that the actions by said Board including the aforementioned, at said meeting were promptly and duly recorded by me in a book kept for such purpose; and, (5) that a quorum of the members of said Board was present and acting throughout said meeting.

WITNESS my official signature and the seal of said Town this 14th of April, 2025.

Town Recorder

(SEAL)

TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

DATE: April 14, 2025

AGENDA ITEM #: 7-C

SUBJECT: Resolution 2025-10 – General Obligations Bond - \$1,200,000

BACKGROUND:

Presented for your consideration is Resolution 2025-10, a final resolution authorizing the issuance of debt to fund the last phase of the Jackson Theatre renovation. The initial bond resolution was adopted by the Board on October 16, 2023. The required publication, allowing for a 20-day public input period, occurred on October 19, 2023. USDA recently followed up with bond counsel to provide information for the attached final resolution. On adoption of this resolution, we can proceed with closing the USDA loan and paying off the interim loan at Bank of Tennessee.

RECOMMENDATION:

Approve Resolution 2025-10, a resolution authorizing the issuance of \$1,200,000 in general obligation bonds to provide funding for the final phase of the Jackson Theatre renovation.

RESOLUTION NO. 2025-10

RESOLUTION AUTHORIZING THE TERMS, ISSUANCE, EXECUTION, SALE, AND PAYMENT OF GENERAL OBLIGATION BONDS, IN ONE OR MORE SERIES, IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED \$1,200,000, OF THE TOWN OF JONESBOROUGH, TENNESSEE

WHEREAS, the Town of Jonesborough, Washington County, Tennessee (the "Municipality"), is authorized by Title 9, Chapter 21, <u>Tennessee Code Annotated</u>, as amended, to issue and sell bonds, in one or more series, for the purpose of financing a portion of the costs of certain public works projects, consisting of the construction, improvement, renovation and equipping of a public building known as the Jackson Theatre; the acquisition of all property real and personal, appurtenant thereto or connected with such work; to pay legal, fiscal, administrative, architectural and engineering costs; to reimburse the Municipality for the costs of the above projects; to pay capitalized interest (collectively, the "Project"); and to pay costs incident to the issuance and sale of general obligation bonds of the Municipality, in one or more series, as hereinafter defined;

WHEREAS, the Board of Mayor and Aldermen of the Municipality (the "Board") has adopted an "Initial Resolution Authorizing the Issuance of a Not to Exceed \$1,200,000 General Obligation Bond of the Town of Jonesborough, Tennessee, to Provide Funding for Certain Public Works Projects and to Fund the Incidental and Necessary Expenses Related Thereto" (the "Initial Resolution"), authorizing and directing, among other things, the issuance by the Municipality of its bonds for the purpose of financing the costs of such Project and the costs incident to the financing thereof;

WHEREAS, the Initial Resolution authorized payment of the principal of, and interest on, the bonds from funds of the Municipality legally available therefore and to the extent necessary from <u>ad</u> <u>valorem</u> taxes to be levied on all taxable property within the corporate limits of the Municipality, without limitation as to time, rate, or amount;

WHEREAS, the Town Recorder published a copy of the Initial Resolution, said copy having been published on October 19, 2023 in the *Johnson City Press*, a newspaper of general circulation within the Municipality;

WHEREAS, the Board of the Municipality deems it necessary and desirable to acquire, construct, improve, renovate and equip the Project and that general obligation bonds, in one or more series (the "Bonds"), of the Municipality be issued in the principal amount of not to exceed One Million Two Hundred Thousand Dollars (\$1,200,000), for the purpose of providing, together with such other monies as may be available to the Municipality for such financing, funds for such Project; and,

WHEREAS, the United States of America has agreed to purchase said Bonds when and if issued;

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

<u>Section 1</u>. <u>Definitions</u>. Without limiting any other definitions of terms and words in other sections of this Resolution, the following words and terms shall have the meanings indicated unless otherwise plainly apparent from the context:

"Act" means Title 9, Chapter 21, Tennessee Code Annotated, as amended.

"Bank" or "Banks" means a bank or trust company which is a member of the Federal Deposit Insurance Corporation, and is authorized under the laws of the United States of America or the State of Tennessee to engage in the banking business in this State.

"Board" means the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee.

"Bond Payment Date" means that certain date of the month thirty (30) days after the Closing Date and on that certain date every month thereafter until the Retirement Date.

"Bonds" means those certain not to exceed \$1,200,000 General Obligation Bonds, in one or more series, of the Municipality authorized by this Resolution of the Board.

"Closing Date" means the date of delivery by the Municipality of the Bonds, to the Original Purchaser.

"Code" means the Internal Revenue Code of 1986, as amended, and the applicable regulations of the United States Department of the Treasury promulgated thereunder, as in effect on the date of issuance of the Bonds, and as hereafter amended, supplemented, or revised insofar as such amendments, supplements, or revisions shall pertain to or affect the Bonds.

"Fiscal Year" means the twelve (12) month period commencing upon the 1st day of July of each calendar year.

"Mayor" means the duly elected, qualified, and acting Mayor of the Municipality, and his or her successors.

"Original Purchaser" means the United States of America.

"Project" means those certain public works projects, consisting of the construction, improvement, renovation and equipping of a public building known as the Jackson Theatre, which are to be acquired, constructed, improved, renovated, and equipped with the proceeds of the sale of the Bonds.

"Registration Agent" means the Town Recorder of the Municipality, and his or her successor or successors hereafter appointed in the manner provided in this Resolution. "Resolution" means this Resolution, as supplemented and amended.

"State" means the State of Tennessee.

"Town Recorder" means the duly appointed, qualified, and acting Town Recorder of the Municipality, and his or her successors.

<u>Section 2</u>. <u>Determination of Purpose</u>. The Board hereby finds, determines, and declares that, in the public interest of the Municipality, it is necessary and desirable that the Municipality immediately acquire, construct, improve, renovate, and equip the Project.

<u>Section 3.</u> <u>Construction of Project</u>. The Board hereby determines to proceed as expeditiously as possible with the acquisition, construction, improvement, renovation, and equipment of the Project in accordance with the plans and specifications thereof.

<u>Section 4.</u> <u>Issuance of Bonds</u>. In order to obtain funds for the acquisition, construction, improvement, renovation and equipment of such Project, there shall be issued, in accordance with the provisions of the Act, the Bonds of the Municipality in the original principal amount of not to exceed One Million Two Hundred Thousand Dollars (\$1,200,000).

<u>Section 5.</u> <u>Authority</u>. The Bonds shall be issued pursuant to the authority granted by the Act and any other applicable provisions of law.

<u>Section 6.</u> <u>Authorization and Terms</u>. The Bonds shall be issued as fully registered Bonds in one or more series, without coupons, numbered R-1 upwards for each series, with such series designations as determined by the officials of the Municipality executing such Bonds, in the aggregate principal amount of not to exceed One Million Two Hundred Thousand Dollars (\$1,200,000).

The Bonds shall each be designated "General Obligation Bond, Series 2025." Said Bonds shall consist of a fully registered bond in the principal amount of not to exceed One Million Two Hundred Thousand Dollars (\$1,200,000) numbered R-1. Said Bonds shall be dated as of the date of delivery to the purchaser thereof; shall be in typed, printed, or photocopied form, or any combination thereof, as shall be approved by the purchaser of the Bonds, the acceptance of such Bonds by such purchaser to be conclusive evidence of such approval; shall bear interest on the unpaid principal amount thereof from and after said date of delivery at a rate not exceeding three and six hundred twenty-five thousandths percent (3.625%) per annum, such principal and interest being payable monthly on the Bond Payment Date, commencing in the calendar month next succeeding the Closing Date of the Bonds and continuing through and including the Bond Payment Date of the four hundred seventy-ninth (479th) calendar month thereafter, in an amount computed such that the aggregate sum of the principal and interest payable on each of such dates shall be a fixed constant amount calculated to reduce the outstanding principal of the Bonds to zero at the four hundred eightieth (480th) calendar month, with a final payment of all remaining principal and interest on the Bond Payment Date of the four hundred eightieth (480th) calendar month, all of the foregoing payments to be applied first to the interest thereon then due and payable, and then to the outstanding principal thereof; provided,

however, that in no event shall the final payment of the principal of, and interest on, the Bonds extend beyond the fortieth (40th) anniversary of the date of the Bonds. The approximate annual aggregate principal and interest requirement on the Bonds is calculated as not to exceed Four Thousand Seven Hundred Forty Dollars (\$4,740), assuming an interest rate of three and six hundred twenty-five thousandths percent (3.625%) per annum.

<u>Section 7</u>. <u>Execution of Bonds</u>. The Bonds shall be executed in such manner as may be prescribed by applicable law in the name, and on behalf, of the Municipality with the manual or facsimile signature of the Mayor and attested with the manual or facsimile signature of the Town Recorder, and with the official seal, or a facsimile thereof, of the Municipality impressed or imprinted thereon. The Bonds shall not be valid for any purpose unless authenticated by the manual signature of an officer of the Registration Agent on the certificate set forth on the Bonds.

<u>Section 8</u>. <u>Registration and Negotiability</u>. The Town Recorder is hereby appointed the Registration Agent and as such official shall establish and maintain suitable books (the "Registration Books") for recording the registration, conversion, and payment of the Bonds, and shall also perform such other duties as may be required in connection with any of the foregoing.

The Bonds shall be fully registered as to both principal and interest and shall be fully negotiable upon proper endorsement by the registered owner thereof. No transfer of the Bonds will be valid unless such transfer is noted upon the Registration Books at the office of the Town Recorder of the Municipality, as Registration Agent, upon presentation of the Bonds at such office for verification of the endorsements made on the Payment Record attached to the Bonds of the principal of and interest on paid or prepaid on the Bonds, and the notation of such registration by the Registration Agent. All assignees shall take the Bonds subject to such condition.

At the request of the owner of the Bonds, the Municipality shall cause to be prepared, executed, and delivered to the registered owner, in exchange for such installment bonds, serial bonds in an aggregate principal amount equal to the principal amount of such installment bonds then unpaid, bearing interest at the same rate or rates as provided in such installment bonds. Upon any such exchange, such installment bonds shall be cancelled. The reasonable expenses in connection with such exchange shall be paid by the owner of the installment bonds.

Any notice to the contrary notwithstanding, the Municipality and all of the officials, employees, and agents thereof, including the Registration Agent, may deem and treat the registered owner of the Bonds as the absolute owner thereof for all purposes, including, but not limited to, payment of the principal thereof, and the interest thereon, regardless of whether such payment shall then be overdue.

<u>Section 9</u>. <u>Redemption</u>. The Bonds shall be subject to call and redemption, and installments of principal shall be subject to prepayment, at any time prior to maturity, at the option of the Municipality, without premium or penalty, upon payment, to the registered owner thereof, of the principal so redeemed or prepaid, plus interest accrued thereon until the date of redemption or

prepayment. If installments of principal are so prepaid, such prepayments shall be only in inverse order of maturity.

Notice of intended redemption or intended prepayment of installments or portions of installments of principal shall be given by first-class mail to the registered owner of the Bonds. Such notice shall be given not less than thirty (30) calendar days nor more than one hundred eighty (180) calendar days prior to the date fixed for redemption or prepayment. Each such notice of redemption or prepayment shall designate the date and place of redemption or prepayment; shall specify the principal amount of the installments of principal to be prepaid; and shall state that provided sufficient funds are available on such redemption or prepayment date to pay the principal of and the unpaid interest accrued on the Bonds if such Bonds are to be redeemed, or the installments of principal to be prepaid, the interest on such Bonds or on such installments of principal shall cease to accrue from and after the redemption or prepayment date specified.

<u>Section 10</u>. <u>Payment</u>. The principal of, and interest on, the Bonds shall be payable in any coin or currency of the United States of America, which is legal tender for the payment of public and private debts as of the date of payment thereof. The principal of and interest on the Bonds shall be payable by check, draft, or warrant of the Municipality mailed to the registered owner thereof at the address shown on the Registration Books of the Municipality and payment in such manner shall forever discharge and release the obligation of the Municipality to the extent of the principal, interest, or both so paid; provided, however, that the Bonds shall be surrendered to the Registration Agent for cancellation upon payment in full of all principal and interest.

Payments made by the Municipality on the Bonds and received by the registered owner thereof shall be applied to the interest due and the balance shall be applied to the installment of principal due at the time such payments are received.

Any delinquent payment made by the Municipality will be applied by the registered owner of the Bonds in the following sequence:

- (1) past due interest,
- (2) past due installments of principal,
- (3) interest due, and
- (4) installment of principal due.

If any extra payments are made by the Municipality and received by the registered owner of the Bonds, such extra payments shall be applied to the installments of principal in inverse order of maturity.

<u>Section 11</u>. <u>Source of Payment; Security</u>. The Bonds, including the principal thereof, premium, if any, and interest thereon, are payable from funds of the Municipality legally available therefor, and to the extent necessary, from <u>ad valorem</u> taxes to be levied for such purpose on all taxable property within the corporate limits of the Municipality, without limitation as to time, rate, and amount and for the punctual payment of said principal of, premium, if any, and interest on, the Bonds, the full faith and credit of the Municipality is hereby irrevocably pledged.

Levy of Taxes. For the purpose of providing for the payment of the principal Section 12. of and interest on the Bonds, there shall be levied in each year in which such Bonds shall be outstanding a direct tax on all taxable property in the Municipality, fully sufficient to pay all such principal and interest falling due prior to the time of collection of the next succeeding tax levy. Said tax shall be assessed, collected, and paid at the time, and in the same manner, as the other taxes of said Municipality, shall be in addition to all other taxes, and shall be without limitation as to time, rate, or amount. The Board of the Municipality is required by law and shall and does hereby pledge to levy such tax. Principal and interest, or any of the foregoing, falling due at any time when there shall be insufficient funds on hand from such tax levy for the payment thereof shall be paid from the general fund or other available funds of the Municipality, but reimbursement therefore may be made from the taxes herein provided when the same shall have been collected. All such taxes levied and collected shall be deposited in a special fund to be designated "Bond Fund, Theatre Project" (the "Bond Fund") and used solely for the payment of principal and interest on the Bonds as the same shall become due. There shall be deposited in the Bond Fund, on or before the fifteenth (15th) day of each month, an amount which, together with any monies which may be available for such payment for such month from the proceeds of the Bonds or otherwise, shall be not less than the interest and installment of principal payable on the Bonds, if issued, on the Bond Payment Date of the next succeeding calendar month. Monies in the Bond Fund shall be used solely for the purpose of paying the principal of and interest on the Bonds, if issued; and said monies are hereby expressly and exclusively pledged for said purpose.

Section 13. Form of Bonds. Each Bond shall be substantially in the form attached hereto as Exhibit "A" and incorporated herein as fully as though copied.

<u>Section 14</u>. <u>Covenants Regarding the Project.</u> The Municipality hereby covenants and agrees with the registered owner of the Bonds, if issued, that so long as the principal of, or interest on, the Bonds, if issued, remains outstanding and unpaid:

(a) That the Municipality will duly and punctually pay or cause to be paid, as herein provided the principal installments or redemption price of the Bonds and the interest thereon, at the dates and places and in the manner stated herein and faithfully and punctually perform all duties required by the Constitution and laws of the State and the Act, including the making and collecting of taxes in an amount at least sufficient to pay principal of and interest on the Bonds.

(b) That the Municipality will maintain and keep proper books or records and accounts separate from all other records and accounts of the Municipality, in which complete entries shall be made of all transactions relating to the Bonds, or provided therefor; that it will cause the books and accounts of the Municipality to be audited annually by certified public accountants; that any such owners of the Bonds, if issued, shall have the right to inspect at all reasonable times all records and accounts and data relating thereto; and, that the Municipality will furnish to any registered owners of the Bonds, if issued, all data and information relating to the Bonds which may be reasonably requested.

(c) That unless approved in writing by the Original Purchaser, no changes shall be made in the plans and specifications for the improvements of the Project financed by means of the proceeds of the sale of the Bonds.

(d) That each officer of the Municipality or person, other than Banks, having custody of funds of the Municipality shall be under fidelity bond at all times in an amount required by State law and the holder of the Bonds.

<u>Section 15</u>. <u>Remedies of Bondholders</u>. So long as the principal of, or interest on, the Bonds remains unpaid and outstanding, the owner of the Bonds may, either at law or in equity, by suit, action, mandamus, or other proceedings, and in any court of competent jurisdiction, enforce and compel performance by the officials of the Municipality of all duties of the Municipality under this Resolution, or under any applicable laws.

<u>Section 16</u>. <u>Defeasance and Release of Lien</u>. So long as the United States of America is the owner of the Bonds herein authorized, the Municipality shall not issue any bonds or other obligations for the purpose of defeasing or otherwise refunding the Bonds herein authorized without immediately prepaying the Bonds.

<u>Section 17</u>. <u>Sale of Bonds</u>. The Mayor and the Town Recorder are hereby authorized to execute the Bonds and deliver the same to the United States of America, in exchange for the purchase price thereof, which price shall be at par, with no premium or discount.

Disposition of Bond Proceeds. The proceeds from the sale of the Bonds shall Section 18. be deposited with a Bank in a special fund to be known as the "Construction Fund, Theatre Project" (the "Construction Fund"), and shall be disbursed solely for the payment of the costs of acquiring, constructing, improving, renovating, and equipping the Project, all in the manner and according to the terms required by the United States of America, Department of Agriculture, including costs of acquisition, construction, improvements, renovations and equipment, costs of necessary architectural and engineering services, legal, administrative and clerical costs, costs of reimbursement, capitalized interest and other necessary miscellaneous expenses. Monies in the Construction Fund shall be secured in the manner prescribed by applicable statutes relating to the securing of public or trust funds, if any, or if legally permissible, by a pledge of readily marketable securities having at all times a market value of not less than the amount in said Construction Fund. Any proceeds from the sale of the Bonds remaining in the Construction Fund after the completion of such acquisition, construction, improvements, renovations and equipment shall be used at the earliest practicable date for the payment of the Bonds, as herein provided. If any grant funds are obtained from the United States Government, or any agency thereof, for the acquisition, construction, improvement, renovation and equipment of the Project, and deposited in the Construction Fund as herein provided, any excess of such grant funds after such completion shall be returned to the appropriate official or agency of the United States Government; provided, however, that excess monies remaining after such completion shall be allocated so that excess proceeds from the sale of the Bonds shall be in the same proportion to excess grant funds that the total proceeds from the sale of the Bonds bore to the total of the funds so granted.

<u>Section 19</u>. <u>Non-Arbitrage Certification</u>. The Municipality certifies and covenants with the Owners of any series of tax-exempt Bonds issued hereunder that so long as the principal of any Bond remains unpaid, monies on deposit in any fund or account in connection with the Bonds, whether or not from any other source, will not be used in a manner which will cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code. The Municipality reserves the right, however, to make any investment of such monies permitted by Tennessee law and this

Resolution if, when and to the extent that said Section 148 or regulations promulgated thereunder shall be repealed or relaxed or shall be held void by final decision of a court of competent jurisdiction, but only if any investment made by virtue of such repeal, relaxation, or decision would not, in the opinion of Bond Counsel, result in making the interest on the Bonds subject to federal income taxation.

The Municipality covenants that it shall comply with Section 148(f) of the Code, unless legally exempted therefrom, and the Municipality represents that in the event it shall be required by Section 148(f) of the Code to pay "Rebatable Arbitrage," as such term is defined and used in the Code, pursuant to the Code, to the United States Government, it will make such payments as and when required by said Section 148(f) and will take such other actions as shall be necessary or permitted to prevent the interest on the Bonds from becoming subject to inclusion in the gross income of the Owners of the Bonds for purposes of federal income taxation.

<u>Section 20</u>. <u>Resolution a Contract</u>. The provisions of this Resolution shall constitute a contract between the Municipality and the owners from time to time of the Bonds and, after the issuance of the Bonds, no change, variation, or alteration of any kind in the provisions of this Resolution shall be made in any manner, except as provided in the following Section, until such time as all of the principal of, and interest on, the Bonds shall have been paid in full.

<u>Section 21</u>. <u>Modification of Resolution</u>. The owners of seventy-five percent (75%) of the aggregate principal amount of the Bonds at any time outstanding (not including such Bonds which may then be held or owned by or for the account of the Municipality, but including such refunding bonds as may have been issued for the purpose of refunding the Bonds or any installments of principal thereof, if such refunding bonds are not then owned by the Municipality) shall have the right from time to time to consent to and approve the adoption by the Board of a resolution or resolutions modifying any of the terms or provisions contained in this Resolution; provided, however, that this Resolution may not be so modified or amended in such manner as to:

(a) make any change in the maturity of the installments of principal of the Bonds;

- (b) make any change in the rates of interest borne by the Bonds;
- (c) reduce the amount of the principal payable on the Bonds;

(d) modify the term of payment of principal of or interest on the Bonds or impose any conditions with respect to such payment;

(e) affect the rights of less than all of the owners of the Bonds; or,

(f) reduce the percentage of the aggregate principal amount of the Bonds, the consent of the owner(s) of which is required to effect further modification of this Resolution.

Whenever the Municipality shall propose to amend or modify this Resolution under the provisions of this Section 21, it shall cause notice of the proposed amendment to be filed with the owner or owners of the Bonds. Such notice shall briefly set forth the nature of the proposed amendment and shall state that a copy of the proposed amendatory Resolution is on file in the office of the Registration Agent for public inspection.

Such amendatory resolution may be adopted if, and only if, within one (1) year from the date of the filing of said notice, an instrument or instruments executed by the owner(s) of the Bonds then outstanding, as determined in this Section, have been filed with the Registration Agent, which instrument or instruments refer to the proposed amendatory resolution described in said notice and specifically consent to and approve the adoption thereof.

If the owner(s) of the Bonds, outstanding at the time of the adoption of such amendatory resolution, as defined in this Section 21, or the predecessors in title of such owners shall have consented to and approved the adoption thereof as herein provided, and not revoked such consent as provided in this Section 21, no owner of the Bonds whether or not such owner has consented to, or revoked any consent, shall have any right or interest to object to the adoption of such amendatory resolution or to object to any of the terms or provisions therein contained or to the operation thereof or to enjoin or restrain the Municipality from taking any action pursuant to the provisions hereof.

Any consent given by the owners of the Bonds, pursuant to the provisions of this Section, shall be irrevocable for a period of six (6) months from the date of the issuance of the notice provided for above, and shall be conclusive and binding upon all future owners of the Bonds during such period. Such consent may be revoked at any time after six (6) months from the date of issuance of such notice by the owner of the Bonds who gave consent, or if such person no longer holds the Bonds by the then owner of the Bonds by filing notice of such revocation with the Registration Agent; provided, however, that such revocation after six (6) months from said date of issuance shall not be effective if the owners of seventy-five percent (75%) in aggregate principal amount of the Bonds then outstanding as defined in this Section 21, shall have consented to and approved the amendatory resolution referred to in such revocation prior to the attempted revocation.

The date and date of the execution of any instrument under the provisions of this Section 21 may be proved by the certificate of any official in any jurisdiction who, by the laws thereof, is authorized to take acknowledgements of deeds within such jurisdiction, that the person signing such instrument acknowledged before him or her the execution thereof, or may be proved by an affidavit of a witness to such execution sworn to before such official.

All such information with respect to the Bonds shall be determined by reference to the Registration Books.

<u>Section 22</u>. <u>No Action to be Taken Affecting Validity of the Bonds</u>. The Municipality hereby covenants and agrees that it will not take, cause to be taken, nor permit to be taken, any action, including, but not limited to any action pertaining to the Project, or the use thereof, that would in any manner affect the validity of the Bonds or limit the rights and remedies of the owners from time to time of such Bonds or affect the tax status of the interest payable thereon.

<u>Section 23</u>. <u>Bond Anticipation Note</u>. Pending delivery of the Bonds, a bond anticipation note has been issued by the Municipality for the purpose of providing funds in anticipation of the issuance of the Bonds, and to evidence funds obtained on an interim basis from sources other than the Original Purchaser. On August 31, 2023, the Municipality issued its \$1,200,000 Bond Anticipation Note, Series 2023 (the "Bond Anticipation Note") in connection with the Project. The Bond Anticipation Note is payable within no more than two (2) years from its date of issuance, subject to extension as permitted by applicable law. The Bond Anticipation Note bears interest at such rate

as was negotiated with the purchaser thereof, which is two and ninety-nine hundredths percent (2.990%) per annum.

The Bond Anticipation Note has been issued in an aggregate principal amount that does not exceed the principal amount of the Bonds authorized by this Resolution.

The proceeds of the sale of the Bond Anticipation Note have and shall be deposited in the Construction Fund upon the terms as set forth therein.

<u>Section 24</u>. <u>Severability</u>. If any section, paragraph, or provision of this Resolution shall be held to be invalid or unenforceable for any reason whatsoever, the invalidity or unenforceability of such section, paragraph, or provision shall not affect the validity or enforceability of any of the remaining provisions hereof.

<u>Section 25.</u> <u>Conflicting Resolutions and Effective Date</u>. All resolutions and orders or parts thereof in conflict with the provisions of this Resolution, to the extent of such conflict, are hereby repealed and this Resolution shall be in immediate effect from and after its adoption, the welfare of the Municipality requiring it.

Adopted and approved this 14th day of April, 2025.

Attest:

MAYOR

TOWN RECORDER

STATE OF TENNESSEE) COUNTY OF WASHINGTON)

I, Janet Jennings, hereby certify that I am the duly qualified and acting Town Recorder of the Town of Jonesborough, Tennessee (the "Municipality"), and, as such official, I further certify as follows: (1) that attached hereto is a copy of a resolution excerpted from the minutes of the meeting of the Board of Mayor and Aldermen (the "Board") of said Municipality held on April 14, 2025; (2) that I have compared said copy with the original minute record of said meeting in my official custody; (3) that said copy is a true, correct, and complete transcript from said original record insofar as said original record relates to, among other matters, the authorization, issuance, and sale of not to exceed \$1,200,000 General Obligation Bonds, in one or more series, of said Municipality; (4) that the actions by said Board, including the aforementioned, at said meeting were promptly and duly recorded by me in a book kept for such purposes; and, (5) that a quorum of the members of said Board was present and acting throughout said meeting.

WITNESS my official signature and the seal of said Municipality this 14th day of April, 2025.

Town Recorder

(SEAL)

EXHIBIT "A"

FORM OF BOND

REGISTERED NO.

REGISTERED \$

UNITED STATES OF AMERICA STATE OF TENNESSEE COUNTY OF WASHINGTON TOWN OF JONESBOROUGH GENERAL OBLIGATION BOND, SERIES 2025

Both the principal hereof and the interest hereon are payable in lawful money of the United States of America by check, draft, or warrant mailed to the registered holder hereof at the address shown on the registration books, as hereinafter provided, of the Municipality, and payment in such manner shall forever discharge and release the obligation of the Municipality to the extent of the principal or interest, or both, so paid; provided, however, that upon payment in full of all principal hereof and interest herein, this Bond shall be surrendered to the Town Recorder of the Municipality (the "Town Recorder") for cancellation.

This Bond shall be fully registered as to both principal and interest in the name of the holder thereof on the registration books of the Municipality kept for such purposes by the Town Recorder, or his or her successor officials, as registration agent (the "Registration Agent"). No transfer of this Bond shall be valid unless at the written request of the registered holder owner, or the attorney duly authorized in writing for such registered owner, such transfer is noted by the Registration Agent upon both the within Bond and said registration books at the office of the Town Recorder of the Municipality, as Registration Agent, upon presentation hereof at such office for verification of the endorsements made or the Payment Record attached to the Bond of the principal of and interest or paid or prepaid hereon and the notation of such registration by the Registration Agent. All assignees shall take this Bond subject to such condition.

Any notice to the contrary notwithstanding, the Municipality and all of the officials and employees thereof, including the Registration Agent, may deem and treat the registered owner hereof, as determined in the above manner, as the absolute owner of this Bond for all purposes, including, but not limited to, payment of the principal hereof and the interest hereon, regardless of whether any such payments shall then be overdue. Any, including all, installments of the aggregate principal sum of this Bond shall be subject to call and redemption prior to maturity at any time at the option of the Municipality, without premium or penalty, as a whole or in part, in inverse order of maturity, upon payment to the registered holder hereof of the principal so redeemed, plus interest accrued thereon to the date of redemption, said principal and accrued interest to be paid by check, draft, or warrant mailed on or before the redemption date to said registered holder at the address shown on the registration books of the Municipality.

Notice of intended redemption, specifying both the date of redemption and the aggregate principal amount to be redeemed, shall be given to the registered owner hereof by first-class mail, not less than thirty (30) days, nor more than one hundred eighty (180) days, prior to the date fixed for redemption. Said notice shall also state that interest on the aggregate principal amount to be so redeemed shall cease to accrue from and after the redemption date specified, provided sufficient funds are available on said redemption date to fully pay said aggregate principal amount redeemed and the unpaid interest accrued thereon.

This Bond is issued to finance the acquisition, construction, improvement, renovation and equipping of certain public works projects, consisting of the construction, improvement, renovation and equipping of a public building known as the Jackson Theatre, including all property, real and personal, appurtenant thereto or connected with such work, and defraying all necessary and incidental expenses in connection therewith, under authority of, and in full compliance with the Constitution and statutes of the State of Tennessee, including Chapter 9, Title 21, <u>Tennessee Code Annotated</u>, as amended, and under and pursuant to a resolution adopted by the Board of Mayor and Aldermen of the Municipality on April 14, 2025 (the "Resolution"). Reference is hereby made to said Resolution for a more complete statement of the terms and conditions upon which this Bond is issued, the rights and duties of the Municipality, and the rights of the holder hereof. By acceptance of this Bond, the registered owner hereof shall be conclusively deemed to assent to all the provisions of said Resolution.

The Bond, including the principal thereof, premium, if any, and interest thereon, is payable from funds of the Municipality legally available therefor, and to the extent necessary, from ad valorem taxes to be levied for such purpose on all taxable property within the corporate limits of the Municipality, without limitation as to time, rate, and amount and for the punctual payment of said principal of, premium, if any, and interest on, the Bond, the full faith and credit of the Municipality is hereby irrevocably pledged.

For a more complete statement of the funds from which and conditions under which this Bond is payable, the general covenants and provisions pursuant to which this Bond is issued, and the terms upon which the above described Resolution may be modified, reference is hereby made to the Resolution.

It is hereby certified, recited, and declared that all acts and conditions required to be done and to exist precedent to, and in the issuance of, this Bond, in order to make such Bond a legal, valid, and binding obligation of the Municipality, have been done, and did exist in the due time and form, and as required by the Constitution and statutes of the State of Tennessee; that this Bond, together with all other indebtedness of the Municipality, does not exceed any limitation prescribed by the Constitution or statutes of the State of Tennessee.

Section 9-21-117, <u>Tennessee Code Annotated</u>, as amended, provides that this Bond and the income herefrom are exempt from all state, county, and municipal taxation in the State of Tennessee, except inheritance, transfer and estate taxes, provided, however, under certain other statutes and under certain conditions, the principal of and interest on this Bond may be subject to corporate excise taxation in the State of Tennessee.

IN WITNESS WHEREOF, the Municipality, by its Board of Mayor and Aldermen, has caused this Bond to be signed by its Mayor, countersigned by its Town Recorder, all as of this ____ day of , 2025.

Mayor

ATTEST:

Town Recorder

(Form of Assignment)

Dated: _____

In the presence of:

(Form of Registration Provisions)

This Bond shall be registered on the books of the Municipality kept for such purpose by the Town Recorder of the Municipality, or his or her successor(s), as Registration Agent. The principal and interest on this Bond shall be payable only to, or upon the order of, the registered owner, or his, her, or its legal representatives.

REGISTRATION

	(110	writing in these blanks except by Bond Regis	
Date of		Name, Address and	Signature of
Registration		Tax I.D. No. of Registered Owner	Bond Registrar
	, 2025	USDA Rural Development	
		4300 Goodfellow Blvd, Bldg 104	

TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

DATE: April 14, 2025

AGENDA ITEM #: 7-D

SUBJECT: Multi-Jurisdictional Agreement with Washington County

BACKGROUND:

Environmental Service Director Cobern Rasnick has worked very diligently with TDEC and the County in revising the Multi-Jurisdictional Agreement between the Town of Jonesborough and Washington County regarding pretreatment programs to control discharges from all industrial users of the town's wastewater treatment system and meet EPA and TDEC requirements. Jonesborough owns and operates a wastewater treatment system, and the County utilizes this system.

Jonesborough must implement and enforce a pretreatment program to control discharges from all industrial users of its wastewater treatment system pursuant to requirements set out in 40 CFR Part 403 Tennessee Rule 0400-40-14. In this Agreement, the County agrees to recognize Jonesborough as the Control Authority for purposes of implementation and enforcement of Jonesborough's sewer use ordinance that subjects the residents and industrial users within the County's boundaries and outside the corporate municipal jurisdictional boundaries of Jonesborough, which discharge into Jonesborough's Collection System to the necessary pretreatment controls, and Jonesborough is authorized to implement and enforce its sewer use ordinance.

TDEC has reviewed the current Agreement and finds it to meet the specifications recommended by EPA. Both the Town and County attorneys have reviewed the agreement and concurred it was ready to be presented for approval to both legislative bodies. Washington County will act on the agreement at their April 28th Board of Commissioners meeting.

RECOMMENDATION:

Approve the Multi-Jurisdictional Agreement between the Town of Jonesborough and Washington County, as presented.

Agreement between

the Town of Jonesborough, Tennessee

and

Washington County, Tennessee

This Agreement is entered into this day of April______, 2025, between the Town of Jonesborough, Tennessee (Jonesborough) and Washington County, Tennessee (the County) (hereinafter jointly referred to as the "Parties").

RECITALS

- 1. Jonesborough owns and operates a wastewater treatment system.
- 2. The County currently utilizes this wastewater treatment system.
- 3. Residential and other facilities located in the County currently contribute wastewater, which includes industrial waste. These facilities are hereinafter referred to as industrial users.
- 4. Jonesborough must implement and enforce a pretreatment program to control discharges from all industrial users of its wastewater treatment system pursuant to requirements set out in 40 CFR Part 403 Tennessee Rule 0400-40-14. In this Agreement, the County agrees to recognize Jonesborough as the Control Authority for purposes of implementation and enforcement of Jonesborough's sewer use ordinance that subjects the residents and industrial users within the County's boundaries and outside the corporate municipal jurisdictional boundaries of Jonesborough, which discharge into Jonesborough's Collection System to the necessary pretreatment controls, and Jonesborough is authorized to implement and enforce its sewer use ordinance.

AGREEMENT

- 1.A. The County recognizes the sewer use ordinance <u>2021-09</u> of Jonesborough to be the primary document for determination of acceptable use of Jonesborough's wastewater system which resides within the County. Whenever Jonesborough revises its sewer use ordinance, it will forward a copy of the revisions to the County within 90 days of the enactment thereof. The revised sewer use ordinance will replace the previous version in part or in its entirety.
- B. The County further recognizes pollutant specific local limits within Jonesborough's sewer use ordinance which addresses pollutant parameters. If Jonesborough makes any revisions or additions to its local limits, Jonesborough will forward to the County a copy of such revisions or additions within 90 days of enactment thereof.
- 2.A. The County designates Jonesborough as the agent of the County for the purposes of implementation and enforcement of Jonesborough's sewer use ordinance against residential and industrial users located in the County, which discharge into Jonesborough's Collection System. Jonesborough may take any action under the sewer use ordinance that could have been taken by the County, including the enforcement of the ordinance in courts of law.

- B. Jonesborough, on behalf of and as agent for the County, will perform technical and administrative duties necessary to implement and enforce Jonesborough's sewer use ordinance. Jonesborough will: (1) update the industrial waste survey; (2) issue permits to all industrial users required to obtain a permit; (3) conduct inspections, sampling, and analysis; (4) take all appropriate enforcement action as outlined in Jonesborough's enforcement response plan and provided for in Jonesborough's sewer use ordinance; and (5) perform any other technical or administrative duties the Parties deem appropriate. In addition, Jonesborough may, as agent of the County, take emergency action to stop or prevent any discharge which presents or may present an imminent danger to the health or welfare of humans, which reasonably appears to threaten the environment, or which threatens to cause interference, pass through, or sludge contamination.
- 3. Before a residential or industrial user located outside the jurisdictional boundaries of the County discharges into Jonesborough's sewer system, the County and Jonesborough will enter into an agreement with the jurisdiction in which such industrial user is located. Such agreement will be substantially equivalent to this Agreement and must be entered into prior to a discharge from any such industrial user.
- 4. Jonesborough is authorized to charge fees to the users, as defined in its sewer use ordinance, for all incurred costs in implementing and enforcing the sewer use ordinance within the County.
- 5.A. If any term of this Agreement is held to be invalid in any judicial action, the remaining terms will be unaffected.
- B. The Parties will review and revise this Agreement to ensure compliance with the Federal Clean Water Act (42 U.S.C. §1251 et seq.) and rules and regulations (see 40 CFR Part 403) issued thereunder and Tennessee Rule 0400-40-14, as necessary, but at least once every 10 years on a date to be determined by the Parties.
- C. Jonesborough may terminate this Agreement by providing 90 days written notice to the County. All benefits and obligations under this Agreement will cease following 90 days from receipt of such notice.
- 6. If the authority of Jonesborough to act as agent for the County under this Agreement is questioned by an industrial user, court of law, or otherwise, the County will take whatever action is necessary to ensure the implementation and enforcement of Jonesborough's sewer use ordinance against its industrial users, including, but not limited to, adopting, implementing, and/or enforcing the sewer use ordinance on its own and/or Jonesborough's behalf and/or amending the Agreement to clarify the Control Authority's authority.

ATTEST:

MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE

HINGTON COUNTY, NESSEE

Name:		_
Title:		
Date:		

TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

DATE: April 14, 2025

AGENDA ITEM #:

7-E

SUBJECT: Contract for Providing Utility Bill Printing & Mailing Services

BACKGROUND:

Finance staff solicited proposals from three (3) different companies for utility bill print and mail services. Set-up costs range from \$250 to \$9,749, with per-piece processing costs ranging from \$.159 to \$.162 (see attached comparison).

After reviewing the proposals and checking references, we recommend contracting with divcodata, based in Chattanooga, Tennessee, to provide our weekly utility bill print and mail services. They charge the lowest setup fee, the second lowest per-piece processing charge and come highly recommended by the Dandridge Water Management Facility.

As mentioned, they are not the lowest cost per-piece for processing, however, they do offer an extremely low set up charge. The breakeven point between them and the lowest per-piece vendor is 65 years, making them, overall the clear winner on price.

Because price is not always the best decision driver, we checked references. Dandridge Water Management Facility recently went live with divcodata and described the set up as very efficient and easy. They said that the vendor was easy to work with and that communication was and is great. Dandridge Water utilizes the same utility software we are getting ready to implement.

References were solicited for the other two (2) respondents. As of this submission, we had not received a reference for one (1) of the companies and the reference on the other company did not meet the level of enthusiasm as the reference for divcodata.

RECOMMENDATION:

Approve for staff to contract with divcodata to provide utility bill printing and mailing services, in accordance with pricing provided in their proposal

Town of Jonesborough Utility Billing Services

Description	Matrix	doxim	divcodata
Set-up	7,500	9,749	250
Per piece	0.162	0.159	0.160
Monthly cost	1,944	1,908	1,920
Annual cost	23,328	22,896	23,040
Timeframe	12 weeks	60 days	30-45 days
Email setup	300		175
Per email	0.10		0.15
Job Tracking	х	х	х
Per piece			0.0175
Other			
Years in business	35 years	25 years	25+ years
Location(s)	NY,MD,TX	Ontario,	Chattanooga,
		Canada	Tennessee
References		Bristol,	Dandridge,
		Tennessee	Tennessee

*Estimated number of bills per month = 12,000

divcodata

Janet Jennings

From:	John Dawson <jdawson@divcodata.com></jdawson@divcodata.com>
Sent:	Tuesday, April 8, 2025 5:42 AM
To:	Janet Jennings
Cc:	Jennifer James; Tasha Moulder
Subject:	RE: Town of Jonesborough - Outsourced Billing Proposal
Attachments:	John Doe_ 2023_Town of Collierville_Utility.pdf, Catoosa Utility GA John Doe.pdf, John Doe
	ChathamNCUtility1_pdf.pdf; JohnDoe_TF60513_BlountvilleUtility_AprFile1_Singles_1.pdf; A0325040 _UtilityShell.pdf; Method and Plan_2025.pdf

Good morning, Janet, to answer your questions from yesterday.

Your only cost from us (other than postage) would be the \$250.00 set up fee and then the cost of the notice per cycle, we can bill you for each cycle or per month if that works better in your payment system.

Postage is typically run by an escrow system if you use our permit which you are allowed to do at no cost, or you can continue to use your permit if you prefer. Once mail is delivered to the entry unit the postage for that cycle would be deducted from your permit, or our permit and then taken from your escrow account that we would manage here and give you a monthly breakdown on usage and balance. Very similar to a check register.

I have attached some samples for you along with some references. I have plenty more if you need, just let me know.

Dandridge Water is our newest client, they come on board this past month. I've included her info below if you want to reach out to Tana.

Tana Benson, Superintendent Dandridge Water Management Facility PO Box 68 - 1114 Wastewater Road Dandridge, TN 37725 Office: (865) 397-3696 www.dandridgewater.com

once so far very efficient on set-up, easy lagg to work with communication great wy local Government

Town of Collierville



Donna Eakes Finance-Accounting Technician Town of Collierville O: 901-457-2241 500 Poplar View Parkway colliervilletn.gov

Hixson Utility



P.O. Box 1598 Hixson, TN 37343 Phone: (423) 877-3513 Fax: (423) 875-3116

*Barcodes are included with our processing; we would work with you and your software company to ensure the serve your purpose and your able to scan when they bring a bill in.

*QR codes - there are 2 types.

Static QR which takes some one to the web page where you drill down to your payment and log in. Those are no cost and the most common.

<u>Variable QR</u> which takes the customer directly to their bill without having to log in or go to a web page. That would require your software company to have that capability and if they do we can apply an individual QR on each bill. Makes the process to pay a bill very simple. Variable QR codes cost .01 per notice as an individual QR codes must be applied to each notice.

*PDF's can be supplied back to you or Local Gov if they post them online. Most Utilities get the pdf as individuals which is the \$75.00 fee plus .01 per statement, most software companies require this for posting and an easy process to look up someone's bill if needed.

*Project plan and implantation would typically be as follows. (I've also attached our method and plan)

LOA signed and returned

Introduction to Divco and Account Manager contacts

Paperwork such as W-9 and New Client forms filled out and returned

Postage estimate sent - or info sent if you are still using your permit.

Introduction to your contact with your software (Local Gov)

Setup SFTP site and give you credentials for data uploads

Setup Artwork (base shell) that we would apply data to. (changes to art are no cost to our clients, we just ask that we have the changes well in advance of the next cycle)

Obtain a test file and a set of bills for one of your cycles so we can produce samples and compare to what your currently sending to ensure all data is captured.

Send proofs to your office to review

Once all the above is accomplished, we would then set a go live date

Once go live is established and you upload your data to Divco you would get notification of a successful upload and so would our team here. Data is processed, proofs are provided typically within a few hours and as long as data is uploaded before 12pm EST your notices will mail the following day. You would be set up on our automated system for processing.

Hope all this helps and please feel free to call me anytime on my cell @ 423.394.8073



John Dawson Managing Partner PHONE: 800.899.2017 MOBILE: 423.394.8073 EMAIL: Jdawson@divcodata.com 3721 Powers Court Chattanooga, TN 37416 www.divcodata.com

From: Janet Jennings <jjennings@JonesboroughTN.org> Sent: Monday, April 7, 2025 1:45 PM

Janet Jennings

From:	John Dawson <jdawson@divcodata.com></jdawson@divcodata.com>
Sent:	Friday, April 4, 2025 6:18 PM
To:	Janet Jennings
Subject:	RE: Town of Jonesborough - Outsourced Billing Proposal
Attachments:	Town of Jonesborough Water Statement LOA 2025.pdf

Afternoon Janet, so sorry for the late reply, I was out of the office this afternoon. Our only fees to you would be the initial \$250.00 for onboarding which is all the set up and then just the cost per notice. Postage would be due in advance and typically our clients run an escrow account with reporting back to you each month, unless you prefer to mail on your permit.

Glad to have a call with you first of the week and walk you through everything. Not sure if you saw the samples I sent Gina and the info. We already work for a lot of utilities on the Local Gov software so the transition would be easy. Not sure if they would charge you to set up the system to upload your data to our secure server, you would need to find out from them. Typically we could have you ready to go in 30-45 days max, sometimes quicker than that.

Would you have some time first of the week to discuss? Let me know and we can get you taken care of. Hope Gina is ok.

Thanks!



divcodata: i

John Dawson Managing Partner PHONE: 800.899.2017 MOBILE: 423.394.8073 EMAIL: jdawson@divcodata.com 3721 Powers Court Chattanooga, TN 37416 www.divcodata.com

From: Janet Jennings
From: Janet Jennings
JonesboroughTN.org>
Sent: Friday, April 4, 2025 2:51 PM
To: John Dawson
Jdawson@divcodata.com>
Subject: Town of Jonesborough - Outsourced Billing Proposal
Importance: High

Good Afternoon, John,

You provided a proposal to Gina Larkins for billing outsourcing services. Gina works for me and is currently on medical leave. I've reviewed your proposal, but was unclear on the initial start-up/programming fee. The only fees that I found were the per statement billing fee and the set-up fee for art and data (\$250).

Would you care to provide me the pricing for initial project costs (i.e., project plan, development and execution). I understand there will be costs to work with our utility software provider on the format for importing billing data. Also, what is the timeframe for the project, from beginning to "go live"?.

I'm hoping to get this on our governing body agenda next week. Thank you so much for your interest in our project.

Best Regards,



LETTER OF AUTHORIZATION

1/18/2021 Town of Jonesborough Water Department Attn: Gina Larkins 123 Boone Street Jonesborough, TN 37191

Dear Gina Larkins,

This Letter of Authorization ("LOA") will confirm the Town of Jonesborough Water Department request for the following printing services at the price(s) indicated below:

Utility Statements-with a return envelope

Description	Pricing**
 #10 Generic Double Window Envelope, white stock, black ink #9 Generic Return Envelope, white stock, black ink Color 8.5 x 11 statement 2 sided, white 1/3 perforated stock Black variable data imprint All processing, printing and mailing services therein 	\$0.16 per notice
Flats: When multiple notices are grouped into a single envelope, those groupings with 6+ notices must be inserted into a 9 x 12 envelope with a special mailing cover sheet. **ONLY USED WHEN SENDING LARGE PACKETS OF NOTICES	\$1.00 per flat envelope
*pricing does not include Track and Trace or Variable QR Codes **pricing does not include postage, which is required prior to mailing date	
One Time Initial Set-up Fee for Art and Data	\$250.00
Please reference last page regarding postage Est. Number of Notices: 4000 Number of Cycles: 4 per month approx. 1000 per cycle Est. Start Date: March 2025	

3721 Powers Court Chattanooga, TN 37416 p 423.499.0510 f 423.499.9733 www.divcodata.com



Utility Statements-without a return envelope

Description	Pricing**
 #10 Generic Double Window Envelope, white stock, black ink Color 8.5 x 11 statement 2 sided, white 1/3 perforated stock Black variable data imprint All processing, printing and mailing services therein 	\$0.14 per notice
Flats: When multiple notices are grouped into a single envelope, those groupings with 6+ notices must be inserted into a 9 x 12 envelope with a special mailing cover sheet. **ONLY USED WHEN SENDING LARGE PACKETS OF NOTICES	\$1.00 per flat envelope
*pricing does not include Track and Trace or Variable QR Codes **pricing does not include postage, which is required prior to mailing date	
One Time Initial Set-up Fee for Art and Data	\$250.00
Please reference last page regarding postage Est. Number of Notices: 4000 Number of Cycles: 4 per month approx. 1000 per cycle Est. Start Date: March 2025	

Penalty and Interest Statements-without a return envelope

Description	Pricing**
 5. #10 Generic Double Window Envelope, white stock, black ink 6. Color 8.5 x 11 statement 2 sided, white 1/3 perforated stock 7. Black variable data imprint 8. All processing, printing and mailing services therein 	\$0.14 per notice
Flats: When multiple notices are grouped into a single envelope, those groupings with 6+ notices must be inserted into a 9 x 12 envelope with a special mailing cover sheet. **ONLY USED WHEN SENDING LARGE PACKETS OF NOTICES	\$1.00 per flat envelope
*pricing does not include Track and Trace or Variable QR Codes **pricing does not include postage, which is required prior to mailing date	
One Time Initial Set-up Fee for Art and Data	\$250.00
Please reference last page regarding postage Est. Number of Notices: 3000 Number of Cycles: TBD Est. Start Date: March 2025	

3721 Powers Court Chattanooga, TN 37416 p 423.499.0510 f 423.499.9733 www.divcodata.com



Additional Services and Add-Ons

Description	Pricing	Initials for Approval
*Track and Trace	See attached information sheet	
PDF file of notices in a single file format	\$75.00 per mailing	
PDF File of notices as individual PDF's	\$75.00 per mailing plus \$0.01 per converted PDF notice	

We strongly encourage you to have your data files "process ready". Though not preferred, our Data Dept. can assist, should your data require calculations, modifications, re-writes, etc. If this is the case an additional fee of \$125.00 per hour will be reflected in the services portion of your DivCoData Invoice. In some occurrences this may delay your expected mail date(s), please consult with your DivCoData Account Manager and/or Sales Executive.

For Utility Notices, A drawn down account for postage must be set up in advance of each quarter and at least 15 days prior to first mailing. On the date of each mailing, Diversified (DivCoData) will draw money out of your postage account to cover the USPS expense. Record of incoming and outgoing transactions on this account are available by request at any time. Once each mailing is completed, an invoice for the postage, printing and mailing services will be generated and emailed to you for your records.

Consistent with USPS requirements that postage be paid upon delivery to the post office, we require that our clients who choose to use our USPS mailing permit maintain an escrow account with DivcoData sufficient to cover postage for three (3) months' worth of estimated postage. In the event the escrow account is not sufficient to cover postage for a mailing, a \$0.02 convenience fee will be added for services on your mailing jobs until the escrow account is replenished.

Acceptance

Accepted: Diversified Companies, LLC (DivCoData)		Accepted: Company Name	
By:	John Dawson	Ву:	_
Title:	Managing Partner	Title:	
Date:	1/30/2025	Date:	

3721 Powers Court Chattanooga, TN 37416 p 423.499.0510 f 423.499.9733 www.divcodata.com



Track N Trace®

Data Marketing Services Solution

Intelligent mail piece tracking for a smarter and more effective business

USPS® Informed Visibility® provides valuable mail piece information to efficiency-minded mailers. Track N Trace, DivcoData's mail tracking service, channels this technology to provide unbeatable mail piece intelligence and reporting.

Offering an intuitive interface with powerful reporting capabilities, Track N Trace leverages mail piece scan data for both outbound and inbound mail. These reports help you gain visibility into the mail stream, driving better performance across business operations.

Monitoring the progress and delivery of your outbound mailings helps you improve delivery effectiveness and timing. Monitoring the progress of your inbound mailings gives you notice of incoming Business Reply mail so you can optimize your operations and predict cash flow.

Track N Trace Delivery Confirmation (Outbound Mail)

Track N Trace collects step-by-step delivery information from postal facilities on your outbound mail pieces' delivery path, which is stored on a secure website. Monitor the progress of your mail piece, gauge the delivery effectiveness, and predict future performance by creating or downloading reports at your convenience.

From the power to identify weak links in the delivery chain to the ability to predict mail stream patters, the information revealed by mail piece tracking can improve your business – and the more specific your data, the better. Track N Trace uses state-of-the-art USPS Informed Visibility technology, ensuring the most comprehensive and up-to-date delivery details are available when you need them.

Track N Trace Origin Confirmation (Inbound Mail)

Use TNT[™] Origin Informed Visibility to improve the predictability of inbound Business Reply mail pieces for your First-Class Mail[®]. Utilize DivcoData's advanced software reporting technology to track First-Class Business Reply pieces as the USPS scans them on their way back to your business. This visibility can be used to:

- Predict cash flow with more certainty
- Plan collection efforts
- Adjust staffing levels
- Streamline inventory management
- Drill down to single-origin mail piece
- Improve customer service experience

Track N Trace Reporting

Our powerful reporting engine allows you to conveniently check up on the mail stream progress of any job. Updates are posted multiple times daily to secure servers. Over 20 comprehensive reports that sort information by Date, NDC, SCF, State, and 5 Digit Zip are available to view on our secure website or schedule for download or email delivery.

A wide variety of download formats for your Track N Trace reports provide maximum presentation flexibility and detail, helping you quickly understand what pieces were scanned and at which locations. Additionally, you can customize your reports by exporting the data from Track N Trace and importing it into your favorite reporting tool.



How Can We Help?

DivcoData prides itself on our in-house, local customer support team, who are USPS certified. Need assistance? Never hesitate to give us a call at (800) 899-2017.

Key Benefits

- Uses USPS Informed Visibility to deliver end-to-end intelligent mail piece tracking and reporting
- Destination Informed Visibility with support for Full-Service ACS
- Origin Informed Visibility for Business Reply Mail supported via TNT file upload interface
- Track by mail piece functionality that allows you to troubleshoot missing pieces
- Advanced mapping and precision provide expansive performance reporting
- Report data can be archived and password-protected online, or downloadable into multiple file formats
- Reports can be scheduled in advance for automatic delivery via email
- Drill down into reports to go from scan-to-piece level detail in seconds
- A wide variety of built in reports that define both inbound and outbound mail processing, including:
 - o Mail Piece Summary for inbound and outbound mail
 - o Lost Mail Piece
 - o Late Return
 - o Delivery Statistics
 - o Delivery Barcode Scan Summary
 - Delivery Exception
 - o US Maps (Delivery Performance)
 - o Service Bureau Usage
 - Data export feature for custom reporting
- Reduces uncertainty with mail delivery
- Compatible with First-Class, Standard Mail, and Periodicals

How Much Does Track N Trace Cost?

- 100,000 plus records = \$0.005 per record
- 50,000-99,999 records = \$0.0065 per record
- 20,000-49,999 records = \$0.01 per record
- 5,000-19,999 records = \$0.015 per record
- Under 5,000 = \$0.0175

Postage costs consuming your budget?

DIVCODATA has developed an easy and effective way to capture emails from your constituents for sending e-statements and reducing your postage cost for future mailings!

INTRODUCING

(E-Register)

HOW DOES IT WORK?

Signing up for this service with DIVCODATA applies a variable QR code to the statement, allowing the recipient to opt in to e-statements. Once the QR code is scanned, they are directed to a website where the email address is double authenticated for accuracy, and important information from the printed statement is captured automatically. This connects the email to a particular name and info, registering it to the county, state, and bill number, parcel ID, etc. For subsequent mailings, DIVCODATA can segregate the uploaded database to send e-statements, saving on postage costs.

WHAT IF I ALREADY HAVE EMAIL ADDRESSES IN MY SYSTEM?

DIVCODATA can combine your email addresses in your database with the ones we capture to take advantage of the savings in sending paper statements.

COSTS:

PROCESS

Each campaign = \$125 plus \$.01 per variable QR code applied. Each registered email address = \$.20

PRINT



HOW DOES IT WORK?

E-Deliver takes the guesswork out of statement delivery. Once an email address is entered into the system and the statements are delivered via email, you will receive a report approximately five days after delivery that details when the email was sent, received, if it was opened, incomplete, or not delivered due to a change in email address. Our E-Register system double authenticates email addresses to help prevent problems in delivery.

The clear and concise email statement will contain all relevant invoice information just like the paper version, including location, amounts, payment options and how to contact your office should they have questions. This system will also help drive payees to your payment platform for quick and easy payments, too!

COSTS:

Each campaign = \$175 landing page set up *plus* E-Deliver Qty of 250-1499 = \$.15 per email 1,500 - 4,999 = \$.12 per email 5,000 - 24,999 = \$.09 per email 25,000 + = \$.07 per email

John Dawson 423.394.8073 jdawson@divcodata.com

CONTACT

AT



Autoagent

MuniciPAY is an electronic payment processing solution for counties, cities, and towns. It's simple and secure at no cost to your government office.







What is a Service/Convenience Fee?

Answer: Credit Card Association rules allow government and education entities to assess a Service/Convenience fee on transactions paid via credit card.

The Card Associations require that this fee be processed as a separate transaction so the fee amount is clearly identified to the Cardholder

The fee amount must be disclosed to the Cardholder prior to completing the transaction and the option to decline the fee and use an alternate form of payment (cash or check) must be given.

Are there any processing fees to the Municipality?

Answer: No. All Service/Convenience Fees are paid by the individual consumer who chooses to use their credit card for payment.

There are no set-up fees, monthly fees, or processing fees assessed to the municipality when a Service / Convenience Fee Program is utilized.

Is this a secure solution?

Answer: Yes! MuniciPAY meets all PA-DSS (Payment Application - Data Security Standards) guidelines.

MuniciPAY's secure gateway significantly reduces or eliminates the exposure to the municipality for the storage and/or transmission of cardholder data.

In Person + Online + Over the Phone

Who is eligible to participate in this program?

Answer:

- Local, state and federal courts of law that administer and process court fees, alimony and child support payments
- Government entities that administerand process local, state and federal fines
- Local, state and federal entities that engage in financial administration and taxation
- Local Government Services Auto (DMV), Property Taxes, Utilities, Parks & Recreation, Fish & Game, Court & Bond Fees, and more
- State elementary and secondary schools for tuition, related fees and school-maintained room and board
- State colleges and universities, professional schools, junior colleges for tuition, related fees and school-maintained room and board.

What cards can be accepted for payment?

Answer: Visa, MasterCard, American Express, and Discover all allow a Service/Convenience fee for government and education entities.

How long does it take to receive funds?

Answer: Funds will be deposited into the municipality's account(s) within 2 business days for all credit/debit card transactions and 3 business days for ACH transactions. The funds can be automated to include multiple depository accounts for various departments.



Patarted Multi Payment Appropriate Technology via a single swipe. (Patant #8,566,448)

What type of reporting is available?

Answer: MuniciPAY offers real-time, detailed reporting. Municipality's are able to view reports separated by user, departments, payment items, and daily settlement reconciliation. MuniciPAY can also handle cash and check reporting options, and can be integrated with the municipality's current accounting software.

What is the advantage of using MuniciPAY?

Answer:

- The municipality is completely insulated from Service/Convenience Fee collection: MuniciPAY handles the collection of the Service/Convenience Fee and automates the payment of municipality transactions.
- Multiple Payment Item/Deposit Account Capabilities.
- Increased, expedited cash flow. Funds are deposited directly to municipality's account(s) on 2rd business day after transaction date.
- 4. Detailed Transaction Reporting.
- Municipality is able to offer more payment options to their citizens.

How long does it take to implement MuniciPAY?

Answer: Depending on the individual needs of the municipality, the number of depository accounts, and complexity of their inventory list and/or fee schedule, this time frame may vary. MuniciPAY is committed to completing implementation as quickly as possible. Typical implementation takes 1–2 weeks.



PROCESS • PRINT • MAIL For more information: Call: John Dawson 423.394.8073 jdawson@divcodata.com

doxim



City of Jonesborough, TN Data Processing, Printing and Mailing Proposal

Date: 06/02/2025



Ms. Gina Larkins CMFO Town of Jonesborough, TN 123 Boone St. Jonesborough, TN 37659



Ms. Larkins,

It was a pleasure chatting with you this morning and would like to thank you for the opportunity to present our billing services for the town of Jonesborough, TN.

As a utility-focused, customer communication specialist, Doxim is well-positioned to help you achieve your future goals of streamlining bill printing and mailing processes while reducing cost, especially postage. Our unique model will help the town reduce your overall time-to-revenue by implementing products, and processes, to standardize billing functions while implementing award-winning software and tools to compliment the physical printing and mailing of utility bills.

Through our experience in partnering with nearly 300 utilities across the country including many in the state of Tennessee such as NES, Metro Water, Kingsport and Bristol we pride ourselves on delivering the level of support that each and every one of our clients have come to expect. Outsourcing your print and mail communications can be overwhelming, however our proven track record and implementation methodology will ensure a seamless transition and most importantly zero disruption to your customers.

We are excited in the opportunity to establish a long-time strategic partnership with the Jonesborough team as well as the community and look forward to continuing our discussions around future next steps.

Thank you for your consideration of our proposal.

Josh Ciccia | Account Executive 519-820-5046 josh.ciccia@doxim.com



Our Company

Doxim is a business process outsourcing firm that is dedicated to Customer Communication Management and engagement technologies. Our goal is to provide exemplary document management and print/mail communications that seek to strengthen the overall customer experience while reducing cost.

Enterprise-Scale, Coast-to-Coast Operations

doxim.



Core Offering

File Management

Doxim knows that printing and mailing utility bills and other customer documents requires more data transfer controls than a typical mailing. We complete a process of matching billing totals and statement counts to your file. Our web-enabled automated billing system ensures accurate receipt of your data file. If the file is not received or data is out of balance, an automated email is sent to the appropriate personnel to alert of a possible problem. Doxim's systems run 24/7/365 and include built-in redundancy to accommodate downtime and maintenance periods.

Print Production

Doxim is proud to be a *national provider of print and mail solutions for utilities*. We print accurately and ensure continuous error-free printing during production and manage a network of *seven (7) facilities across the US*. We offer the latest full-color imaging technology available on the market today, as we can easily print all required graphics and text to transform our client's data into specific communication vehicles, including bills, notices, letters, postcards, inserts, buck slips, newsletters, home energy reports, etc. Our full-color technology provides complete variability which will allow individual bill formats, including perforations and graphics, to be based on customer attributes such as commercial bills, residential bills, etc.

Document Folding and Inserting

Doxim manages a network of intelligent inserting technologies that are capable of inserting mail pieces at a rate of



12,000/hour. Our document folding and inserting technology includes continuous integrity checks and error detection capabilities. The technologies notify the operator of any bills that are missing, any blank envelopes, and/or any "double stuffs." On the rare occurrence that a piece of mail is damaged during the production process, our technology has functionality to re-process each piece and place it back into the print stream.

Address Hygiene Services

We are a USPS-designated full-service mailer. As such, we validate and update your mailing lists to ensure delivery accuracy while preparing mail to USPS's exacting requirements to maximize postage discounts for our clients:

- Address standardization: We can ensure our clients' mailing addresses conform to the required USPS address standardized formats to ensure the lowest possible mailing rates via Coding Accuracy Standard (CASS) and Delivery Point Validation (DPV).
- Forward mail: Doxim leverages the USPS Mail Forward service for piece-by-piece mail forwarding in accordance with temporary and permanent Change of Address (COA) orders.
- NCOA validation: Doxim leverages the National Change of Address (NCOA) database to ensure mail pieces are USPS Move Update compliant and eliminate waste and cost caused by outdated addresses.

Postal Disposition / Mail Entry Services

Doxim offers unrivaled USPS mail entry services to ensure the lowest possible postage rates. All fullservice mailings are pre-sorted in development and trayed / palletized according to USPS specifications. In addition, Doxim qualifies for regular pick up and Seamless Acceptance by USPS due to our large scale and adherence to USPS mail preparation specifications, ensuring that our client's bill packages are ingested into the mail stream without delay.





Implementation Methodology

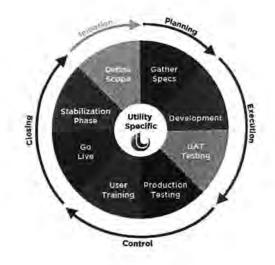
We feel that it is important to note that Doxim will provide the Town of Jonesborough, TN with a full scale, end to end implementation methodology that will ensure this project will be transitioned on time, on budget, and with no disruption of service to either utility resources or customers. Our methodology defines business needs at the beginning of the project and maintains visibility throughout the implementation and upon go-live.

Given our unique focus on the utility sector and our deep understanding of the difficulty of billing from a meter, our knowledge of utility market dynamics will benefit you both during and after this transition as your business needs continue to evolve.

By adhering to this proven and repeatable implementation process, Doxim can meet the demands for faster business transitions, thereby reducing the implementation lifecycle. The core of our system is based on best-practice lifecycle management (initiation, planning, execution, control, closing, and postlaunch activities).

Emphasis is also given to a variety of subsequent related components and processes, including:

- Detailed project scoping and time tracking
- Bill template design and creation
- Timeline and resource management
- Project status reporting and monitoring
- Escalation processes
- Interdepartmental communication
- Education and training





Pricing

Implementation Services

\$9,749.00 (one time)

- Dedicated project team supporting kickoff through go-live
- Detailed project scoping and time tracking
- Full Bill Design and Consulting Services
- Timeline and resource management
- Project status reporting and monitoring
- Escalation processes
- Interdepartmental communication
- Can be billed in two parts, 50% upon contract signing and remaining 50% upon go-live

Data Processing, Bill Printing & Mailing Services

\$.159/each

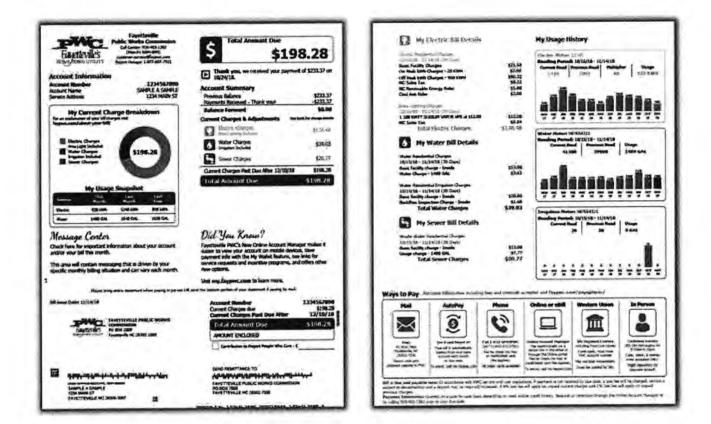
- Processing of data and composition of bills, notices and letters
- CASS/DPV standardization, IMB barcodes, Postal qualification, Full-Service USPS discount
- Doxim-created bill-design
- Utility bills, delinquent notices, letters etc.
- Includes single duplex printed sheet, full color, and generic single window BRE (as needed) inserted into generic double window #10 outgoing envelope.
- Print suppression (processing, PDF creation and email delivery) for e-bill customers

Sincerely,

Josh Ciccia | Account Executive 519-820-5046 josh.ciccia@doxim.com

BILL SAMPLES

Bill Sample #1

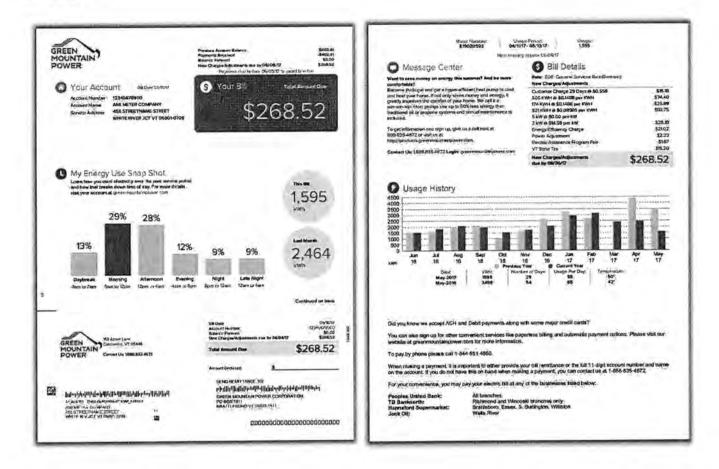


oxim

TRANSFORMING CUSTOMER EXPERIENCE

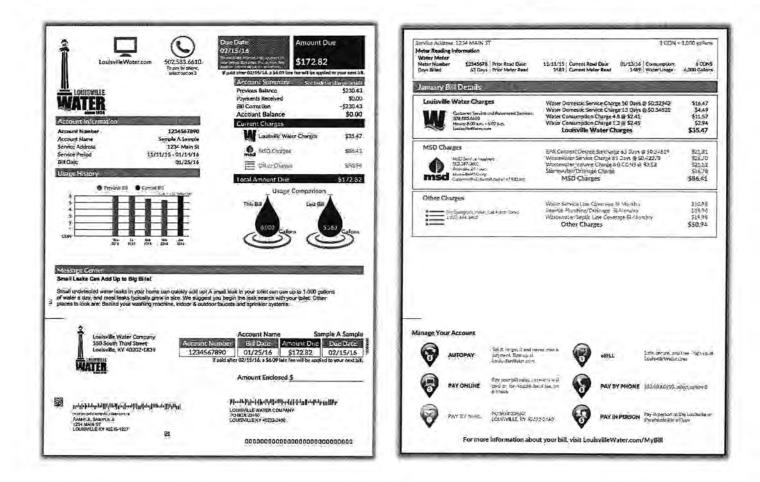


Bill Sample #2



doxim®

Bill Samples #3



Matrix

Janet Jennings

From:	Colin Dentino <cdentino@matriximaging.com></cdentino@matriximaging.com>
Sent:	Friday, April 4, 2025 3:08 PM
To:	Janet Jennings
Subject:	Re: Town of Jonesborough Proposal
Attachments:	Matrix Proposal Town of Jonesborough TN.pdf

Importance: High

Hi Janet,

Thanks for reaching out.

The implementation cost is \$7,500 and onboarding takes 60-90 days (about 12 weeks). You're assigned a dedicated project manager who walks us through the entire process, step-by-step, including working with your new provider.

Let me know if you want to talk through any part of our proposal. I'm happy to answer any questions you might have. Here's my schedule if you ever want to pick a good time for you - https://calendly.com/colindentino.

Colin Dentino, MBA Director of Business Development Cell (585) 409-3993 https://calendly.com/colindentino

On Apr 4, 2025, at 2:36 PM, Janet Jennings <jjennings@JonesboroughTN.org> wrote:

Good Afternoon, Colin,

Matrix provided a proposal to Gina Larkins for billing outsourcing services. Gina works for me and is currently on medical leave. I've reviewed your proposal, but was unclear on the initial startup/programming fee. The only fee that I was able to find was the per statement fee of \$.162 and the estimated postage.

We are going live with new utility billing software on April 28th, so we will likely have to print and stuff our own bills for a short time, before transitioning to an outside party. We will not initially use the email feature, as I believe our utility software is designed to cover that area.

Would you care to provide me the pricing for initial project costs (i.e., project plan, development and execution). I understand there will be costs to work with our utility software provider on the format for importing billing data. Also, I understand that the implementation timeframe is approximately 12 weeks.

I'm hoping to get this on our governing body agenda next week. Thank you so much for your interest in our project.

Best Regards,

Janet

<image001.png>

Janet Jennings, CPA, CPFO, CMFO Finance Director/Town Recorder Town of Jonesborough 123 Boone Street Jonesborough, TN 37659 Phone: 423-753-1038

This email and any files transmitted with it may contain confidential or privileged information which is intended only for use by the individual or entity to which the transmission is addressed. If you are not the intended recipient, you are hereby notified that any disclosure, dissemination, copying or distribution of this information is strictly prohibited. If you have received this email in error, please notify us Matrix Imaging Solutions, by telephone at (800) 675-9505 immediately. Thank you.

PREPARED FOR:

Jonesborough TENNESSEE 1779

Storytelling Capital of the World

MATRIX

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EXECUTIVE SUMMARY

For over 30 years the Matrix team has managed document design, composition, print and electronic delivery capabilities by serving the most demanding transaction-oriented consumer markets. We have made the production of customer documents a core part of our business and understand how mission critical it is for all our clients.

Our history of designing, implementing and managing complex applications has been praised by many of our business partners. To exceed your expectations, we will work closely as a team to ensure the entire process is handled in a professional and timely manner consistent with your specifications. Our advanced technology and expertise, coupled with the variety of services we offer can dramatically reduce costs and risk. Our goal is to exceed your expectations in quality, timeliness and responsive customer service.

Below are some examples of what makes Matrix one of the leading providers of critical document management and print/mail services in the nation:

- Completely integrated electronic and printed output options.
- A primary focus on critical transactional document services in the Utility Market Vertical.
- Highest quality processing with secure and auditable processes.
- Online customer portal: DPAuto, for file uploading, proofing, job tracking, CASS and NCOA online detailed reporting, detailed processing and postage cost, and SLA & production details.
- Hosted document archive and web presentment options.
- Full Service USPS Postal Unit (DMU).
- Utilization of "best-in-class" industry software: OpenText Exstream Dialogue, to compose and develop applications for print and electronic solutions.
- Expandable processing/mailing capacity to ensure SLA's are always met or exceeded.
- Experienced, professional programming, implementation and account management team.
- Financially secure company that extensively invests in technology, infrastructure, security, quality, equipment and new services and solutions each and every year.

Matrix has and continues to invest in creating online applications that help you manage your business with us as well as the communications with your customers. With these tools, you can monitor production, gather statistics, create dynamic and personal messages on documents, manage inserts, create and submit dynamic letters, file review and approve and track both outgoing and reply mail. Below is a brief description of our online applications.

 <u>DPAuto Customer Portal</u> provides 24/7 file downloading, CASS and NCOA, variable messaging on individually selected documents and inserts, online document proofing prior to printing, online ability to make last minute changes before printing, real time job tracking to monitor your project throughout the entire process, detailed reporting, address updates/corrections reports from CASS and NCOA, including postage costs by job upon job completion, weekly and monthly summary reports, and mail tracking of your project from departure to delivery.

- <u>DPSearch & View:</u> This feature is a fully-hosted web application that electronically stores exact replicas of your statements. This provides you the ability to search, view or print a document exactly as it appears to your customers, online 24/7.
- <u>DPView and Approve</u>: This online tool provides the ability to view and approve your proofs, or hold entire jobs for reviewing individual documents. This allows for your ability to set specific jobs on hold and perform business validation at the document level.
- <u>DPMessage Manager</u>: This online tool gives you the ability to add or change messaging on your bill quickly before production begins, search existing messages, or create new messages by state, zip code, or user defined data fields.
- DPJobTrax: This online feature gives you the ability to track your project throughout the production process.
- <u>DPMailTrax</u>: This online tool gives you the ability to track your inbound/outbound mail throughout the USPS postal system up to the point of delivery.
- <u>DPeBill</u>: This service provides personalized html based graphic email delivery, 24/7 viewing and access, directs bill-payer to your EBPP Website, click-through & bounce-back reporting – 24/7 access to back-end reporting on any user-defined fields.

Matrix Locati	ions and Contact Information	
Southwest Production: (DMU)	1122 W. Bethel Rd., Suite 100	
	Coppell, TX 75019	
	(800) 876-5015 - Phone	
	(972) 462-5428 - Fax	_
East Coast Production Facilities: (DMU)	6341 Inducon Dr. E.	
	Sanborn, NY 14132	_
	95 Monocacy Blvd.	-
	Frederick, MD 21701	
West Coast Production: (DMU)	2930 Ramona Ave., Suite 100	
	Sacramento, CA 95826	
Primary Point of Contact:	Colin Dentino, MBA	
	(585) 409-3993	
	cdentino@matriximaging.com	

STAFF PROFILES

Curtis Nelson, SVP – Operations

Curtis Nelson's 30+ year tenure in the billing industry with Matrix includes a special focus on electronic bill presentment and payment systems. "I always try to employ a creative, strategic leadership approach, combined with a strong technical knowledge and continuous education, but our success ultimately depends on a very simple focus: always do what is right for the customer." Managing operations for Matrix, Curtis also focuses in procedural analysis and systems project execution, SAS70, other IT Control Objectives as well as Payment Card Industry standards and guidelines. (PCI, NACHA, etc.)

Tony Yeverino, Production Manager

Tony currently manages the overall Production Operations at Matrix. In his 22+ year tenure with Matrix, he has managed several aspects of the production environment. He is well-versed in the operation, servicing and production scheduling & planning for many types of Digital Imaging, inserting and other ancillary equipment environments. (Including, Xerox, OCE Canon, Ricoh, MBO, Bell & Howell, Pitney Bowes, Document Data Solutions, and more). Tony was a critical team member as Matrix deployed its Automated Document Factory back in 2001. During a time when many operations had not yet begun to investigate ADF technology, Tony was helping Matrix implement this best-in-class technology.

Brian Ray, CIO - Management Information and Technology Solutions

Brian has spent over 16 years managing transactional document production with Xerox. This tenure includes an extensive background in providing technology solutions supporting off-site outsourcing agreements. Brian is a Texas Tech graduate with a BS in Electrical Engineering and has worked several different Information Technology assignments with Xerox before moving into a management role in 2002. In addition to working as an IT design architect with application design, networking, programming and billing - Brian eventually worked his way into a full-time Solution Architect with Xerox. Brian has spent most of the last 15 years improving overall workflow and creating technology efficiencies – including architecting the migration of the people, processes and equipment for one of Xerox's largest banking customers. Brian was the 1999 recipient of the Xerox National Champion of Customer Satisfaction award and in 2004, earned his Lean Six Sigma Greenbelt. Brian joined Matrix in 2013 and has put his talents to use improving on our, already strong processing and production systems.

Gina Randall, Project Implementation Manager

Gina oversees major project implementations and manages Matrix account relationships for over 18 years. Her dedication and hard work includes detailing project specifications, facilitating communication with various internal and external teams, analyzing client data/statistics and providing client education and training. Gina's vast experience and can-do attitude are valuable assets in meeting and exceeding client expectations.

Rachel Alanis, Client Services Manager

Rachel's offers several years of experience as an Account Manager and has served our clients with Matrix for over 13 years. Her dedication and hard work not only ensure that her client's questions are answered, but she also maintains a strong relationship with each and every one of her contacts. She encourages open communication and always goes the extra mile to take care of her clients. Rachel is a graduate of Texas A&M University.

PROJECT IMPLEMENTATION PLAN

The general scope associated with any new project is estimated at twelve (12) weeks understanding that all requested items are returned to Matrix in the timeframe stated. If provided with PDF input, the implementation time frame is significantly less. Any changes to the Project Schedule will be documented and updated on your plan and provided to all parties involved.

In order to begin your implementation, the following items will be required:

- Test Data File
- Data Layout
- Client Logo
- New Client Checklist
- NCOA-Link documentation
- Mockup (if applicable)

Your Project Manager will provide you with all documentation necessary to begin development and is able to assist you with any questions you may have from the items listed above. After the completion of the initial development, you will receive samples from Matrix. You and your Project Manager will complete a series of correction and revisions as deemed necessary in order to create your desired new statement design. Once the design of the statement is complete, you will be asked to perform a Parallel Test.

For each project implemented by Matrix, you will be assigned a dedicated Account Manager to facilitate all client communication and funnel all questions or concerns. Your Account Manager will represent Matrix and will be equipped with the necessary information to complete the project. In turn, we ask that one point of contact be established at the client level to facilitate client changes, revisions and final approval for the application to be built. Although various components of the project may be assigned to specific individuals on your team, it is ultimately the main point of contact that the Account Manager will consult regarding format changes and final decisions that may arise while the project is in production. Each project is also assigned a Matrix developer. This person is responsible for the data programming associated with your application including data mapping and bill design. The Project Manager and Developer work closely to produce your final product. The developer is the person that will be a technical resource for the development of your application in the event data specific questions arise.

It is imperative that all items be received and returned in a quick and efficient manner. Failure to return items as requested may result in a delayed live date. Your project cannot begin until a test data file, data layout and checklist are received. Your project completion date will be assessed once all components are returned and submitted for scheduling. A conference call may be needed within two weeks of project submission in order to answer questions regarding your data set by the assigned development programmer. In most cases, an initial sample of the project can be expected within two to three weeks from project submission. Again, this date is subject to change and will be defined on your project plan from the point of receipt of requested items.

There may be components of your project that will need to be assessed outside of printing and mail delivery. If this is the case, this project will receive its own timeline and requirements in order to obtain the desired product.

As with any new change, you may see a need to alter the initial sample as presented by Matrix. Your Project Manager will provide you with a Corrections and Revisions Form in order to alter the initial sample. This form is necessary to obtain your final desired project. Your preference may be to increase the font of one section or add your website and office hours. In any case, be sure to clearly define your requested revisions to your PM and on the correction and revisions form. We understand that it may be necessary to complete a series of corrections and revisions. As a general rule, we anticipate a maximum of three rounds of corrections and revisions.

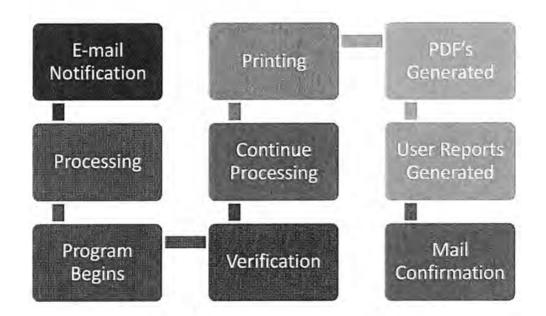
PROJECT TIMELINE

Project Plan	Phase 1 – Project Overview and Scope Defined – Three (3) Weeks
	 Schedule a project kick-off session with your team. Identify client stakeholders involved and confirm overall project scope. Review selected documents components and process. Identify any future changes/recommendations if applicable. Review project input checklist (format, fonts, color, messaging, graphing, etc.). Following kickoff, build the project schedule and review and gain agreement on project calendar and due dates with key stakeholders. Weekly, documented updates will be provided by the Matrix Project Manager assigned to the implementation. These updates will detail the progress made each week as well as review the responsibilities and accountability of each stakeholder. Updates will also identify any potential risks to project completion.
Project Development	 Phase 2 – Application Development – Six (6) Weeks Working collaboratively with your team, create/review layouts, present, refine, and gain final approval (sign-off) regarding offset materials if applicable. Working collaboratively with you, design technical specs, map/code test data, and gain final approval on data map. Included in this segment – scan line testing and preliminary approval of lock box processor.
Project Execution	 Phase 3 – We will work together to finalize the project. The estimated time is three (3) weeks. Custom stock ordered and received if applicable. Postage deposit received or verified with USPS. Matrix requires a 2-month postage deposit and will reconcile the postage each month on the monthly statement for services and postage rendered. Actual postage will apply. Create "live samples", present, and gain approval. Lock box approves remit samples. Schedule parallel production and confirm cycle schedule with you. Train client contact(s) on DPAuto – your online dashboard for process management, available 24/7 from any internet-connected computer. Includes FTP Process, Archive, Job Tracking, Proofing and Custom Message Management.
Project LIVE	Final Phase – LIVE Production Run

PRODUCTION PROCESS OUTLINE

All programs implemented by Matrix have been automated to the fullest extent possible. Upon the receipt of your data, the following process will automatically begin:

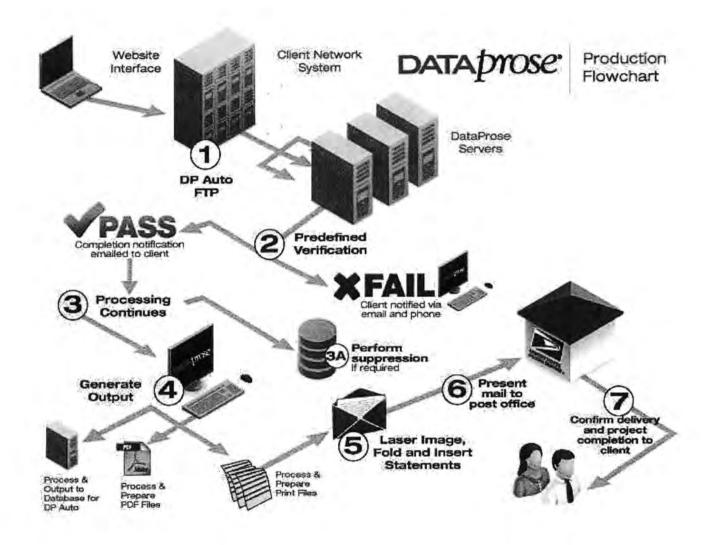
- ✓ An email notification will be sent to key Matrix individuals responsible for your application.
- ✓ Your data file(s) will be transmitted to the appropriate location for processing.
- ✓ The program will begin.
- ✓ We will perform predefined verification steps (Developed application by application)
- ✓ Once your files have been automatically verified for accuracy, the processing will continue.
- ✓ Print files will be prepared.
- ✓ PDF files will be generated.
- ✓ Electronic data will be downloaded for presentation on the internet.
- ✓ Upon completion of the processing, you will be emailed a processing report (usually within 4 hours of receiving your files)
- ✓ And at the time your bills have been delivered to the USPS, you will receive a 2nd confirmation of delivery (Usually within 4 hours of mail delivery)



It is only out of our continually changing efforts to meet our client needs that we have purposely added several manual steps for verification in order to ensure that the proper attention is given to the accurate and current insert and insert weight verification and processing verification.



MATRIX PRODUCTION FLOW CHART





DPAUTO - YOUR SECURE CUSTOMER PORTAL 24/7

DPAuto – Job Processing at your finger tips! DPAuto is our 24/7 printing and mailing Secure Customer Portal service. You send your data files to the Matrix Secure DPAuto Internet site. The billing documents are printed, inserted, and mailed within one business day of receiving your data or same day if specified. DPAuto provides a full menu of processing tracking, cost and CASS/NCOA reports. In addition, you may proof documents and add messages to your documents through DPAuto.

Secure Access:

Our clients are provided a safe and secure login to access our DPAuto Customer Portal.

@ DPAUTO	0	
	Sign in to your account	
	User Name	
	Password	
	Remember me? Log an Forgot your password?	
	cot an	
	Powered By DATA Prose 0 2017 DataProse, LLC.	

Inside DPAuto Client Portal:

Our client portal is very user friendly and contains help information throughout the site. Simply click on the process selection needed for your project needs.

OPAUTO - Sample Client			Account Manager at 972-462-54	00
Eil Messeges	A	() Upload	Q Search & ViewBill	
	DP eBd			

1

Secure FTP

Get the convenience of your favorite web browser and the security of FTP. It's a simple and secure way to deliver your valuable billing data to our servers.

ODPAUTO - Sa	mple Client			🕿 Account Manag	er at 972-462-5400
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DPAUTO JOB TRAX

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DP EBILL

Example 1

Job 125449EA47, in this example 29% of the recipients received their email. 71% did not receive their email.

- Exceptions with email delivery.
- Action is necessary to deliver emails with exceptions.

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Example 2

Job 125961EA24, in this example 100% in blue but no send date. These emails are loaded and waiting to be sent. Jobs begin sending at 10:00 pm Central time.

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0 125449EA27	DP-EB#			May 27 2021	May 27 2021	7	29% /1%	0%	0% 2
0 125449EA20	DP-EBI			May 20 2021.	May 20 2021	3	100%	33%	33% Q
0 124945EB12	DP-EBM			May 17 2021	May 17 2021	3	100%	33%	33% Q
0 124945EA17	DP-EBW			May 17 2021	May 17 2021	3	100%	33%	67% Q
0 124945EA12	DP-EEM			May 14 2021	May 14 2621	3	100%	67%	67% Q
Q 124945EB10	DP-EBI			May 12 2021	May 12 2021	3	and the state of the state of	0%	33% Q
Search Shittlember	Henne	a seriation	1.4	that fight date	Second Sand Cat	Same	Search Gelvine	Teach-	Search

DPAUTO MESSAGE MANAGER

Manage your statement messaging:

The Message Manager tool is found inside the DPAuto Client Portal. It allows Matrix customers to create ad hoc messages that will appear in a message field on the bill itself. Customers can determine if messages appear in a complete bill cycle group or a subset of the bill cycle group. The typical size of the message can be up to 500 characters. Matrix Account Managers assist our customers at no cost regarding the graphic requirements for bill messaging.

DPA	UTO - Sample Cli	ient		2	Account Manager at	972-462-5400
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Bill Mess	ages					
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COMPREHENSIVE REPORTING

Matrix provides a wide range and types of reporting for client reconciliation for each job/project submitted for production as you can see under the Reports area in this screenshot.

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	103550	RATI		Re	jular Statements			1731	Sep 11 2017 1	0.12AM	180%		Sep 12	2017 02	48PM	
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The most important report that most easily details the breakdown of records received and processed is the "DPSYS Report". This report is presented in a PDF format and is available immediately after processing is complete. SEE DPSYS report sample following this page. Although the DPSYS report and MU Output Summary Report are the only reports that have been included in the RFP response, there are many others available after processing that provide additional detail.

- DP MailTrax Progress Report
- DPSYS Report PDF
- MU Output Summary Report PDF (Move Update)
- MU Output Report DAT (Move Update)
- MU Summary PDF
- Client Reports TXT (invalid address report)

DPAUTO REPORT SAMPLES

DP MailTrax Progress Report:

DP MailTrax is our mail tracking service that utilizes USPS IMB barcode scans to track mail through the USPS system. This allows your personnel to know the status of each document/piece in the mail stream. Matrix offers tracking on both incoming (Origin) and outgoing (Destination) mail. DP MailTrax leverages the USPS IMb Tracing solution which provides clients with near real-time tracking information about your First-Class Mail[®]. This tracking is performed by retaining all scanning information as it is performed by the USPS and retained by Matrix. You can have visibility to the location of any document, as well as the return payments, which we believe is helpful during customer service interactions.

						E	icel CSV
how 10	• entre	5			Search within res	suits:	
	Bill Cate	Account Number	Address Line 1	Address Line 2	Address Line 3	Anticipated Delivery Date	Delivery Status
	10/3/2018	07-2761-14	CRYSTALINA STOKES	CRYSTALINA STOKES	2049 BURGER ST	10/9/2018	Delivered
	103/2018	07-5137-11	BIKOLE MULANDA	BIKOLE MULANDA	4317 CONGRESS	10/9/2018	Deheed
	103/2018	11-2152-12	TATUMBOWDEN	TATUM BOWDEN	1518 WESTMORELAND ST	109/2018	Delvered
	103/2018	13-2530-12	JENNIFER KAYS	JENNIFER KAYS	951 N LA SALLE DR	109/2018	Delivered
	103/2018	15-0973-04	MARIANA R RODRIGUEZ	MARIANA RRODRIGUEZ	1542 CLINTON ST	109/2018	Delvezd
	103/2018	17-0118-01	KARON BAIRD	KARDN BAIRD	1341 LILLIUS ST	109/2018	Delivered
002	103/2018	17-3049-15	MARIELA ARREOLA	MARIELAARREOLA	736 CLINTON ST	10/5/2018	Delivered
	10/3/2018	19-2365-02	CONNESELLS	CONNIE SELLS	310 N SAN JOSE DR	10/9/2018	Delve ed
Delivery				En Route		-	
	US	PS Orgin Scan		En Route andary, October dis, 2010 211.43 FM			24
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	USI Fedag Oda 10/3/2018	PS Orgin Scan	Sale CARON L GILLIAM	nday, October 66, 2018 2:1143 FM	Sunday, Octob		
	USI Fedag Oda 10/3/2018	PS Origin Scan for 41, 2013 812-19 FM 23-2751-01	Sale CARON L GILLIAM	nday, October 66, 2018 2:1143 FM	Sunday, Octob		a Incomplet
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2 ● ⊉ Deilvery	US Fedar, Odo 10/3/2018 Progress as USI Fiscar, Odo	PS Origin Scan 23-2761-01 of 10/8/2018 4:49:00 / PS Origin Scan corr 0, 2018 5:225 FM	Sat CARON L GILLIAM PM Sat DEAN PITTMAN	CARON L GILLIAM CARON L GILLIAM En Route Fang, October 35, 2019 3 4/8-42 /84	Sunday, Octob 7021 SEYMOUR HWY	e 27, 2016 1.5958 A	Incomplet

DPSYS Report Sample:

PROCESSING DESCRIPTION REPORT 2/13/20 11:16 ------ARC Client: Sample City File Processed: reg Statement 20021394728.txt Project Description: Statements Project #: 117265CA13 -----Mailing Group | # of Bills | # of Impressions | Postage -----2541 2554 \$988.80 A (1 ounce) \$7.15 43 83 B (2 ounce) 11 C (8 to 99 pages) \$0.00 4 D (100 to 499 pages) 0 0 | \$0.00 0 \$0.00 E (500+ pages) 0 \$0.00 I (International) 0 1 X (Hold Bill\Invalid) 0 (Bills Suppressed) 688 - 688 \$0.00 0 - 1 ----+ -----*********** TOTALS 2556 2680 \$995.95 1.1 -------------INSERT SUMMARY _____ # of Inserts Insert Description Weight ---------------0.13 BRE 1500 Recycling 0.16 2556 0.06 Taking Care 2556 ---------TOTAL INSERTS T. 6612 ADDITIONAL INFORMATION _____ Records Expected | Records Processed | Pieces Processed | Pieces Printed ------............... -+-----3361 3361 3244 2556 _____ -----Total Flow Pages In Output = 0 *********WARNING - EXPECTED RECORDS DOES NOT EQUAL RECORDS PROCESSED******** Expected Bill Date - 02/13/2020 Actual Bill Date - 02/13/2020 _____ \$456,950.01 \$451,213.72 \$461,724.42 Total Current Charges of Records Processed 1 Total Amount Due of Records Processed Total Amount Due of Records Processed (No Credits) \$461, 2020 March 9, 2020 Due Date (From Source Data File) PLCI013120RI86122 SIMPLEX 3361 2553 42 78 0 0 0 0 688

MOVE UPDATE Summary Output Report Sample:

This report displays the original address from your data files and the new updated address after the Move Updates were performed.

	ient: Sample City	Client/	Page - 1 of App Code:
Date / Time Proces	tion: Statements ised: 10/19/17 11:38		Project #
States in the second	nation (Changed From)	Updated Address I	nformation (Changed To)
1 - <u>Acctit - 01-0001-01</u> JOHN Q SAMPLE	Effective Date - 201708	Move Type - F	Match Fing + A
500 MAIN STREET SAMPLE TX 70000	USPS Barcode Carrier Route:	JOHN Q SAMPLE 1234 2nd STREET SAMPLE TX 70000	USPS Barcode Carrier Route:
2 - Acct# - 02-0002-02	Effective Date - 201609	Move Type - I	Match Fing - A
JANE O SAMPLE	USPS Barcode	JANE Q SAMPLE	USPS Barcode
SAMPLE TX 70000	Carrier Route:	4321 MAIN STREET SAMPLE TX 70000	Carrier Route:

AUTOMATED DOCUMENT FACTORY / INSERTING INTEGRITY

Matrix utilizes a camera verification system to track and verify document specific data to ensure the integrity of each mail piece. The camera captures images of the mail pieces (address window) as they travel through the inserting process in a predefined sequence. The images are transmitted to our system and OCR software reads the barcodes to spot any breaks in the sequence or document specific information.

The information that we check and verify includes:

- Envelope Id
- Print Id
- First Page Indicator
- Envelope Sequence Id
- Component Id
- Job Id
- Address Type Id
- Client Id
- Custom Stock

JOHN Q SAMPLE 12345 SAMPLE STREET ANYTOWN US 55759-1234

Maximizing your Postage Savings

Preprocessing to Maximize Postage Savings

To ensure the highest postage discounts while guaranteeing the accuracy of the addresses and zip codes supplied by you, Matrix will:

- Utilize our software to verify valid addresses from the client's data
- · Create a data stream for documents with missing zip codes or bad addresses
- Sort data into mail streams required by the USPS for postage discounts.
- Add and verify Zip+4 Post-Net barcode to all addresses to aid presorting, if necessary
- Matrix requires a 2-month postage deposit and will reconcile the postage each month on the monthly statement for services and postage rendered. Actual postage will apply.

....

QUALITY ASSURANCE / GUARANTEED PERFORMANCE

The success of an alliance with Matrix would be based on a consistent level of excellence in ongoing service dependability. Equally important is the assurance of long-term excellence in customer service responsiveness, problem solving, and solutions.

Matrix has in place measures to ensure:

- Quality control
- Availability and uninterrupted workflow
- On-time delivery
- Pricing and contract adherence
- Corporate identity and specification adherence
- Strict data security and confidentiality
- Customer service responsiveness
- Accurate and verifiable billing and cost allocation
- Accurate history and usage reports

After-hours Support and Escalation

Matrix after-hours support guarantee defined below:



Standard Production Requests:	Urgent Production Requests:	After-Hours Production Requests:
Contact your assigned Account Manager	Email – DPList-FirstResponseTeam@ matriximaging.com	Email – DPList-FirstResponseTeam@ matriximaging.com
Escalation Contact –	Phone - 972.462.5411	Phone - 972.462.5411
Client Relations Manager 972.462.5405	Escalation Contact – Client Relations Manager 972.462.5405	IF NO RESPONSE IN 30 MINS, Call After-Hours HOTLINE 888.856,3185



SOC 2 Type 2

Under our SOC 2 Type 2 Compliance, all processes are certified compliant and annually audited.

MATRIX QUALITY CONTROL PROCESS OVERVIEW

Quality is at the forefront of the Matrix business model. Matrix will provide quarterly, bi-annual or annual account reviews depending on the client's business needs, which allow Matrix to gauge the satisfaction level of our customers. A typical meeting will address any processing issues and establish planning for product enhancements, document changes or quality control procedures. In addition, we expect open communication and encourage our clients to keep regular contact. Ultimately, the measure of value is left to our customers. With the extremely high contract renewal rate that Matrix has sustained, we have confirmed that our services add value to our clients and are high quality.

Matrix feels the key to a successful vendor customer relationship is matching resources. Having key resources in place that understands the client and their business needs will ensure continued success. Matrix will match resources at the operational level for daily activity, as well as at the executive level for primary decision-making, strategy and key development tasks.

Our ADF (Automated Document Factory) utilizes a Problem Fault Management system called ITSM (IR "Incident Report" System). Each problem, or IR, is tracked as a ticket using an internal computer program. Tickets are entered, updated and closed within this system, allowing users to trace the IR from the reporting of the problem to its closure. Clients are given ticket information, including the ticket number, so that they can call their Account Manager for information regarding a ticket's status.

Matrix's mindset of "zero defects" is the high standard to which Matrix holds itself. The zero defects philosophy encourages everyone to accept no mistakes, delays or rework as a business practice, but rather to learn from the mistakes, set an obtainable goal, develop a plan to reach that goal, and then raise the goal. As employees utilize their quality training, the results have proven to be beneficial to both the employee and more importantly - to the customer. At our Production Centers, quality issues are tracked on a weekly basis and evaluated by management.

Matrix has constructed the Production Centers to have key checkpoints throughout the facilities where each job is scanned, and the data is automatically integrated into a database that is available to our customers 24/7. Automated Document Factory (ADF) has been installed and is an internal platform that provides the ability to track mail to the piece level versus job level, presenting greater quality and mail piece integrity for our clients. ADF provides an enhanced level of tracking for documents and related materials for our customers, improving the quality of products produced and operational efficiencies.

Matrix also employs both manual and automated checks to facilitate our total quality management as well. First there are several manual checks where a print operator may stop and review the output for errors, streaks, alignment, etc. The insert operators also pause production to review output like checking for sealed envelopes. We use in-house engineers to do regular machine maintenance. We also employ software and hardware audits to ensure quality. For example, there is software running on each inserter that tracks the total number of documents in addition to cameras scanning the documents as they process. It's this combination of human, machine and software, each auditing each other, that provides the highest quality.

Along with manual and automated cross checks by production managers and supervisors, our facilities utilize a report known as the "JOBS IN PROGRESS" report. This production related report allows management a physical check-off for all jobs residing within our production centers and aids in maintaining our high-quality standards.

Matrix also utilizes a unique feature known as "storyboards", which follows each and every job throughout the facility and is a physical reporting tool used to ensure quality processing for all customers. The storyboard contains specific information related to the job such as SLAs, time stamps, quantities, materials, visual references for production personnel, and customer information. During each phase of the job, it is scanned into the database and the personnel or operator is required to initial the physical storyboard.

In summary, the zero defects philosophy encourages everyone to accept no mistakes, delays, or rework as a business practice, but rather to learn from the mistakes, set an obtainable goal, develop a plan to reach that goal

and then raise the goal. As employees utilize their quality training, the results have proven to be beneficial to both the employee and more importantly - to the customer.

CONFIDENTIALITY & SECURITY

It is the policy of Matrix to ensure the privacy and security of our client's data. Destruction/disposal of client data shall be carried out in accordance with federal and state law and as defined in the organizational retention policy. The schedule for destruction/disposal shall be suspended for records involved in any open investigation, audit, or litigation.

In order to protect all client data from an unauthorized access, Matrix systems are secured at many levels, including 128bit SSL encryption from multiple firewalls, physical and logical segregation of processing systems. Rights and roles are closely managed and monitored to ensure only those people and systems requiring access are granted access.

Finally, Matrix has automated systems pruning non-essential data to ensure data that is not required, is not retained. Furthermore, the Matrix production facilities are card-key access controlled, 100% monitored by camera systems. Matrix off-site data centers are controlled in a similar manner with the added protection of biometric scanning access. Matrix's sophisticated piece level processing and tracking systems (Automated Document Factory- ADF) is our internal platform that provides the ability to track mail to the piece level versus job level, presenting greater quality and mail piece integrity for our clients. Every page of every bill or document is "fingerprinted" with sequencing numbers and characters (piece IDs embedded in our 2D symbology), which allows 100% integrity of every mail piece. The production centers have key checkpoints throughout the facility where each job is scanned, and the data is automatically integrated into a database and web application (DP JobTrax) that is available to our customers 24/7. Manual and automated cross checks are deployed throughout the facility and process and production employees receive monthly bonuses for zero defects. It is this combination of human, machine and software, each auditing each other, that provides the highest quality.

MATRIX SFI / RECYCLED PAPER INITIATIVE

Matrix utilizes non-toxic, vegetable-based inks for any pieces that need to be printed offset instead of digitally. As technology has evolved, Matrix has moved from laser print to inkjet for most of our statement output. This includes our Ricoh Pro vc60000 and our new iX-Series printer. Digital inkjet printing technology is a prime example of a printing method that will support a reduction of environmental contamination.

Matrix offers a wide selection of eco-friendly paper options. All Matrix paper suppliers are certified as SFI (Sustainable Forest Initiative) providers and are recyclable. The SFI logo can be found on all Matrix standard-stock envelopes. Matrix has been a longtime supporter of American Forests. Our annual support continues to enhance their reforestation efforts.

Matrix uses Domtar Vivid Jet as the paper type for all our billing statements. Below are some of the key environmental characteristics for this paper.

- Forest Stewardship Council® (FSC®) certified Member of Domtar EarthChoice® family of products
 - SFI® Certified Sourcing Made with Elemental Chlorine Free (ECF) virgin fiber content
 - Manufactured under alkaline (acid-free) conditions for increased longevity and performance

DATA SECURITY & BUSINESS CONTINUITY PLAN

1. Business Continuity Planning Strategy

Business Continuity Planning (BCP) aims to prevent or minimize damage from disruptions in operations. Matrix Business Continuity Plans are intended to:

- · Prevent a minor incident from becoming a major issue
- · Clearly outline roles and responsibilities
- · Minimize loss of data and revenue
- · Protect the Matrix reputation
- · Satisfy the Matrix obligations to its employees, customers, and community
- · Comply with applicable laws and regulations
- 2. Matrix Business Continuity Policy

It is the policy of Matrix that plans are developed and maintained to ensure adequate continuity in the event of a disaster. Matrix business continuity plans are designed to protect the interest of our customers, and employees.

3. Assumptions

Not all incidents or events will lead to a disaster declaration. The declaration of a disaster will be reserved for major system and/or infrastructure failures (network, facility, or computer hardware/software) where initiation of BCP recovery procedures is required.

BCP Plans and recovery procedures are developed around a single disaster or event impacting the Matrix business-critical functions.

Alternate sites/vendors/resources will be available to Matrix at the time of need.

Qualified personnel in sufficient quantities are available to perform recovery activities.

Organizations external to Matrix, such as vendors and government agencies will be reasonably cooperative during the recovery period.

4. Recovery Sites

Our Matrix business continuity strategy integrates alternate Matrix facilities and 3rd Party Alternate Work Site Agreements.

5. Recovery Strategy

Recovery facilities are stand-alone production facilities encompassing statement production, warehousing and administrative departments. All plans are developed so that work can be moved from facility to facility and in this way, serve to back one another up.

Business Continuity Plans are consistent with the following steps:

Declaration:

Matrix will communicate to all customers that a disaster has been declared and that Matrix is operating in disaster recovery mode.

Matrix will be responsible for vendor notification - obtaining additional forms and materials for transport to the alternate processing facilities.

All statements from the impacted facility will be transferred and processed through one of the alternate processing facilities where printing, inserting, and mailing functions will take place.

Data Transmission:

Upon a disaster declaration by Matrix, customers will not need to make any change to their statement file transmission method. Customers with dedicated circuits would have to provide statement data via tape or over the internet. (Matrix will provide assistance to those customers wishing to use the internet to ensure connectivity).

Printing:

Printing will be performed by the alternate processing facilities or the third-party print and mail vendor.

Matrix will attempt to use all available custom forms; however, we may elect to use plain white forms without logos to ensure mail is processed in as timely a manner as possible.

Matrix will make every attempt in a disaster to print utilizing the same type/model of printers as used in non-disaster situations but may elect not to provide highlight color or full business color as an option.

Inserting:

Inserting will be performed by the alternate processing facilities or the third-party print and mail vendor.

Custom inserts will not be included as part of the inserting process. Dynamically created inserts can be included. The decision to include/not to include inserts will be reviewed as the resumption process continues.

Matrix will continue to handle and be responsible for special handling needs - processing holds, etc.

Generic carrier and remit envelopes will be used at the onset of the disaster declaration. The decision to include/not to include custom carrier and remit envelopes will be reviewed as the resumption process continues.

Zip Sorting:

Matrix will continue to process mail pieces in zip code order for presentment to the USPS to ensure the best Postal rate is achieved.

Matrix will provide a report of volume for work processed each day.

Production Services:

Matrix will continue to perform job reconciliation and postage payment functions. Matrix will continue to perform reprint capabilities.

Warehousing:

All incoming, receiving, and warehousing functions will be performed by the alternate processing facilities or the third-party print and mail vendor.

6. Client Communications

As part of a comprehensive communications plan that outlines the management, escalation and communication processes during a disaster situation, the facility general manager will coordinate communications to its internal customers. Working together and in accordance with the overall business continuity plans, communications will share information and/or impacts with clients as timely as is possible.

REFERENCES

NAME:	City of Fort Worth			
ADDRESS:	200 Texas St.			
CITY, STATE, ZIP:	Fort Worth, TX 76102			
CONTACT PERSON:	Charmaine Baylor			
TELEPHONE:	817-392-6629			
E-MAIL:	Charmaine.baylor@fortworttexas.gov			
NAME:	City of Plano			
ADDRESS:	1520 K Ave.			
CITY, STATE, ZIP:	Plano, TX 75074			
CONTACT PERSON:	Stephanie Foster			
TELEPHONE:	972-941-5167			
E-MAIL:	stephani@plano.gov			
NAME:	Hawaiian Telcom			
ADDRESS:	1177 Bishop St.			
CITY, STATE, ZIP:	Honolulu, HI 96813			
CONTACT PERSON:	Jeff Sharkey			
TELEPHONE:	808-372-4866			
E-MAIL:	jeffrey.sharkey@hawaiiantel.com			

MATRIX

PRICING

*Pricing Does Not Include Applicable Sales Tax

Pricing is estimated and not final.

Statement Container	\$0.162	Each
Includes:	1. 104-4-	
- Data Processing		
 8.5 x 11" Paper with Perforated Payment Coupon 		
 Full color CYMK Imaging Front / Black Back 		
- #10 Window Envelope		
- #9 Window Return Envelope		
 Fold, Insert, Presort, and Deliver to USPS 		
Estimated Postage - Based on a 1-3 ounce piece and the lowest possible 5-digit zip code rate. Actual postage will apply as determined by the USPS.	\$0.542	Each

BEYOND BILLING: COMPREHENSIVE PRINT AND MAIL SOLUTIONS

Matrix isn't just for billing—we handle a full range of print and mail jobs to keep your communication seamless and efficient. Whether it's critical notices, engaging newsletters, or high-volume tax cycle mailings, our secure and scalable solutions ensure timely and accurate delivery. From regulatory compliance to marketing outreach, we provide end-to-end printing and mailing services tailored to your needs. With advanced automation, variable data printing, and postal optimization, Matrix helps you streamline operations while reducing costs. No matter the document type, we make sure your message gets where it needs to go, on time and hassle-free.

Types of Print & Mail Projects We Handle:

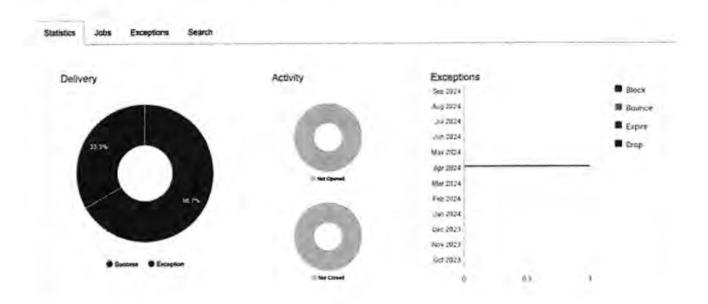
- Billing Statements & Invoices
- Regulatory & Compliance Notices
- Tax Cycle Mailings [e.g. Property and School Tax Notices]
- Customer Notices & Letters
- Newsletters & Informational Mailings
- Marketing Mail (Postcards, Promotions, Special Offers)
- Personalized Direct Mail Campaigns
- Renewal & Reminder Notices
- Election & Government Mailings
- Custom Print Solutions Tailored to Your Needs

With Matrix, you get a trusted partner for all your print and mail needs, ensuring accuracy, compliance, and efficiency at every step.

MATRIX

DP E-BILL - ELECTRONIC DELIVERY

Matrix provides several different electronic delivery products. This document describes the Matrix email delivery. This document does not include any Electronic Bill Presentment/Payment (EBPP) functionality. The email itself is delivered in html format and can be customized to include graphical content and variable data. This core product is intended to be one email template per application, but multiple templates may be set up at the fee structure defined below. There is a robust reporting module in support of all documents delivered electronically. This reporting includes information such as, when the documents are delivered, which email messages were returned as undeliverable, which email documents were opened, and more.



PRODUCT FEATURES

DP-eBill – Email delivery with a link back to the original bill-payer invoice. This link and the source document are stored by Matrix and is made available seamlessly to the bill-payer.

PRODUCT IMPLEMENTATION TIMING

Standard implementation time for one email template into our normal process is 2-3 weeks. Each additional email template can be added in the same 2-3-week time frame.

PRODUCT PRICING

Description Frequency	Fee	Frequency
Implementation - Includes one email template and initial setup.	\$300.00	One Time
Standard Email Transaction	\$0.10	Per Email

TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

DATE: April 14, 2025

AGENDA ITEM #:

7-F

SUBJECT: Outdoor Use Permit Application for Gallery Petite, 109 East Main Street

BACKGROUND:

Michelle Hamilton, owner of Gallery Petite at 109 E. Main Street, Unit 101, has applied for an Outdoor Use Permit. The purpose of these requests is to provide seating in front of the business and a sandwich sign. Proposed is a 2-seater bench and a sandwich sign.

When considering an Outdoor Use Permit, the issues are as follows:

- 1. Historic Zoning has approved the furniture/materials.
- A schematic is provided that shows the exact location of the furniture/materials. In this case the posts with chains.
- 3. Proof of liability insurance including listing the Town as <u>other insured</u> and a signed a hold harmless agreement.
- 4. Inspection of any furniture/materials by the Building Inspector to ensure that the items used are structurally sound and safe.
- Review of the specific layout of any furniture/materials sign used to ensure there is remaining adequate pedestrian access down the sidewalk including wheelchair accessibility.

Review of Request

As we as a Town are encouraging outdoor activities, businesses utilizing space for seating areas have a higher visibility not only to pedestrians "eyeing" seated patrons, but vehicles passing through our downtown. The plan has been reviewed by the Building Inspector who reported that measurements were made and there is more than adequate space for pedestrians to utilize the sidewalks including wheelchair access. The plans have gone to Historic Zoning and have received approval. We have received the Certificate of Insurance and Hold Harmless Agreement. I am working with Ms. Hamilton to provide a revision to the insurance to add Town of Jonesborough as additional insured on the policy.

The recommendation is to approve the wood/chalk board sandwich sign as well that will be located on the sidewalk with adequate space for pedestrians.

RECOMMENDATION:

Approve the Outdoor Use Permit Application for Gallery Petite for both the bench and sandwich board, as presented.

TOWN OF JONESBOROUGH

OUTDOOR USE PERMIT

APPLICATION Jane bolovan FAST MAR St. Unit 101 Physical Address Unit 1-. 828-337-2373 Telephone / Cell # <u>Michelle Hamilto JActist</u> Email Address Gmail Business Nam Owner's Name amilton TAWALLOO Describe Intended Use: 10 6 Describe equipment, structures, furnishings, etc. to be used: a small 2 St Atter Bench Photos/schematics of equipment, structures, furnishings, etc. are attached? Applicant must provide a schematic showing proposed Outdoor Use Area in relationship with building(s). Schematic must show property lines, dimensions approximate locations of equipment, structures and furnishings as well as location of poles, signs, planters, etc. Dimensions of pedestrian walkway area must also be labeled. Has a Certificate of Appropriateness from Historic Zoning Comprission been issued? V Yes No Has proof of liability insurance been provided? ? Yes Du Cooper of the To Renewable until I leave Builday Town of Jonesborough been named co-insured? Date of policy term: From 3/4/2025 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.

Michelle Hamilton Name Michelle Hamilton

3/26/25

Street Curb to Planned bench at 109 E. Main Street Unit 101

On Wednesday, 3/26/25 I was asked to measure and gather the following information.

- 1) Street Curb to the building is 19 Feet 9 &1/2 inches.
- 2) Street Curb to the existing benches on either side of this location is 17 feet 1 inch.
- Please see attached pictures.
- I have sent these pictures to Glen as well.

Thank you, Kevin R. Fair Jeun R. fair

JONESBOROUGH HISTORIC ZONING COMMISSION CERTIFICATE OF APPROPRIATENESS

Property Address 109 E Main Str	
Applicant Name: Michelle Hamilton	Phone:
Owner Name:	Phone:
Project: Approval for Wood / Chark board	sandwich sign
Project: Approval for Wood/Chark board Yellow wood border	J

In a meeting of the Jonesborough Historic Zoning Commission, held on / / , a decision was made to:

> Approve Approve with the conditions listed below

Deny the issuance of a Certificate of Appropriateness.

In reviewing the proposed project, the Commission is of the opinion that it is consistent / inconsistent with the following Standards and Guidelines of the Commission; copies of which may be attached for reference:

Subject to the following conditions:

Date:

I, the applicant, hereby certify in receiving a Certificate of Appropriateness that I have read and do understand the above referenced Standards and Guidelines of the Commission and any applicable conditions listed above.

I also understand that this Certificate automatically expires one year after it is issued.

In addition, I understand that the proposed project must comply with the ICC Code (International Code Council)0. and any other applicable ordinance and regulation within the Town of Jonesborough.

I also understand that work may not begin until a building permit is issued by the Building Inspector.

Applicant Signature:

Date:

DENIAL OF CERTIFICATE-IF APPLICABLE: The Certificate of Appropriateness has been denied for the reasons listed above. Therefore, to proceed with the project at this time would be a violation of the law. Lawful options available to the applicant are attached.

I acknowledge receipt of this document.

Applicant Signature: _____ Date: _____

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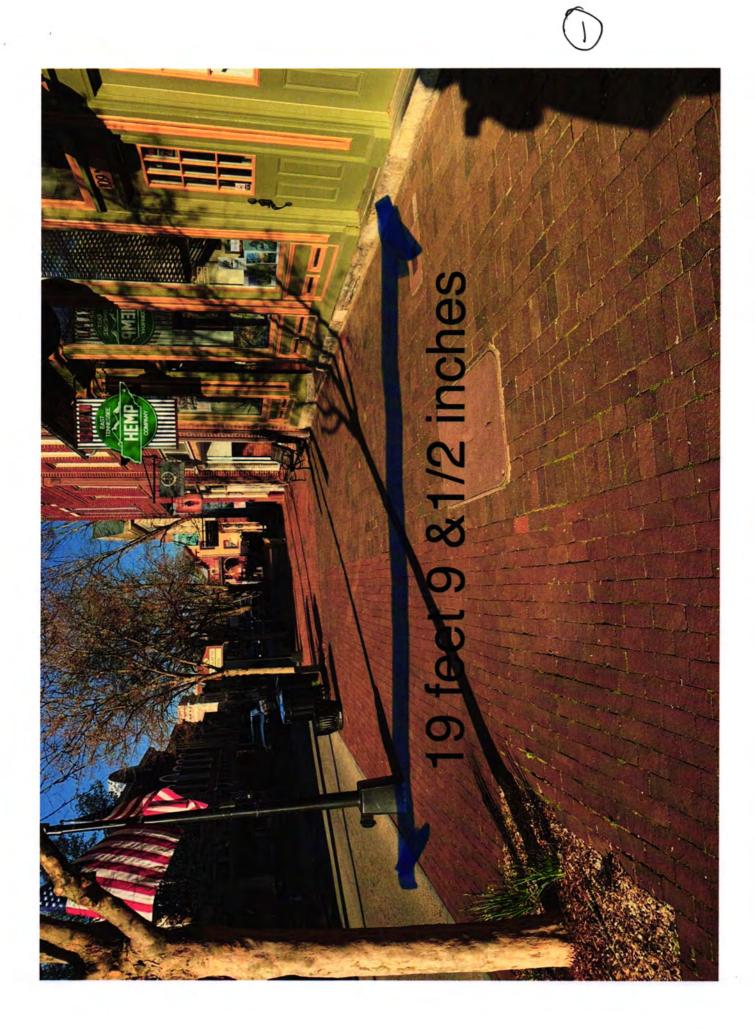
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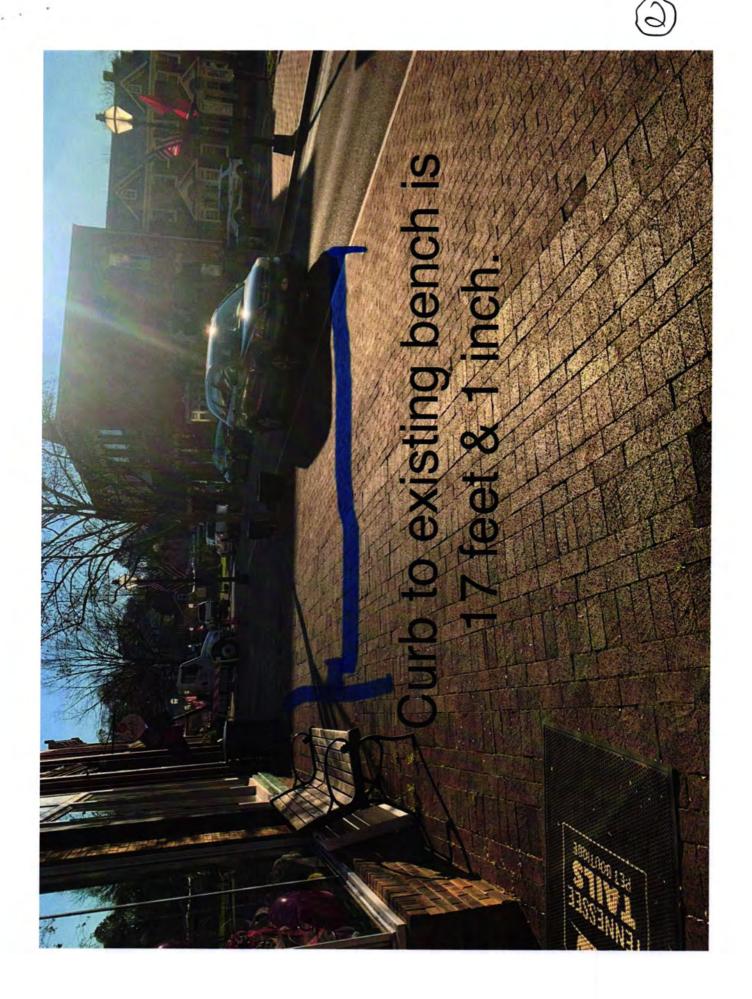
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F. S. CERTER, C. S. A. W. H. L. - C. C. S. Appl. 18, 2010.

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TOWN OF JONESBOROUGH, TENNESSEE

Outdoor Use Permit Application

Hold Harmless and Indemnity Agreement

This agreement made on the $\frac{21}{2}$ day of Mard, 20, 25, in the

City of Jonesborough, County of Washington, State of Tennessee.

The parties to the agreement are the undersigned <u>Gallery Petite</u> ___, called "indemnitor," and The Town of Organization or Sponsor)

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 indemnitor is 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:

Middle Hamilton

Printed Name:

STATE OF TENNESSEE COUNTY OF WASHINGTON

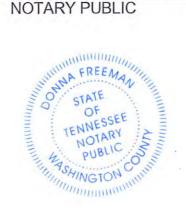
Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Michelle Hamilton, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged executing the foregoing instrument for the purposes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

WITNESS my hand and seal at office in the State and County aforesaid, this, the ∂ of March , 20 ∂ 5.

eman

My Commission Expires:

04-29-2026



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DATE (MM/DD/YYYY)

CERTIFICATE OF LIABILITY INSURANCE

4/8/2025

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Town of Jonesborough 123 Boone St Jonesborough, TN 37659				THE EXPIRATI	ON DATE TI VITH THE POLI	DESCRIBED POLICIES BE HEREOF, NOTICE WILL CY PROVISIONS.	CANCE BE D	LLED BEFORE ELIVERED IN		
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TOWN OF JONESBOROUGH OUTDOOR USE AREA PERMIT POLICY TOWN RIGHT-OF-WAY: DOWNTOWN

(May 2023)

- <u>General</u>: The Town of Jonesborough recognizes the benefit and desirability of allowing residents and visitors certain accommodations involving outdoor activities on town right-of-way in the downtown historic district. The availability of outdoor seating at restaurants, or the presence of musical performance groups on sidewalks or other Town rights-of-way can be very beneficial in increasing socialization and quality of life, or enhancing business success and economic development. Said benefits, however, cannot be achieved at the expense of proper pedestrian mobility along Jonesborough's sidewalks, ADA accessibility, and any safety concerns. The following policy establishes the guidelines in which a Jonesborough business or organization many utilize a portion of town right-of-way to enhance business activity and quality of life:
- <u>Use Permit Required</u>: A business, organization or other such entity will be required to obtain an Outdoor Use Permit to utilize a portion of town sidewalks or rights-of-way on an on-going basis to carry out a business or other such other activity along streets within the historic district that requires the regular use of town property. Permits must be approved by the Board of Mayor and Aldermen.
- <u>Permit Not Required</u>: Activities that are protected under the First Amendment, or that are short in duration and determined to not create a significant liability risk to the Town of Jonesborough are exempt from this permit process. Activities approved through the Special Event Permit process or sponsored by the Town of Jonesborough are exempt from this permit process unless on-premise consumption of alcohol is requested.
- Examples of Permitted Activities: The following activities must apply for an Outdoor Use Permit before the activity is implemented:
 - (1) Use of dining tables and chairs that are located within the town sidewalk, public property or right-of-way area that are present on a regular basis, or that are used in association with a special event of 24 hours or less on which on-premises alcohol consumption is requested.
 - (2) Placement of landscaping features including benches, larger planter structures or containers that are intended to be present for an extended period and not placed or provided by the Town.
 - (3) Use of portable signage that takes up an area of more than 6 square feet on the sidewalk or right-of-way or that is placed in a location that may create safety concerns.

Note: Outdoor Use Permit approval does not negate any sign approval requirements of the Historic Zoning Commission.

- (4) Installation of fencing, roping, or dividers of some type that limits normal sidewalk use or right-of-way access.
- (5) Placement of any equipment, furnishing or structure or device that is present regularly on a town sidewalk or right-of-way that could limit pedestrian access in the public way or create a potential safety hazard.

<u>Permit Requirements</u>: The following information must be submitted as part of the permit application, except that a request for a permit for a special event/special occasion of 24 hours or less does not have to provide dimensions and photos of furniture and equipment or a Certificate of Appropriateness from the Historic Zoning Commission.

- Name of Owner, mailing address, contact numbers, business name and outdoor use address.
- (2) Description of activity including time of intended usage or schedule.
- (3) Dimensions and photos/drawings of equipment, structures, or furnishings to be placed on sidewalk or right-of-way.
- (4) A schematic of permit boundary area with accurate dimensions of layout including distance from curb, location of signs, light poles, refuse barrels, planters, building walls, entrance steps, proposed location of equipment furnishings and similar information.
- (5) Certificate of Appropriateness or similar document indicating the approval of the Historic Zoning Commission, if applicable, for the equipment, furnishings, structures, etc. to be used in the Outdoor Use Area.
- (6) Hold Harmless Agreement: The owner/permit applicant must sign a hold harmless agreement releasing the Town of Jonesborough from any liability for accidents, injuries, sickness or illness or other such problems resulting from the intended use or placement of equipment, furnishings or structures, etc. in the area permitted.
- (7) Proof of Liability Insurance: The owner/permit applicant must provide proof of liability insurance in an amount no less than the Town's maximum exposure as determined by the Tennessee Governmental Tort Liability Act, and reviewed by the Town Attorney, with the Town of Jonesborough named as co-insured and under a policy that must be active and valid as long as the permitted activity continues.
 - Note: It is the owner's/permit holder's responsibility to keep the insurance policy active and in effect with the Town of Jonesborough named as co-insured. The owner/permit holder must notify the Town of Jonesborough immediately if the liability insurance policy is terminated or ended or in threat of being terminated or canceled.

Permit Conditions: The following conditions apply when Outdoor Use Permits are issued:

- (1) The installation of equipment, furnishings, structures, etc. must be done with no or at least acceptable damage to the sidewalk or right-of-way. Installation methods must be approved by the Building Inspector or the Director of Streets prior to implementation.
- (2) Equipment, furnishings or structures installed or placed as a result of an Outdoor Use Permit must be installed in a manner that allows them to be removed in a reasonably short period of time.
- (3) While it is the intention to allow the permit holder to use the approved area in the permit to enhance the quality of life and business on an on-going basis without negatively impacting normal pedestrian flow, the Town retains the right to require a temporary deactivation of the Outdoor Use Permit and the removal of associated equipment, furnishings, structures, etc. for special events or activities in which the area within the permit is needed for the safe or smooth operation of the event or activity.
- (4) Installation and removal of equipment, furnishings, structures, etc. shall be at the sole expense of the permit holder and not the Town of Jonesborough.
- (5) Repairs to sidewalk materials or right-of-way areas that are within the permitted boundary on town property shall be the responsibility of the permit holder, unless agreed to in writing in advance by the Town of Jonesborough.
- (6) It will be the responsibility of the permit holder to keep the permitted Outdoor Use Area clean and free of trash, paper, food, cigarettes, and other such refuse. It will also be the responsibility of the permit holder to collect and properly dispose of any refuse that may be blown or washed from the Outdoor Use Area into other public or private ways.
- (7) It shall be the responsibility of the Permit Holder to keep all equipment, furnishings, and structures, etc. placed with the Outdoor Use Area in good and safe conditions, properly painted or finished and in good working order.
- Note: The Town of Jonesborough reserves the right to notify the Permit Holder of the need to immediately repair or remove such equipment, furnishings, structures, etc. that are determined to be in disrepair or unsafe. The Town of Jonesborough also reserves the right to remove any equipment, furnishings, structures, etc. that are in disrepair or unsafe when there has been no corrective action response from the Permit Holder within a reasonable period of time.
 - (8) Any plant material placed in Town planters or barrels associated with the permitted Outdoor Use Area or planted in what is intended to be a more permanent (non-temporary) landscape design, must be approved in advance by the Tree and Townscape Board. While it is understood that the Permit Holder will be given the general authority to landscape the area within the permit boundary, landscape materials not approved by the Tree and Townscape Board must be potted or containerized and moveable. Also, the Tree and Townscape

Board reserves the right to require the removal of any non-approved plant material or landscape feature within the permit boundary that the Board feels is inappropriate for the streetscape of Jonesborough.

- Note: The Town of Jonesborough reserves the right to remove any plant material or landscape structures in which the Tree and Townscape Board has required to be repaired or removed from the Outdoor Use Area when there has been no corrective action response from the permit holder within a reasonable period of time.
- (9) Any serving of food or beverage for on-site consumption within the permitted Outdoor Use Area must meet all applicable regulations of the Tennessee Department of Health.
- (10) Unless specifically exempted from the Permit approval, restaurants or establishments with current and valid permits from the Tennessee Alcoholic Beverage Commission allowing the on-premise sale and consumption of alcoholic beverages, and possibly an associated permit from the Town of Jonesborough to sell and consume beer on-premise may extend their approved sale of said beverages in the permitted Outdoor Use Area under the following conditions:
 - (a) The Outdoor Use Area is clearly identified with railings, or other such form of designation that is removable, if necessary, and provides customers with a clear outline of the outdoor eating area.
 - (b) Business staff/servers are trained in their responsibility to communicate the regulations requiring consumption on-premise in the specified area.
 - (c) There will be no outdoor advertising of the sale of alcoholic beverages.
 - (d) The sale and consumption of alcoholic beverages in the permitted Outdoor Use Area must meet/comply with any requirements established by the Tennessee Alcoholic Beverage Commission, and with Jonesborough's Alcoholic Beverage and Beer Ordinances.
 - (e) Outdoor use applicants that serve alcohol will utilize servers holding a Tennessee Alcoholic Beverage Commission Server Permit for alcohol service.
 - (f) The Town will monitor compliance with the Tennessee Alcoholic Beverage Commission Server Permits including requesting a list of servers and their permit status from time to time and periodically spot-checking permit holders to ensure compliance with this new provision.
 - (g) Outdoor use permits will be subject to the outdoor use closing no later than 10:00 p.m. and being roped or gated off with signage indicating the permitted area is closed.

- (11) Outdoor Use Permits will only be issued when the Outdoor Use Area layout requested allows the continued use of sidewalks or right-of-way walkways by pedestrians and in a manner that meets ADA Guidelines.
- (12) It is the responsibility of the Permit Holder to effectively carryout such business or activity described in the Permit Application in the Outdoor Use Area boundary approved in the Permit, and in such a manner that does not change the Permitted Use. Any change of the Outdoor Use or in the Use Area boundary approved in the Permit request will immediately void the Permit, and require the resubmittal of an Outdoor Use Permit application. Any extended cessation of the approved activity must be communicated and approved by the Building Inspector to avoid a termination of the Outdoor Use Permit.
- (13) It is the responsibility of the Permit Holder to ensure that its customers or participants do not block or restrict in any way the remaining public pedestrian ways adjoining the Outdoor Use Area.
- (14) The issuance of an Outdoor Use Permit by the Town of Jonesborough in no way negates or diminishes any individual's normal constitutional rights related to public property within the Outdoor Use Area.
- (15) Special Events/Special Occasion: A Special Event/Special Occasion Outdoor Use Area Permit may be issued by the Board of Mayor and Aldermen that allows wine and beer to be sold on public right-of-way on the following conditions:
 - (a) Any regular Special Event Permit required for use of the public area has been obtained from the Board of Mayor and Aldermen.
 - (b) The authorization to serve alcoholic beverages is limited to wine and beer only.
 - (c) A Special Occasion License to sell alcoholic beverages has been obtained prior to the event from the Tennessee Alcoholic Beverage Commission. A Special Event/Special Occasion Outdoor Use Permit can be issued subject to obtaining the ABC license. However, if the ABC permit is not obtained, the Special Event/Special Occasion Outdoor User Permit becomes invalid. Authorization to sell beer for the special event only occurs after the ABC Special Occasion License has been issued, and a Special Occasion Beer Permit is obtained from the Town Recorder.
 - (d) The Special Event/Special Occasion Outdoor Use Permit is good for only twenty-four (24) hours.
 - (e) The sponsoring organization must be non-profit, but also must have a restaurant with an ABC Permit as a co-sponsor. Sponsors may be assisted by other organizations, agencies, commercial establishments, etc.
 - (f) The proceeds (net profits) must go to an organization, event, facility or operation in Jonesborough that the Board of Mayor and Aldermen feels enhances the quality of life of residents.

- (g) The use of alcoholic beverages is a minor and complimentary component of the activity or event.
- (h) The location/area in which the Special Event Outdoor Use takes place and which alcoholic beverages are served is clearly defined, separated and contained in a manner in which participants keep on-premise consumption within the designated area.
- (i) Alcoholic beverages are served, and only served by persons with a standard ABC Alcoholic Beverage Server's License.
- (j) There is no history by the sponsor or the co-sponsoring restaurant of holding an event or activity in which a violation of alcoholic beverage regulations has occurred.

(16) The Permit holder will agree to and abide by any requirements the approval of the permit are conditioned under. Such permit approval shall be subject to review by the Board of Mayor and Alderman at the next meeting of the Board of Mayor and Aldermen after a Board Member requests such review and the Permit Holder has been notified of the request for review.

- <u>Permit Location Specific and Permit Non-Transferable</u>: The Outdoor Use Permit is issued specific to a business or Outdoor Use Area location and not transferable. Also, the Outdoor Use Permit cannot be transferred from the Permit Holder to another party without the permit being re-submitted to the Town of Jonesborough for approval.
- <u>No Transfer or Conveyance of Ownership or Interest</u>: The Permit Applicant acknowledges that approval of the Outdoor Use Permit request does not at any time transfer, convey, or in any other way assign the Town's ownership or rights associated with ownership of the Outdoor Use Area to the Permit Holder regardless of how long the permitted use has been in effect.
- <u>Permit Renewal</u>: Upon the approval of the Board of Mayor and Aldermen, the Outdoor Use Permit will be in effect for a period of one year and will expire on March 1st. All permit holders must reapply in January for consideration at the February Board of Mayor and Aldermen regular meeting for renewal.
- <u>Termination of Permit</u>: The Town of Jonesborough reserves the right to terminate or cancel the Use Permit upon determination that there are safety or appearance concerns that must be addressed. Said termination or cancelation will normally take place after written notification is given to the owner/permit holder and corrective action has not been taken. A permit, however, can be cancelled at any time for serious safety concerns. The permit will automatically be terminated or cancelled upon the lapse or cancellation of the required liability insurance with the Town being named co-insured. The permit is also subject to termination for a change in use or the Outdoor Use Zone without Town approval, or for ceasing to carry out the approved activity for an extended period of time without approval of the Town.

<u>Statement of Understanding</u>: The owner/permit applicant will sign a Statement of Understanding indicating that they understand the obligations of receiving an Outdoor Use Permit, and will operate under the guidelines approved.

TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

DATE: April 14, 2025	AGENDA ITEM #:	7-G

SUBJECT: Purchase of New Town Garbage Totes

BACKGROUND:

At the budget workshop, it was discovered the Mayor and Board Members did not like the color of our current garbage totes. These are the blue totes with the "Town of Jonesborough" stamped on them in block letters.

We ordered 189 totes around the first of October or last of September in 2024. To date we have not received these totes. I directed Vince Sicca to cancel that order this week. We found a dealer who actually has a site in Tennessee.

The totes are manufactured utilizing resilient UV-stabilized HDPE plastic and includes 40% post-consumer recycled materials. The totes include a barcode and serial number imprinted to facilitate manual inventory control and work order tracking. The totes also include an RFID tag that will enable the Town to utilize a barcode tracking software. The company backs the totes with a 10-year non-prorated warranty.

This company, Rehrig, supplies the City of Johnson City with their totes. I directed Vince to talk with Johnson City's Solid Waste Director and to go look at the tote. Johnson City's Solid Waste Director gave Rehrig very high marks and was complimentary of their product. Vince stated the totes were of good quality. Rehrig will also haul off any old totes we have free of charge.

Rehrig offers these totes in a variety of colors. We sent a color sample to the Mayor and Board of Aldermen to review. Some liked the brown; some liked the black. After looking at all considerations, I am recommending black.

One of the things we did not realize up front, regardless of the color, all totes have a black lid. If we purchase the brown totes, they will all have the black lid.

One of the other things we looked at was the color in general. As stated earlier, when we could not get our totes from the vendor we have used for years, we had to search the market to find some totes as we were running out of totes for new customers.

As you can see driving around Town, not all blue totes are the same color blue. Also, our current totes are solid blue, these replacement totes we have had to order all come with the black lids. The bottom line is, not all brown is going to be the same color. If we had to go with another vendor, odds are the brown would not be the same color.

That is why we feel black is the better color. Most black plastic is going to be the same color and would obviously come with a black lid.

One of the other positives is the fact that black would blend in well with not only downtown, but many of our housing developments. Downtown, our signage, streetlights, benches, and trash receptacles are all black. A black tote would be very complimentary.

Likewise, all of our housing developments and apartment complexes that have underground lighting have the black streetlight fixtures. Again, the black totes would have a complimentary look to them and they would certainly be unique to Jonesborough.

I directed Vince to get a copy of the artwork of the Town's official logo and send it to the company in order that they could create a model for us to look at. I have to say that it turned out really nice and is certainly an upgrade from what we currently have.

I initially recommended purchasing 500 of these totes; however, Rehrig advised us the shipping charge was the same whether you order 100, or a full truck load. A full load is 702 totes. The cost of the totes is \$56.29 per tote and the shipping charge is \$990.00.

Although we are recommending the black totes, we realize that ultimately the decision of what color totes the Town purchases is up to the Board of Mayor and Aldermen. Finally, as we are not ordering enough totes to cover the Town, the Board may express their thoughts on how these totes are distributed. We would think we would start in the historic district, then housing developments next.

I am attaching the photographs of the examples Rehrig sent for approval.

RECOMMENDATION:

I am recommending the color of black for the garbage totes to include the white stamped town logo.

I am further recommending we purchase a full truck load initially of 702 totes at a total cost of \$40,505.58, which includes shipping.



TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

DATE: April 14, 2025 AGENDA ITEM #: 7-H

SUBJECT: Jackson Theatre & Stage Door Alcohol Sales Policy

BACKGROUND:

The BMA approved the on-premise beer permit for the Jackson Theatre and Stage Door facilities on March 17, 2025. The facilities had already received a Liquor by the Drink LBD Legislative License with the effective date of February 28, 2025 from the Alcoholic Beverage Commission. During discussions on the permit, Staff was advised to present an alcohol policy for the facilities. The Jackson Theatre Board met on April 2nd and is recommending the "Jackson Theatre and Stage Door (Theatre) 121 and 125 West Main Street Alcohol Sales Policy" – see attached.

RECOMMENDATION:

Approve the "Jackson Theatre and Stage Door (Theatre) 121 and 125 West Main Street Alcohol Sales Policy" as presented.

Jackson Theatre and Stage Door (Theatre) 121 and 125 West Main Street Alcohol Sales Policy

1. Purpose

This policy outlines the guidelines for the sale and consumption of alcohol in the Jackson Theatre and Stage Door, hereafter referred to as "Theatre". The goal is to ensure a safe, enjoyable, and compliant environment for all patrons, staff, and volunteers while supporting the theatre's mission and operations.

2. Scope

This policy applies to all staff (18 years and older) and vendors involved in the sale, service, and consumption of alcohol in the Theatre.

3. Compliance with Laws

All alcohol sales must comply with federal, state, and local laws and regulations, including obtaining necessary licenses and permits.

A Server Permit through the State of Tennessee Alcoholic Beverage Commission is required of all staff involved in the sale of alcohol at the Theatre.

4. Licenses and Permits

The Theatre will maintain all required licenses and permits for the sale of alcohol.

The Theatre will renew licenses and permits as needed and ensure compliance with any regulations related to alcohol service.

5. Sale and Service

Alcohol can be served during theatre screenings of movies and live performances (concerts, storytelling performances, live theatre, comedians, etc.). Alcohol will not be sold during our family series of events. Alcohol can be served during rentals at renters' request. Alcohol may be served during the theatre's special events (receptions, fundraisers).

Any area where alcohol sales are made in the Theatre will be clearly marked and staffed by trained personnel.

You must be attending an event at the Jackson Theatre to purchase alcohol.

Alcohol sales will be restricted to patrons who are 21 years of age or older. Staff will check identification to verify age.

All sales of alcoholic beverages shall only be consumed inside the Jackson Theatre and Stage Door facilities.

The Theatre will offer a variety of alcoholic and non-alcoholic beverages, ensuring that patrons have choices other than alcohol.

6. Consumption and Behavior

Patrons are expected to consume alcohol responsibly. The Theatre reserves the right to refuse service to any individual who appears intoxicated or disruptive.

Any incidents of unruly behavior will be addressed promptly by Theatre staff, and individuals may be asked to leave the premises if necessary.

Staff will be trained in procedures for checking IDs, managing service responsibly, and handling emergencies related to alcohol consumption.

7. Safety and Security

The Theatre will implement measures to ensure the safety of patrons, including having additional staff available when necessary, during events where alcohol is served.

First aid kits and emergency contact information will be readily available in case of any incidents.

When we are not serving, all alcohol shall be stored in a secure way so that it cannot be accessed by the public.

8. Record Keeping

The Theatre will maintain records of all alcohol sales, including inventory logs and incidentreports,forcomplianceandreviewpurposes.

Records will be kept confidential and stored securely in accordance with applicable laws.

9. Review and Revision

This policy will be reviewed and revised as needed to ensure compliance with changing laws and regulations.

10. Contact Information

For questions or concerns regarding this policy, please contact the Town of Jonesborough Town Administrator or the Jackson Theatre Operations Manager at 423-753-1030.

11. Approval

This policy has been approved by The Jackson Theatre Board with the effective date of April 2, 2025.

TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

DATE: April 14, 2025

AGENDA ITEM #:

7-I

SUBJECT: Resolution - Administrative Consultant Services for State or Federal Funding

BACKGROUND:

The Town of Jonesborough, Tennessee requested Statements of Qualifications from Professional Consulting firms for the purpose of providing administrative consultant services on possible State or Federal infrastructure funding, which would include funding from USDA Rural Development. Professional administrative services are required in the areas of project development, state, and federal government compliance, reporting and overall program management. The town advertised in the Johnson City Press and emailed qualified firms directly. The deadline for submitting qualifications was Friday, March 28, 2025, at 1:00 PM EST. Community Development Partners, Inc was the only firm to respond back to the town.

The Administrative Services company was to be evaluated and selected in accordance with the following criteria:

1) Specialized Experience or technical expertise of the firm in connection with the type of services to be provided. 2) History of performance on public, state, and federally funded programs and projects with the community and other clients, including quality of work, timeliness, and cost control. 3) Company's ability to perform the work considering current and projected workload.

The main projects the town is working with USDA for funding is for the New Water Treatment Plant and the Water Transmission Line.

RECOMMENDATION:

Approve the Resolution for Community Development Partners, Inc to provide the Town of Jonesborough with **Administrative and Program Management Services** as part of the State or Federal infrastructure funding, which would include funding from USDA Rural Development, and as part of the New Water Treatment Plant and Water Transmission Line projects.

RESOLUTION NO. 2025-11

TOWN OF JONESBOROUGH, TENNESSEE

FOR

ADMINISTRATIVE SERVICES

WHEREAS, the Town of Jonesborough, Tennessee is seeking funding through State or Federal infrastructure funding, which includes USDA funding, for major utility projects that include a new Water Treatment Plant and new Water Transmission Line; and

WHEREAS, the Town of Jonesborough finds it in the Town's best interest to secure the assistance of an experienced and qualified administrative management services firm to assist in managing and administering the Town's utility projects; and

WHEREAS, in compliance with pertinent Federal and State regulations, the Town has solicited and evaluated statements of qualifications of interested professional administrative management firms; and

WHEREAS, the Mayor and Board of Aldermen of the Town of Jonesborough has determined that Community Development Partners, Inc has the most appropriate experience, background and qualifications to provide said services; and

NOW, THEREFORE BE IT RESOLVED that the Mayor and Board of Aldermen for the Town of Jonesborough hereby selects Community Development Partners, Inc to provide assistance in the management and administration of the Town's utility projects.

READ AND ADOPTED this the 14th day of April, 2025.

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

Those voting against:

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM:

JAMES WHEELER, TOWN ATTORNEY

TOWN OF JONESBOROUGH, TENNESSEE STATEMENT OF QUALIFICATIONS - EVALUATION WORKSHEET ADMINISTRATIVE SERVICES

In response to solicitations for Statements of Qualifications for Administrative Services for Federally funded project(s), submittals were received from the following firms on or before the designated deadline of 1:00 p.m. EST, March 28, 2025.

The following summarizes the evaluation made of these responses with respect to the previously established evaluation criteria:

			SCORING	
1.	Specialized Experience or technical expertise of firm in connection with type of services to be provided. Maximum 20 points	A 20	В	c
2.	Past record of performance on State and Federally funded projects with community and other clients including quality of work, timeliness, and cost control. Maximum 20 points	20		
3.	Capacity of firm to perform work, considering current and planned workload. Maximum 20 points	20		
4.	Familiarity of the firm on USDA Rural Development (RD) Program. Maximum 20 points	20		
5.	Familiarity with local conditions. Maximum 20 points	20		
Tot	al score out of 100 possible points	00		
Bas	ommunity Development Partners,	Inc		
rec	etermined to be the most qualified organization to undertake the ommended for contract award. In the event that the parties are tract price, the next highest rated firm will begin negotiations.	e solicited admir		

Approved by:	Glenn Rosenoff, Town Administrate
	Name
	SL- CIAT
	Signature
	April 1,2025
	Date





USDA Rural Development Application preparation and Administrative Services



USDA RURAL DEVELOPMENT ADMINISTRATIVE SERVICES FOR TOWN OF JONESBOROUGH

Community Development Partners, LLC (CDP) was formed in 1994. We are in our 31st year of providing project development, grant writing, project management, and planning services for city and county governments, nonprofit organizations, and private entities. We are a solid administrative consulting firm with the experience and qualifications necessary to advise the Town of Jonesborough on compliance with USDA Rural Development requirements for all required activities. CDP, LLC. is pleased to present a statement of qualifications. We look forward to working with the Town of Jonesborough as partners and providing professional services for USDA Rural Development.

EXPERIENCE PROGRAM/PROJECT DEVELOPMENT EXPERIENCE

Community Development Partners has extensive experience in the planning and development of projects to meet State and Federal criteria.

The staff of CDP, LLC have extensive experience in management and implementation of funded State and Federal projects. From FY 1994 to FY 2024, these individuals have professionally managed and implemented over 1,000 State and Federal projects. The types of projects professionally managed include: 1) Water Plant, Water System and Water Line Extensions; 2) Sewer Plants, Sewer System and Sewer Line Extension; 3) Fire Apparatus and Equipment Acquisition; 4) Health Clinics, Multi-purpose Buildings, Community Centers, and Fire Station Construction; 5) Street and Drainage Improvements; 6) Housing Rehabilitating; 6) Industrial Development.

Special Projects:

- 1. Labor Standards Enforcement contract to oversee Davis Bacon and Related Acts compliance and administrative services for Thirteen (13) multifamily housing development totaling over \$19,000,000 dollars.
- 2. The staff of Community Development Partners, LLC, have experience of assisting nonprofit agencies with building capacity to manage Federal Grants.
- 3. From the period of 2009 to the present CDP, LLC staff has developed and managed CDBG Disaster Recovery Projects totaling \$42,595,743.00.

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SCOPE OF SERVICES AVAILABLE

The staff of Community Development Partners, LLC, have worked with numerous communities in Tennessee and Mississippi on various public facilities and housing projects. Project familiarity includes all aspects of project development for Water, Wastewater, Drainage, Housing, Recreation, Community Facilities, Transportation Enhancement, Energy, Downtown Enhancement, and Emergency Services Equipment projects.

PROJECT TEAM

Community Development Partners, LLC is staffed by nine project managers and two technical support staff with extensive experience in the development and administration of federal and state grant and loan programs. Personnel available to assist in the planning, development, and management of all aspects of the Town of Jonesborough's USDA Rural Development funds and projects include:

Mr. Evan Sanders, President

Bachelor of Arts in Business Management 35 years in the planning, development, and management of federal, state, and local funded programs/projects

Ms. Rachel Conger, Project Manager

Bachelor of Arts in Psychology and Human Services - 17 years of experience with the Town of Jonesborough – Parks & Rec Director, Special Projects, Planning

Ms. Davina Gurschick, Project Manager

Associates of Science in Pre-Engineering Associates of Applied Science in Computer Information Systems 22 years project and grants management experience

Ms. Teagan Reese, Project Manager

Studied in Biology and Psychology Associates of Applied Science in Computer Experience in banking and financial management

Ms. Mattie Cushman, Vice President

Bachelor of Arts in Political Science Masters Public Policy and Administration 39 years in the planning, development, and management of federal, state, and local funded programs/projects

Ms. Laralee Page, Project Manager

Bachelor of Science in Social Entrepreneurship 11 years of project and grants management experience

Andreas Guevara-Nadeau, AICP, Project Manager and Associate Planner

Master of Urban & Regional Planning Bachelor of Science in Civil Engineering 2 years in planning, development, & management of federal, state, and locally funded programs/projects

Ms. Sarah Vanoy, Director of Operations

Bachelor of Science in Social Sciences 23 years project and grants management experience

Resumes attached

METHOD OF APPROACH

The CDP team has tested processes based on over 31 years of experience for effective and efficient project implementation that corresponds with state and federal processes. Projects are assigned to a senior project manager; however, a team is formed for all projects to provide expert skills and information. Project managers and support personnel monitor projects from development to close-out. CDP closely examines and monitors program guidance to ensure the proper processes are followed and compliance is at the forefront.

Coordination and communication among key project stakeholders are crucial to successful implementation. CDP is the link between the client and other project consultants like engineers and architects, contractors, vendors, and funding agencies. Project implementation varies by funding sources and project type, but a general outline of our approach and tasks of services could include:

PLANNING

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The planning process involves many items such as development of eligible projects, activities and uses of possible funding, community, and stakeholder outreach/engagement, collecting, assembling, and submitting of applications for funding, and coordination with state and federal agencies to provide all necessary information prior to project award.

PROJECT FILES/GENERAL MANAGEMENT

Once awarded, we assist with creating and maintaining a filing system related to the funding source, periodic maintenance of files and updates to key personnel involved in the project.

REPORTING AND MONITORING

Most all state or local funding sources require period reporting or monitoring based on funding sources and we will track and submit reporting and monitoring for the life of the project even after completion.

ACQUISITION/UNIFORM ACT

From the preliminary acquisition notices, to the final easement/purchase recording, including waiver forms, preparing offer to purchase, prepare statement of basis for just compensation and tracking spreadsheets, CDP, LLC. will assist during the acquisition of property when necessary.

EQUAL OPPORTUNITY/TITLE VI

Civil rights compliance reporting, DBE solicitation for competitive bidding and onsite poster documentation.

PROJECT MANAGEMENT

Project management and oversight include:

- developing and managing procedures and practices for determination of subrecipient, contractor, and beneficiary eligibility
- procurement, Suspension & Debarment monitoring to ensure procurement/payments are consistent with federal, state, and local guidelines.
- coordinate with client staff, technical consultants/engineers to formulate front end bid manual that are consistent with local purchasing requirements, Uniform Guidance, and compliance guidance.
- review, proposals, contracts, requests for payments and other purchasing documentation to ensure compliance using federal or state funds.
- collect, evaluate, and manage programmatic documents and data or each project.

CDP

 for any Infrastructure project, assist in establishing applicable labor standards, establish contractor reporting requirements and monitor contractors for compliance.

FINANCIAL MANAGEMENT

Our financial management includes verifying project budget, tracking and reviewing project invoices, work with client staff to coordinate pre-reimbursement set up, work with client staff to review payment request for each eligible project, propose corrective action to ensure compliance, and provide other assistance/oversight to ensure funding is retained.

AUDIT AND CLOSEOUT

Working with client staff to prepare for single audits of expenditures and work with auditors as needed, required program close out documents including final payments, loan repayment documents, completion, and reporting.

CDP



CDP has been involved in a wide range of projects for clients in the region, including the following:

STATE REVOLVING FUND LOAN (SRF) PROJECTS

- Jackson Energy Authority Sewer and Water Improvements
- Brownsville Energy Authority Sewer and Water Improvements
- Town of Oakland Wastewater Treatment Plant
- City of Lakeland Sewer System Improvements
- Trenon Light and Water Department Water System Improvements

ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) PROJECTS

- Town of Oneida, Water Treatment Plant Improvements
- City of Jellico, City-Wide Economic Development Plan
- Cocke County, County-Wide Economic Development Plan
- Town of Jonesborough, Wastewater System Improvements
- Humboldt Utilities, Wastewater Treatment Plant Improvements

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECTS

- City of Adamsville, 2022 CDBG Fire Protection Project
- City of Clifton, 2022 CDBG Community Livability Project
- Town of Troy, 2022 CDBG Community Livability Project
- City of McEwen, 2022 CDBG Fire Protection Project

LOCAL PARK AND RECREATION FUND (LPRF) PROJECTS

- City of Munford, 2021 Park Improvements
- City of Adamsville, 2023 Park Improvements Tennis Courts
- City of Middleton, 2021 Park Improvements Walking Trail

SITE DEVELOPMENT GRANT (SDG) PROJECTS

- Brownsville, 2023 Sewer System Improvements
- Dyersburg, 2021

TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION (TDEC) AMERICAN RESCUE PLAN ACT (ARPA) PROJECTS

- City of Adamsville Water and Sewer Improvements with Asset Management
- City of Brownsville Water and Sewer Improvements with Asset Management
- Town of Bruceton Water and Sewer Improvements with Asset Management

TENNESSEE DEPARTMENT OF TRANSPORATION (TDOT) PROJECTS – TRANSPORTATION ALTERNATIVES PROJECTS (TAP), MULTIMODAL (MM), STATE FUNDED AID

- City of LaFollette TAP, Multimodal, and State Aid
- Town of Mount Pleasant TAP
- City of Kingston Springs TAP, SRTS

CDP

COMPREHENSIVE CDP CLIENT LIST

In addition to the above clients, we have provided project management, development, and project implementation services for the following clients:

City of Asheville Town of Banner Elk Town of Murphy Town of Svlva Town of Robbinsville Town of Waynesville Town of Maggie Valley Haywood County Swain County Raham County **Cherokee County** Wilkes County Jackson County Eastern Band of Cherokee Indians Town of Adamsville City of Alamo Town of Atoka City of Bean Station City of Bells **Benton County Bethel University** Town of Bethel Springs City of Blaine City of Bolivar Town of Brighton **Brownsville Housing Authority** City of Brownsville Town of Bruceton City of Camden Watershed Carroll Co. Authority Town of Caryville Cheatham County **Chester County** City of Church Hill City of Clarksburg City of Clifton **Cocke County** Town of Collierville City of Covington **Crockett County City of Crossville** Town of Cumberland Gap Town of Dandridge **Decatur County**

Dyer County City of Dyersburg Town of Enville City of Fairville **Fayette County City of Fayetteville** Williamson County Housing Partnership **First Utility District City of Friendship** Town of Gadsden City of Gallaway Town of Garland Town of Gates City of Gatlinburg Town of Gilt Edge City of Goodlettsville Grainger County City of Grand junction Town of Graysville City of Greenbrier Greene County Tonw of Halls Hancock County Hardeman County Hardin County City of Harriman Hawkins County Haywood County City of Henderson Hendersonville Utility District City of Hendersonville Town of Henning Hosanna **Humboldt Utilities** Humphreys County Town of Huntingdon Huntingdon Industrial Board City of Huntsville City of Jackson Madison County Jackson Energy Authority City of Jellico Town of Jonesborough City of Kingston Town of Kingston Springs

City of LaFollette Lake County Lauderdale County City of Lebanon City of Lenoir City City of Lexington City of Loudon City of Lutrell City of Martin Martin Housing Authority Town of Mason Hope Opp. And People Enterprises, Inc. Town of Maury City City of Maynardville City of McEwen **City of McKenzie** McNairy County City of Middleton City of Milan Town of Milledgeville Monroe County City of Moscow **Town of Mount Pleasant** City of Munford Nashville/Forest Hills National Storvtelling Association City of New Johnsonville City of Newport Town of New Tazewell **City of Nolensville** Town of Oakdale Town of Oakland Town of Obion **Obion County Town of Oliver Springs** Town of Oneida Town of Pegram Town of Pittman Center City of Plainview **Town of Pleasant View** City of Puryear Town of Ridgely City of Ripley City of Rives

Town of Rogersville Town of Rossville Town of Rutledge City of Samburg Scott County Town of Selmer Sevier County City of Sevierville Town of Somerville City of South Fulton SW TN Human Resource Agency City of Springfield Town of Stanton Sumner County City of Sunbright Town of Tazewell Town of Tellico Plains City of Trenton Town of Trezevant Town of Troy **Tipton County**

Upper E. TN Housing Dev. Agency Union County Tonw of Vonore City of Wartburg Washington Couty City of Waverly Town of White Bluff **City of White House** Williamson County City of Williston Wilson County Civic League Town of Winfield Alcorn County City of Ashland **Benton County** Town of Beulah Town of Booneville Town of Burnsville Town of Centreville Town of Coldwater Town of Crosby

Town of Crowder Town of Falkner Town of Farmington Town of Glen Town of Gloster City of Hernando Town of Jumpertown Town of Marietta Town of Merigold City of Pope Town of Renova City of Rienzi Town of Senatobia Town of Snowlake City of Southaven TN Vallev Community Development Town of Tishomingo Town of Walnut Town of Woodville Wilson County

CDP

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REFERENCES

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Community Development Partners, LLC has worked with multiple Cities, Counties, State and Federal Agencies. The persons that are most acquainted with the experience and expertise of Ms. Cushman, Mr. Sanders, and the staff of Community Development Partners, LLC, are listed below. Please do not hesitate to contact any of these references.

TENNESSEE

Mr. Scott Ball City of Dyersburg 425 West Court Street	
Dyersburg, Tennessee 38025	(731) 288-7610
Mr. David Bolling City of Kingston 900 Waterford Place Kingston, Tennessee 37763	(865) 376-6584
Mr. Terry Sweat City of LaFollette 207 South Tennessee Ave LaFollette, Tennessee 37766	(423) 562-4961
MISSISSIPPI	
Mayor Judy Ramey Town of Marietta P.O. Box 88 Marietta, Mississippi 38856	(662) 728-9320
Mayor James F. Tennyson Town of Tishomingo P.O. Box 70 Tishomingo, MS 38873-0070	(662) 438-6402
Mayor Vicki Skinner Town of Walnut P.O. Box 540 Walnut, Mississippi 38683-0540	(662) 223-4405
Walnut, Mississippi 38683-0540	(002) 223-4403

ADDITIONAL INFORMATION

Community Development Partners, LLC is excited about the potential of developing a long-term partnership with the Town of Jonesborough. CDP has extensive experience with numerous Federal and State funding programs and is always actively identifying additional funding opportunities to meet the needs and priorities of our clients, and specifically if selected the mission of the Town and the Town of Jonesborough. We look forward to working with you all as partners in the thoughtful development of your community.

Questions or requests for additional information, should be directed to Evan Sanders:

Community Development Partners, LLC P.O. Box 210437 Nashville, TN 37221 (615) 386-0222 esanders@cdpllc.com

En Sauch

Evan Sanders, President

March 21, 2025

Date

CDP



ATTACHMENT

COMMUNITY DEVELOPMENT PARTNERS, LLC PROJECT TEAM RESUMES

EVAN SANDERS, President

Education	Bachelor of Arts in Business Administration Birmingham-Southern College
Employment	President Community Development Partners, LLC 1994 – present
	Public Systems, Inc. 1990 – 1994

Grant Analyst TN Dept. of Economic & Community Development 1988 – 1990

Relevant Experience

Community Development and Enhancement Programs

Experienced in multiple federal and state program areas, including Community Development Block Grant Program (CDBG), HOME Program, State Revolving Loan Fund, Local Parks and Recreation Fund, Economic Development Administration, Tennessee Department of Transportation, and Rural Development Administration Programs. CDF

Responsible for rating and ranking Community Development Block Grant (CDBG) applications, providing technical assistance to small cities receiving CDBG funds, monitoring regulations, and assisting with CDBG workshops on application preparation and grant administration while working at the Tennessee Department of Economic and Community Development. Provided technical assistance and project representation to numerous elected officials; administration and engineering firms; and various development districts throughout Tennessee.

Fasttrack Infrastructure Development Program (FIDP)

Served as the FIDP labor compliance specialist for the Tennessee Department of Economic and Community Development. Worked with FIDP grant preparation, program administration, and program activities through close-out.

Home Investment Partnership Program (HOME)

Prepared and successfully funded projects since the inception of the HOME program. Assisted in the implementation of these funded HOME projects

MATTIE CUSHMAN, Vice President

Education Master of Public Administration Mississippi State University

> B.A. Political Science Mississippi State University

Employment Vice President Community Development Partners, LLC 1994 – present

> Public Systems, Inc. 1992 – 1994

Grant Analyst TN Dept. of Economic & Community Development 1987 – 1992

Grant Analyst TN Dept. of Human Services 1987 – 1992

Program Review Administrator MS Dept. of Economic & Community Development 1984 – 1986

Relevant Experience

Community Development and Enhancement Programs

Has a thorough understanding of the regulations that govern programs administered by CDP. Manage all aspects of the community development related programs, including the Community Development Block Grant Program (CDBG), State Revolving Loan Fund, Local Parks and Recreation Fund, Tennessee Department of Transportation, and Rural Development Administration Programs.

Assisted in developing criteria for rating projects to determine suitability for funding, and ranking CDBG applications. Experienced in administering the Davis-Bacon Wage Act; providing technical assistance for industrial as well as community development projects; consulting with elected officials, engineering and administration firms, and industry officials; managing infrastructure, industrial development, and housing projects.

Management of 11 disaster recovery projects in compliance with state, federal and municipal policies, procedures and guidelines.

Davis Bacon Labor Standards - Contract

Managed a contract with the Tennessee Housing Development Agency for the provision of Davis Bacon Labor Standards oversight and reviews for the Tax Credit Assisted projects.

CDP

SARAH D. VANOY, Director of Operations

Education	Bachelor of Science in Social Sciences
	Belmont University
Employment	Project Manager Community Development Partners, LLC

Relevant Experience

Community Development and Enhancement Programs

2000 - present

Trained extensively in state and federal regulatory requirements, including intense training in fair housing, labor standards, and environmental review. Some of training programs completed include:

CDP

Davis-Bacon & Related Acts – Revisiting Federal Labor Regulations in the New Millennium, presented by ICF Consulting for Indiana Association for Community Economic Development.

Environmental and Historic Reviews – sponsored by Indiana Association for Community Economic Development.

2009 Tennessee Fair Housing Matters Conference – sponsored by the Tennessee Human Rights Commission

2008 Tennessee Fair Housing Matters Conference – sponsored by the Tennessee Human Rights Commission

Landlord and Tenant Law

Local Public Agency Workshop – sponsored by the TN Dept. of Transportation Solving Water Intrusion and Mold Problems in Tennessee

LARALEE PAGE, Project Manager

Education	Bachelor of Science in Social Entrepreneurship Belmont University
Employment	Project Manager Community Development Partners, LLC 2012 – present

Relevant Experience

Community Development Block Grant Program

Trained in state and federal regulatory requirements. Knowledgeable in application preparation, Davis-Bacon and related acts, state monitoring, financial management and grant implementation. Assisted in the environmental reviews and acquisition processes.

Tennessee Department of Transportation Local Programs

Assisted in development and implementation of Transportation Enhancement (TEP), Transportation Alternatives (TA), and Multimodal Access (MA) projects. Obtained Local Government Guidelines Certification, Right-of-Way Certification, and Construction Engineering Inspection training certificate. Responsible for application preparation, project management, financial management, Davis-Bacon, and local programs compliance.

Tennessee Department of Environment and Conservation Local Parks and Recreation Fund Program

Assisted in the development, preparation, and successful funding of LPRF projects. Well versed in LPRF guidelines, requirements, and procedures. Responsible for financial management, project management, and grant compliance.

Other Related Programs

Extensive experience with the implementation of Rural Development and State Revolving Loan Fund projects. Responsible for preliminary funding agency inquiry, application preparation, loan package preparation, financial management, and project management

DAVINA GURSCHICK, Project Manager

Education Associates of Science – Pre-Engineering Associates of Applied Science – Computer Information Systems Jackson State Community College

Employment Project Manager Community Development Partners, LLC 2014 – present

> Engineering Assistant TLM Associates, Inc. 2012-2014

Office Administrator J.R. Wauford & Company, Consulting Engineers, Inc. 2001-2012

Relevant Experience

Community Development Block Grant Program

Trained in state and federal regulatory requirements. Knowledgeable in application preparation, Davis-Bacon & related acts, state monitoring, financial management, and grant implementation. Assisted in the environmental reviews and fair housing requirements.

Tennessee Department of Transportation Local Programs

Assisted in development and implementation of Transportation Enhancement (TEP), Transportation Alternatives (TA), and Multimodal Access (MA) projects. Obtained Local Government Guidelines Certification, Right-of-Way Certification, and Construction Engineering Inspection training certificate. Responsible for application preparation, project management, financial management, Davis-Bacon, and local programs compliance.

Tennessee Department of Environment and Conservation Local Parks and Recreation Fund Program

Assisted in the development, preparation, and successful funding of LPRF projects. Well versed in LPRF guidelines, requirements, and procedures. Responsible for financial management, project management, and grant compliance.

Other Related Programs

Extensive experience with the implementation of Rural Development and State Revolving Loan Fund projects. Responsible for preliminary funding agency inquiry, application preparation, loan package preparation, financial management, and project management

TEAGAN REESE, Associate Project Coordinator

- Education Associates of Biology Associates of Psychology Middle Tennessee State University
- Employment Associate Project Coordinator Community Development Partners, LLC February 2024 – Present

Commercial Loan Specialist United Community Bank 2021-2024

Office Administration Battleground Hospital for Animals 2019-2021

Relevant Experience

Community Development Block Grant Program

Trained in state and federal regulatory requirements. Knowledgeable in application preparation, Davis-Bacon & related acts, state monitoring, financial management, and grant implementation. Assisted in the environmental reviews and fair housing requirements.

CDP

Tennessee Department of Environment and Conservation Local Parks and Recreation Fund Program

Assisted in the preparation and successful funding of LPRF projects. Knowledgeable of LPRF guidelines, requirements, and procedures. Responsible for financial management, project management, and grant compliance.

Other Related Programs

Experience with the implementation of Appalachian Regional Commission grant and State Revolving Loan Fund projects. Responsible for preliminary funding agency inquiry, application preparation, loan package preparation, financial management, and project management.

ANDREAS GUEVARA-NADEAU, AICP, Project Manager and Associate Planner

Education Master of Urban and Regional Planning, 2021 University of Illinois at Urbana-Champaign

> Bachelor of Science in Civil Engineering, 2019 University of Texas Rio Grande Valley

CDF

Employment Project Manager and Associate Planner Community Development Partners, LLC 2023 – present

> Real Estate Analyst Realty Trust Group LLC 2021-2022

Relevant Experience

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Parks and Recreation Mater Planning

Responsible for developing comprehensive plans that enhance community recreational spaces. Conducted extensive research and community engagement to assess current park facilities, recreational needs, and future growth projections. Organized strategic frameworks to optimize the use and distribution of park resources, ensuring accessibility, sustainability, and feasibility. Collaborated with stakeholders, including government agencies, community groups, and regional organizations, to integrate diverse perspectives into cohesive and actionable plans.

- 2024 City of Norris Parks and Recreation Master Plan
- 2023 City of Gallatin Parks and Recreation Master Plan
- 2023 Lake County Parks and Recreation Master Plan

City and County Comprehensive Master Planning

Coordinating and developing long-term strategic plans for city or county growth and development. Responsibilities include analyzing demographic, economic, environmental, and facilities data, coordinating with stakeholders, and gathering community input. Overseeing the creation of policies that promote feasible development, efficient land use, and infrastructure improvements.

2024 Roane County Long-Range Strategic Plan

Economic Master Planning

Assisted in the development, preparation, and successful adoption for an EDA grant funded Economic Development Master Plan. Responsible for project management, grant management, and planning services for long term regional impact.

- 2024 Cocke County Economic Development Plan
- 2023 City of Jellico Economic Development Master Plan

TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

DATE: April 14, 2025

AGENDA ITEM #:

7-J

SUBJECT: Resolution – Engineering Services for State or Federal Funding

BACKGROUND:

The Town of Jonesborough, Tennessee requested Statements of Qualifications from Professional Consulting firms for the purpose of providing professional engineering services on possible State or Federal infrastructure funding, which would include funding from USDA Rural Development. Professional administrative services are required in the areas of project development, state, and federal government compliance, reporting and overall program management. The town advertised in the Johnson City Press and emailed qualified firms directly. The deadline for submitting qualifications was Friday, March 28, 2025, at 1:00 PM EST. GRW, Inc was the only firm to respond back to the town.

A professional services company will be evaluated and selected in accordance with the following criteria:

- Specified experience or technical expertise of the firm in connection with the type of services to be provided
- Past record of performance on contracts with the community and other clients including quality of work, timeliness, and cost control.
- Capacity of firm to perform the work within time limitations, taking into consideration the current and planned workload of the firm.

RECOMMENDATION:

Approve the Resolution for GRW, Inc to provide the Town of Jonesborough with **Professional Engineering Services** as part of the State or Federal infrastructure funding, which would include funding from USDA Rural Development, and as part of the New Water Treatment Plant and Water Transmission Line projects.

TOWN OF JONESBOROUGH, TENNESSEE STATEMENT OF QUALIFICATIONS - EVALUATION WORKSHEET ENGINEERING SERVICES

In response to solicitations for Statements of Qualifications for Engineering Services for Federally funded project(s), submittals were received from the following firms on or before the designated deadline of 1:00 p.m. EST, March 28, 2025.

SRAD. TOG

The following summarizes the evaluation made of these responses with respect to the previously established evaluation criteria:

			SCORING	1.
1.	Specified experience or technical expertise of firm in connection with services provided. Maximum 40 points	A 40	В	С
2.	Past record of performance on contracts with community and other clients including quality of work, timeliness, and cost control. Maximum 30 points	A 3 3	В	С
3.	Capacity of firm to perform work within time limitations, taking into consideration current and planned workload of firm. Maximum 30 points	A <u>30</u>	В	C
Tot	al score out of 100 possible points	100		
Bas	sed on the foregoing evaluation, $\mathcal{F}_{\mathcal{R}}^{\mathcal{R}}$			

is determined to be the most qualified firm to carry-out the design and related engineering services requested, and is recommended for contract award. In the event that the parties are unable to negotiate and agree upon a contract price the next highest rated firm will begin negotiations.

Approved by:

0 Name Signature 2025

RESOLUTION NO. 2025-12

TOWN OF JONESBOROUGH, TENNESSEE FOR ENGINEERING SERVICES

WHEREAS, the Town of Jonesborough, Tennessee is seeking funding through State or Federal infrastructure funding, which includes USDA funding, for major utility projects that include a new Water Treatment Plant and new Water Transmission Line; and

WHEREAS, the Town of Jonesborough finds it in the Town's best interest to secure the assistance of an experienced and qualified Engineering firm to assist in the design and associated construction engineering services related to the Town's utility projects; and

WHEREAS, in compliance with pertinent Federal and State regulations, the Town has solicited and evaluated statements of qualifications of interested professional Engineering firms; and

WHEREAS, the Mayor and Board of Aldermen of the Town of Jonesborough has determined that GRW, Inc has the most appropriate experience, background and qualifications to provide said services; and

NOW, THEREFORE BE IT RESOLVED that the Mayor and Board of Aldermen for the Town of Jonesborough hereby selects GRW, Inc to provide engineering services needed for the implementation of the Town's utility projects.

READ AND ADOPTED this the 14th day of April, 2025.

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

Those voting against:

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM:

JAMES WHEELER, TOWN ATTORNEY



PROFESSIONAL SERVICES STATEMENT OF QUALIFICATIONS FOR

Town of Jonesborough USDA-RD Program

Town of Jonesborough, Tennessee

March 28, 2025





GRW | engineering | architecture | geospatial 135 Fox Road, Suite D | Knoxville, TN 37922 865.588.4166 | www.grwinc.com

March 28, 2025

Mayor Chuck Vest Town of Jonesborough 123 Boone Street Jonesborough, TN 37659

Re: GRW Professional Services Statement of Qualifications for Town of Jonesborough USDA-RD Program

Dear Mayor Vest and Selection Committee Members:

Working with clients like the Town of Jonesborough that have set important goals for improving water and wastewater service to their customers is exactly the kind of consulting GRW has been providing for 57 years. To work with you on your project, GRW has assembled an experienced team to provide the engineering services you require. This proposal outlines our capabilities including:

- Water & Wastewater Engineering Services Experience. In addition to water and wastewater system projects for Jonesborough, GRW has completed many similar projects for Tennessee clients such as the West Knox Utility District, Town of Oliver Springs, Town of Oneida, City of Crossville, and others. Section 1.0 outlines examples of this experience.
- Dedicated Project Team: Selected from our full-service water resources engineering division, we have carefully chosen our key staff members based on their availability to work with the Town of Jonesborough, as well as their related experience and expertise in the services required for your project. The individuals selected are readily available to undertake your project work. Our team includes Jim Hilborn, PE, Principal; Louis Robbins, PE, Project Manager, Bob Threadgill, PE, Project Engineer, and Greg Choate, Resident Project Representative (construction observation). (See Section 2.0)
- Understanding & Familiarity. GRW has completed a variety of projects for you, and we are familiar with the commitment of the Town's officials to implement public works projects for the betterment of their community. We understand the projects covered in these qualifications may include, engineering and architectural services including, preliminary engineering, design services, feasibility studies, construction management/inspections, surveying, utility analyses, mapping and other services. Our experience working with the Town and our understanding of your requirements and expectations will help ensure the success of your upcoming project. (See Section 3.0)

We believe you will see that GRW is the right choice for your SLFRF project. Our team is committed to our ongoing relationship with you, and we look forward to further discussing the improvements you desire.

Very truly yours, for Hallow

/Im Hilborn, PE GRW Vice President jhilborn@grwinc.com | 865-588-4166

Town of Jonesborough, TN | Professional Services for Town of Jonesborough USDA-RD Program



Professional Services Statement of Qualifications for Town of Jonesborough USDA-RD Program Town of Jonesborough, TN

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SECTION 1.0 Experience & Technical Expertise

1.0 Experience & Technical Expertise

Founded in 1964 by Mr. G. Reynolds Watkins, GRW is an employee-owned corporation providing fullservice engineering, architectural and geospatial services. We have built a reputation as one of the most respected water and wastewater planning and design consulting engineering firms in this region, and we have completed hundreds of successful projects.

Our water system experience includes the planning, design, rehabilitation and construction administration of treatment plants, raw water supply facilities, distribution and transmission, storage tanks, and pumping stations. GRW has also prepared

The Town of Jonesborough can count on GRW's technical expertise and capacity to successfully complete the engineering services you require. numerous water system planning studies, hydraulic models and water system GIS/mapping projects. We also specialize in the

planning, design, rehabilitation and construction administration of wastewater treatment plants, interceptor sewers, lift stations, Facilities Plans, and O&M Manuals. GRW is also well known for our expertise in wastewater collection system repairs and rehabilitation.

A national award-winning firm, GRW has offices in Tennessee, Kentucky, Indiana, and West Virginia.

Technical excellence and **personal service** remains the guiding principle at GRW. Our dedication to excellent service has resulted in repeat clients providing up to 90 percent of GRW's current workload.

GRW's accomplishments include several prestigious, national rankings, as well as numerous awards. A few of our achievements include:

- Engineering News Record's Top 500 Design Firms in the U.S. (continually ranked since 1972)
- Recognized as one of the Top 50 Trenchless Design Firms by *Trenchless Technology*.



With a staff of nearly 200

professionals, GRW offers comprehensive technical expertise for all types of infrastructure design from concept design through construction administration and inspection. Our water/wastewater team of professionals is supported by GRW's in-house team of architectural, mechanical, electrical/ instrumentation and structural professionals. This group has an average of 20 years of experience, and is familiar with the code specific architectural and mechanical/electrical/ structural systems design of water resources facilities.

Our wide range of professional services include:

- Water and Wastewater
 System Engineering
- Electrical/Instrumentation
 Engineering
- Mechanical Engineering
- Structural Engineering
- Architecture

- Civil/Site Engineering
- Transportation Engineering
- Architecture
- Landscape Architecture
- Sustainable / "Green" Design
- Master Planning

- GIS, Aerial Photography and Mapping
- Surveying
- Cost Estimating Construction Administration and Inspection
- Operations and Management Support

Familiarity with State and Federal Funding Alternatives

GRW has assisted clients in the acquisition of hundreds of millions of dollars in grant funding for water resources projects. Our teams routinely prepare or assist with grant/loan funding applications and provide services necessary for funding administration and project closeout.

Clients have included McKenzie, and many Tennessee communities with similar needs: Oliver Springs, Henderson, Washington County, Jonesborough, Puryear, Alpha Talbott, Oneida, and others.

We've designed and completed projects funded by grants and loans from virtually all state and federal agencies that provide such funds including:

- USDA Rural Development (RD) Grants/Loans
- CDBG Public Facilities and Economic Development Grants
- Economic Development Administration (EDA)
- Appalachian Regional Commission Grants
- Various State Revolving Fund (SRF) programs
- American Rescue Plan (ARP) funding





The following projects help demonstrate GRW's past record of performance and relevant experience with the engineering design and related services for projects similar to yours. We encourage you to contact any of the client references to discuss their satisfaction with our work, including our ability to provide services that meet their budget and timeline requirements.

Jonesborough Water & Wastewater System Improvements

24" Persimmon Ridge Road Water Line and 3 MG Water Storage Tank

A new factory locating to the Washington County Industrial Park, coupled with developmental growth pressure, created water pressure and flow problems in the area. To improve water pressure, fire protection, and capacity, this project included two 3-mile sections of 24" water lines to connect an existing 16" transmission main with existing transmission mains leading to the industrial park and to a Lowe's retail store. Work also included a new 3 MG pre-stressed concrete water storage tank to establish a new pressure datum. Rural development funding and financial participation by Lowe's paid for the improvements.

Water System Hydraulic Model

The project involved the development and calibration of a dynamic water model, using WaterGEMS/AutoCAD, to replicate tendencies and trends of the water system, identify system deficiencies and problems, develop system improvements, and create reduced pressure zones to lower unaccounted for water. The Jonesborough water system includes over 350 miles of main in multiple pressure zones.

Water Treatment Plant Improvements

Water treatment plant improvements consisting of following new features: new sedimentation basin to minimize loading on filter units; new 2,200 gpm high service pump to replace existing malfunctioning and inefficient 1,350 gpm pump; two new VFD drives for two new 2,200 gpm high service pumps to eliminate high startup power demands and promote energy conservation; and SCADA upgrades in the control room for more responsive and efficient operational control.



8 MGD Raw Water Intake and Supply Line Jonesborough's 4.0 MGD conventional water treatment plant utilizes the nearby Nolichucky River as its water supply. The new 4 MGD raw water intake structure was designed for future expansions of up to 8 MGD. Included in the project was approximately 10,000 LF of 24" raw water line to the existing water plant. Built to eventually serve as the future water treatment plant's high service line, this raw water main was constructed with proper restraint devices to ensure the future 175-psi pumping pressures will not create line breaks.

Highways 107 and 81 and Arnold Drive Water Line Extensions

GRW designed this water line extension project, which included 35,000 LF of 8" and 7,500 LF of 6" water line. The Rural Development-funded project provided potable water to 217 new customers and eliminated a hydraulic "bottleneck" in the system.

Jump Hill Area Water Line Extensions After CDBG funds were approved, GRW designed water line extensions from the Town of Jonesborough water system into the Jump Hill area of Washington County. This project consisted of approximately 18,400 LF of PVC and DIP water lines to serve 95 lowand moderate income (LMI) customers and 28 non-LMI customers.

Water System Improvements

GRW designed water system improvements for the Town of Jonesborough consisting of six miles of 16" water line; five miles of 4" and 6" water line; two booster pump stations and one small 17,000 gallon water tank. The Rural Development-funded project eliminated many hydraulic "bottlenecks" and provided a more reliable supply of potable water to the downtown area, benefitting more than 300.

18" Main Interceptor Sewer Upgrade

This sewer line improvement project located on the west side of Jonesborough involved 3,000 feet of 18" and 14,500 feet of 12" sewer line. These improvements were primarily necessary to prevent manholes from surcharging when the new (upgraded) sewage pump station was placed on line. This work also eliminated infiltration/inflow that existed in the area of the gravity sewer lines.

Collector Sewers Phases I. II & III

GRW provided design services for this three-phase sanitary sewer collection system project, constructed with the Town's workforce using local funds. The respective phases consisted of the following:

- Phase I 2,200 LF of 4" PVC force main and pumping station to serve 25 residences.
- Phase II 3,400 LF of 8" PVC gravity sewer, 3,000 LF of 4" PVC force main and pumping station to serve 22 residences.
- Phase III 6,000 LF of 8" PVC gravity sewer, 3,000 LF of 4" force main, and pumping station to serve 49 residences.

Wastewater Treatment Plant Modifications Engineering design to update an existing wastewater treatment plant, including: new sludge dewatering building with a centrifuge, polymer feeder, magnetic sludge flow meter and remote positive displacement sludge feed pump; new aerobic digester/sludge thickener with blowers and a positive displacement sludge transfer pump; new chemical building that houses the new caustic soda bulk storage tank, a day tank, two (2) new chemical feed pumps and pressure tanks; new covered concrete composting pad (220 ft. x 60 ft.); new concrete tramel screen pad (30 ft. x 20 ft.); and new chlorinators, new sulfonator, chlorine/sulfur dioxide gas monitor, and automatic switchover unit.

WWTP Expansion (1 MGD), Phase I

Phase I of two-phase project (split to maximize multiple grant funding sources) to expand plant from 0.5 MGD to 1.0 MGD. Work included Preliminary Engineering Report which indicated need of new discharge point to accommodate increased waste load. Phase I included replacement of existing aeration basins (Schreiber/with clarifier) with two new oxidation ditches and final clarifiers; new grit and grease headworks structure; new main pump station with VFD controls; new flow splitter box structure; new return sludge pumping structure; new operations/electrical building; new generator and new effluent flow meter. Existing aeration basins used for flow equalization; existing chlorine contact basin and cascade aerator received minor modifications.

WWTP Expansion (1 MGD), Phase II -Effluent Pump Station and 12" Outfall Line Phase II of two-phase project (split to maximize multiple grant funding sources) to expand plant from 0.5 MGD to 1.0 MGD and relocation discharge to Nolichucky River, seven miles to south. Work encompassed 36,000 LF of 12-inch outfall line, new effluent pump station, and new cascade aerator. Required close coordination with archaeological surveyor to ensure alignment avoided sensitive areas. Funding obtained from Economic Development Administration (EDA), and USDA Rural Development.

Client Contacts:

Glenn Rosenoff, Town Administrator, Town of Jonesborough, (423) 753-1030, grosenoff@jonesboroughtn.org; Kevin Brobeck, Utility Manager, (423) 753-1009, kevinb@jonesboroughtn.org



Oneida Water & Wastewater System Improvements

GRW's history with the Town of Oneida spans over a course of more than 30 years. Throughout that time, GRW has gained excellent familiarity with the town and its municipal wastewater and water systems.

During this time, GRW has had the pleasure to work with the Town on more than a dozen projects. Many of these are discussed in this section.

Examples include:

- Sanitary Sewer Collection System, Phase I
- Sanitary Sewer Collection System, Phase II
- Wastewater System Improvements (new grinder sewer system project)
- CDBG Sewer Rehabilitation (2005)
- CDBG Sewer Rehabilitation (2011)
- CDBG-R Sewer Rehabilitation (2008)
- New Wastewater Treatment Plant & Influent Pumping Station
- Wastewater Treatment Plant Improvements (2015 CDBG)
- 201 Facility Plan Update
- Wastewater Treatment Plant Modifications (2017 CDBG Project)
- NPDES Permit Applications for Wastewater Treatment Plant
- 4.0 MGD Water Treatment Plant and 1 MG Storage Tank
- Sand Cut Road Water Booster Station
- Water System Expansion
- Water System Improvements (automatic meter reading (AMR) system, solar powered mixers, installation of SCADA devices)



Water System Improvements

Oneida Water & Wastewater (OW&WW) received approximately \$1.36 million in Rural Development loan and grant funding to construct various improvements to their water system. The improvements consisted of:

- New or retrofitted automatic meter reading (AMR) system devices for existing water system customers
- Solar powered mixers for Howard Baker Lake raw water supply

Installation of SCADA devices and required technology for the monitor and/or control of remote water system infrastructure via wireless SCADA. Six sites are to receive these improvements

EDA 12" and 16" Water Lines

The Town of Oneida's water system faced two major supply problems preventing the Town from providing adequate fire flow for the industrial park. First, the existing 8" transmission main from the Grape Rough Road Tank to the park provided limited flow capacity. A new parallel 12" ductile iron line (approximately 9,140 linear feet) was constructed to help supply water to the industrial park, as well as northern portions of Scott County. This dual main combination provided the necessary capacity for fire protection to the industrial park.

The second problem was supply limitations between the water treatment plant and the Grape Rough Road storage tank. Because of the tank's age and elevation, the water pressure supplied from the plant was regulated by periodically shutting off one of the high service pumps. The construction of approximately 8,000 linear feet of a new 16" ductile iron transmission main enhanced supply to Grape Rough Road and Eli reservoirs by supplementing supply from the existing 12" water line feeding the Grape Rough Road storage tank. The new 16" main improved the hydraulic capacity of the system, allowing both high service pumps continuous operation and maintaining a satisfactory water system pressure gradient.

Sanitary Sewer Collection System, Phase I

With the expanded capacity of the newly constructed wastewater treatment plant, the Town of Oneida, with technical assistance from GRW and administration by East Tennessee Development District, applied for and obtained a \$500,000 **Community Development Block Grant** from the State of Tennessee Department of Economic and Community Development for the construction of the Phase I Sanitary Sewer Collection System. The \$580,000 project included more than 12,500 LF of 8" gravity sewer to provide service to 57 low and moderate income families and an additional 34 residential and commercial customers.

Sanitary Sewer Collection System, Phase II

After the completion of the Oneida interceptor and Phase I sewer projects, GRW provided technical assistance for the receipt of a \$500,000 **Community Development Block Grant (CDBG)** from the State of Tennessee Department of Economic and Community Development to extend sanitary sewer lines to low and moderate income (LMI) families within the City limits. Over 11,800 LF of 8" gravity sewer; 3,800 LF of 2" and 3" force main sewer; and two sewage pumping stations were installed to serve 40 LMI families and 34 additional residential customers.

201 Facility Plan Update

This project involved the review of the Tennessee Division of Construction Grants and Loans' comments regarding the Town's 201 Facility Plan. Work included the re-evaluation of the oxidation ditch alternative with more realistic costs and comparison with the two-stage treatment plant alternative. The new selected plan became the single-stage oxidation ditch which deleted the need for primary clarifiers. All comments (nineteen) were satisfactorily addressed with our response and the new selected alternative approved for design.

New Wastewater Treatment Plant & Influent Pumping Station

The Town of Oneida constructed a new 1.04 MGD wastewater treatment plant to replace an old facility that was under sized and incapable of meeting new



effluent standards established for the facility by the state. The new facility was designed to use the activated sludge process for biological removal of organic matter. The oxidation process was selected due to its ability to provide removal of carbonaceous biochemical oxygen demand and ammonia nitrogen in the same treatment unit. Also, the process is tolerant toward shock loadings and a relatively low power user compared to other processes.

The new treatment facility consists of a pumping station, a mechanical cleaned bar screen, grit removal, and oxidation ditch, secondary clarification, chlorine contact for disinfection of the wastewater, post aeration, sludge holding tank and plastic media sludge drying beds.

The pump station was designed to pump flows ranging from 640 to 1540 gpm and to overcome a static head of 87.5 feet. Four constant speed pumps were selected to pump the required flows through approximately 1000 feet of 12-inch force main. The pump station consisted of two 640 gpm and two pumps 1380 gpm pumps designed to operate in parallel to achieve the required pumping rates. The 12-inch force main will prevent excessive headloss when the treatment plant is expanded in the future.

Interceptor Sewer

As a requisite project for the wastewater treatment plant, GRW provided design, inspection and construction administration services for approximately 10,300 LF of 18" PVC of interceptor sewer from the old wastewater treatment plant along Pine Creek down to the new plant site. The interceptor sewer not only provided immediate service for the Oneida system, it prompted new sewer line extensions from areas downstream from the Town.

CDBG Sewer Rehabilitation (2005)

GRW was selected to provide engineering services for the design and construction administration of wastewater system rehabilitation tasks. Phase I consisted of cleaning, internal television inspection, and smoke testing of gravity sewer lines and manhole inspection. Phase II consisted of construction activities to rehabilitate gravity sewer and manhole facilities. Gravity sewer line rehabilitation tasks included replacement, pipe bursting, and cured-in-place liner technologies, and manhole rehabilitation efforts included interior lining, new frames and lids, and complete replacement.

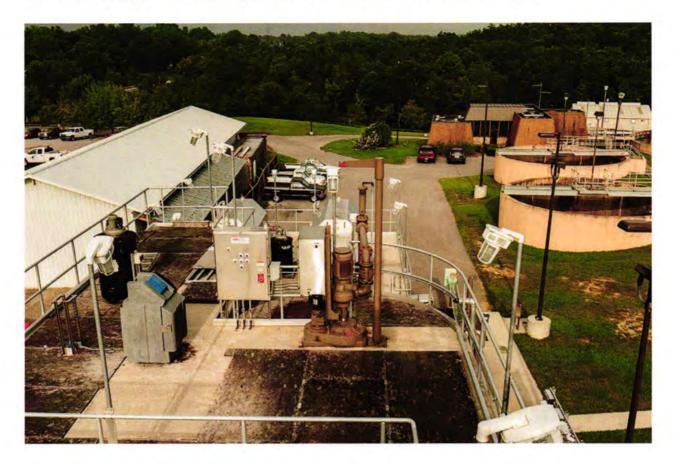
CDBG-R Sewer Rehabilitation (2008)

GRW provided engineering design and construction administration services for the rehabilitation of troublesome infiltration/inflow problems with the wastewater collection system. The preliminary phase of this **CDBG**-R project relied on previous internal television inspection results to define the construction scope of work. Although the focus was reconnection of 106 previous CIPP liner residential service connections, the scope also included rehabilitation of 11 manholes, replacement of 490 LF of deficient gravity sewer, and 3,500 LF of new CIPP or pipe burst gravity sewer line rehabilitation. All of the CIPP rehabilitation was accomplished by new UV cured liner technology.

CDBG Sewer Rehabilitation (2011)

GRW is continuing to work with Oneida on their ongoing efforts to further isolate and reduce infiltration and inflow into the city's sewer system. The current project involves replacement of approximately 1,523 LF of 12-inch sewer line, rehabilitation or replacement of 12 sewer manholes, 1,864 LF of cured-in-place liner and 47 service lateral connections. When bids were received, prices were substantially favorable; thus, additional rehabilitation work will be added as the work progresses. In an effort to provide a superior manhole rehabilitation product for long-term durable service, the SpectraShield liner system will be utilized.

Client Contact: Lori Phillips-Jones, Mayor, Town of Oneida, TN, (423) 569-4295 or Steve Owens, Utilities Manager, Town of Oneida, (423) 569-4008 Town of Jonesborough, TN | Professional Services for Town of Jonesborough USDA-RD Program



Crossville Wastewater System Improvements

Dooley Street Sewer Replacement

Due to infiltration/inflow in the existing line and overall growth, the City of Crossville decided to replace the 10-inch and 12-inch gravity interceptor sewer through an established area near downtown Crossville. It was determined that the line size would be increased to handle the additional flow due to growth. GRW assisted the City with this project by providing design, and construction administration and observation services, for approximately 2,200 LF of 12-inch, and 3,000 LF of 18-inch gravity sewer. This project involved stream restoration, the design for which GRW partnered with the City of Crossville and the Tennessee Department of Environment and Conservation (TDEC), and The Friends of the Cumberland Plateau.

Miller Avenue Wastewater System Improvements

GRW provided design services for a new above-grade sanitary sewer pump station. Work included a new pump station complete with four end-suction type centrifugal pumps (series-mounted, 2 each), vacuum priming system, electrical service, pump control panel and appurtenances.

Sewer Rehabilitation

GRW prepared plans and specifications for rehabilitation of the Frog Hollow and Obed River sewer lines. The project consisted of approximately 14,000 LF of cleaning and televising; 8" - 24" gravity sewer lines; 6,000 LF of sewer line rehabilitation; 1,000 LF of sewer line replacement; 67 point repairs; and 35 manhole rehabilitations.

Wastewater Treatment Plant & Pumping Station Upgrades (15.3 MGD)

GRW and the City of Crossville have worked to address a Commissioners Order to reduce inflow and infiltration through several sewer rehabilitation and pump station modification projects. With current growth and peak pumping issues still a factor, the City of Crossville decided to upgrade the hydraulic capacity of the wastewater treatment plant. Prior to this upgrade, the plant was rated at 3.2 MGD (6.0 MGD peak). During the design period, the average daily flow was 2.3 MGD, with peak flows of 7.4 MGD.

To address the issues of peak flow and capacity, GRW designed the rehabilitation of existing basins and the increase of influent pump capacity to 12 MGD. These modifications allow the plant to handle a peak influent flow rate of 15.3 MGD; and basins were sized based on projected flows and loads over the next 20 years.

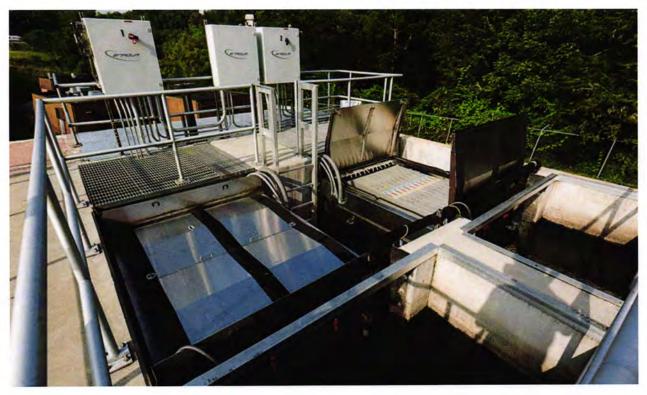
WWTP Upgrade (3.2 MGD) & Collection System Improvements

The City authorized GRW to submit and implement a corrective action plan to bring all the City's facilities into compliance. GRW wrote an amendment to the city's 201 Facilities Plan and helped the City acquire a State Revolving Loan to finance the project.

New treatment facilities including larger capacity raw wastewater pumps, two additional aeration basins, two additional clarifiers, grit removal, new filter media, and a new outfall were constructed to meet the NPDES permit. In order to eliminate bypassing of the collection system, a 1.0 MGD pump station and 12-inch force main were constructed. The construction of 7,000 LF of new gravity sewers eliminated two outdated pump stations which frequently bypassed.

Client Contact: Darian Dykes, Operations Manager, City of Crossville, 392 N Main Street, Crossville, TN (931) 484-6257, darian.dykes@veoliawaterna.com





Oliver Springs Water & Wastewater System Improvements

CDBG Water Loss Correction Project

GRW was selected to secure CDBG funding for a water loss correction project for the Town of Oliver Springs. The Town is focused on continuing to reduce water loss due to aging infrastructure. GRW has designed approximately 11,000 LF of new 6-inch and 2-inch water mains to replace deficient PVC and galvanized piping. Also, approximately 200 service lines known to be problematic will be replaced from the new mains to customer meters. A new finished water meter will be installed at the water plant, as well as a new valve with electric actuator that will connect to the adjacent Anderson County Utility Board water system. A new 6-inch supply line will be installed near downtown to improve supply reliability to the furthest reaches of the system. An additional component of the project was an acoustical leak detection survey that identified many leaks in the system that will be able to be addressed by Oliver Springs staff.

CDBG Automatic Meter Read Project

GRW provided design and construction administration/inspection services for the complete replacement of all water system residential and commercial meters with new Automatic Meter Read (AMR) technology. More than 2,130 small size (1/2 and 3/4 inches) meters; 24 one-inch meters; 15 twoinch meters; and one large four-inch meter were replaced. The project created a favorable environment where numerous system deficiencies were discovered (illegal unmetered connections, multiple users on a single meter, etc.). After the first several months of record keeping with 100% new AMR devices, Oliver Springs' staff documented water loss reduction in excess of 20% and an equally favorable increase in water sales revenues.

Kellytown Water Line Replacement

The Town of Oliver Springs, with GRW as Engineer and East Tennessee Development District as Administrator, applied for and obtained a \$272,000 **Community Development Block Grant** (CDBG) to match \$68,000 in local funds to construct the Kellytown Water Line Replacement project. Old lines constructed in the 1940s and 1950s were plagued with frequent breaks, offered inadequate supply, and made fire protection virtually non-existent. The line replacement project included the installation of over 20,000 LF of 4" and 6" water main, 16 fire hydrants and 187 service reconnections.

Water System Improvements, Multiple Phases

Oliver Springs received a \$500,000 **CDBG** grant to begin a phased construction effort to eliminate water system deficiencies. This phase of the work consisted of installing approximately 14,000 LF of 12" water distribution main and 5,600 LF of 6" waterline. The project was completed in 2001 and has significantly improved the pumping efficiency of the high service pumps at the water treatment plant.

Oliver Springs received another \$500,000 **CDBG** grant as a continuation to Phase I for a water line improvements program in accordance with recommendations in GRW's 1996 Preliminary Engineering Report. The work consisted of installing 23,000 LF of 14" water line.

Rural Development funded a water improvements project north in the Cove Road Area. Low pressures created by high demands are common complaints of citizens in the area. The proposed project includes the construction of a 100,000 gallon elevated water tank, upgrade of a booster pump station and installation of approximately 2,000 LF of 8" water line. Town of Jonesborough, TN | Professional Services for Town of Jonesborough USDA-RD Program



WWTP Improvements

GRW provided design and inspection services to upgrade and replace several process equipment units throughout the plant. Originally designed in 1991, the plant needed equipment replacement to address electrical codes/improve worker safety, as well as installation of an emergency generator to provide reliable treatment in the event of a power outage.

Improvements to the headworks included the removal of deficient screening equipment and grit removal equipment. A new in-channel screening device and a new grit removal device, including a new grit pump and ancillary piping, were designed. The existing oxidation ditch also required evaluation due to visible cracks to the exterior of the structure. The existing sludge screening press was recently overhauled, but a replacement press might be required in the second phase of improvements.

The headworks, clarifiers, sludge screening press, and office also received electrical upgrades in order to comply with current electrical codes. In addition, a SCADA system was designed for plant operations and to monitor pump station performance.

201 Facility Plan Update

This update evaluated recent changes in the effluent standards of the existing treatment plant and determined the facility improvements needed to correct stream pollution problems. This report considered alternatives by evaluating the ability to meet effluent standards, the economics associated with the alternative and the impact to the environment caused by the alternative. The selected alternative was to upgrade and expand the existing facilities by the addition of an oxidation ditch, a new headworks structure, two new clarifiers, a sludge holding tank and modifications to the existing chlorine contact chamber and cascade aerator. Rehabilitation of the main interceptors will use curedin-place liners to remove extraneous flows.

The report estimated that the plant upgrade and expansion would cost approximately \$1,540,000 to construct. The rehabilitation of the interceptors was estimated to cost \$850,000.

Town of Jonesborough, TN | Professional Survices for Town of Jonesborough USDA RD Program

WWTP Upgrade (0.74 MGD)

GRW designed a major wastewater treatment plant upgrade and interceptor sewer rehabilitation project for the Town of Oliver Springs, TN. The new plant treats 0.74 MGD through the biological process, a total of 1.04 MGD hydraulically, and 1.5 MGD when surcharges spill over into an equalization basin. An oxidation ditch configuration is utilized with a large clarifier to handle higher flows generated by the Town's excessive inflow and infiltration (I/I) problems.

As part of the total funding package of this wastewater system improvements project, the Phase I sewer rehabilitation project eliminated known I/I in the main interceptor. After completion of this phase, additional testing and flow monitoring were performed to target the next rehabilitation project, Phase II. The improvements were made with \$500,000 in Community Development Block Grant funds and \$2.5 million loan from the Tennessee SRF

Corrective Action Plan/Engineering Report, GIS Development, and Sanitary Sewer Collection System Rehabilitation

In 2014, the Town of Oliver Springs received a Commissioner's Order addressing violations associated with the Town's wastewater collection and treatment system. As part of the Order, the Town agreed to submit a Corrective Action Plan/Engineering Report (CAP/ER), which was prepared by GRW, to address the conditions within the system including, but not limited to:

- Timetable for initiating and completing all rehabilitative work
- Reliability study of each pump station
- Hydraulic model of the collection and transport system
- Identification of any known overflow locations
- Use of geographic information systems (GIS) coordinates to fully map the system

Collection System Overview: Located in Roane, Morgan, and Anderson Counties at the junction of State Routes 61 and 62, Oliver Springs is approximately 30 miles west of downtown Knoxville, Tennessee. The Town has a population of 3,231 persons per the 2010 U.S. Census, and its sewer system, including 30 miles of sewer mains and eight pump stations, serves approximately 1,400 customers in the city limits.

GIS Mapping: Prior to the GIS mapping, GRW completed a sanitary sewer evaluation, including CCTV work and a manhole location survey. This data was brought together into a new GIS mapping system that replaced the Town's existing base map. The new system is a web-based ARCGIS platform capable of displaying data on a variety of base maps.

Hyperlinks to available CCTV footage and summary reports are accessible by clicking on the pipe in question. Information such as invert elevations, material, diameter, and upstream and downstream manhole names is also available.

Sewer System Rehabilitation: Funded by Rural Development, the sewer system rehabilitation included 28,000 LF of 8-inch and 10-inch CIPP; 2,800 LF of 8-inch gravity sewer replacement; 1,000 VF of manhole lining; 350 internal lining of service connections; and comprehensive rehabilitation of four pump stations, including new emergency generators.

Client Contact: Jason Stiltner, Mayor, Town of Oliver Springs, (865) 435-7722

West Knox Utility District Water & Wastewater System Improvements

Industrial Park and Holidays Hills Pump Station Rehabilitation

GRW designed the replacement of two, existing duplex submersible pump stations. Work included new pump stations at each site complete with two new submersible pumps, new valve vaults, new electrical services, new pump control panels and appurtenances.

Middlebrook Pike Utility Relocations

In order to accommodate the widening of Middlebrook Pike in Knox County, TN, GRW designed the relocation of various utilities for the West Knox Utility District. The total construction cost was \$3,200,000 with approximate quantities as follows:

- 475 LF of 24" gravity sewer
- 1,400 LF, 16" gravity sewer
- 8,900 LF of 8" gravity sewer
- 7,500 LF, 18" sewer force main
- 2 altitude valve vaults for existing water tanks
- 17,000 LF of 16" water line, 1,800 LF of 12" water line, and 3,600 LF of 6" water line

Wastewater Treatment Plant (6 MGD)

GRW designed a new 6 MGD wastewater treatment plant to replace an existing 4 MGD facility. For this approximate \$46.5-million construction project, GRW is designing modifications to the main sewage pumping station to handle peak wet weather flows up to 15 MGD; roughly eight miles of force main for sewage transmission to the new plant; a new 6 MGD wastewater treatment plant; and a treated effluent submerged outfall line to Melton Hill Reservoir (Clinch River). The plant will be designed for biological nutrient removal in anticipation of future, more stringent, NPDES permit limits, and in response to the District's desire to be proactive in their responsibilities to customers and the environment.

Yarnell Drive Sewer Extensions

West Knox Utility District selected GRW to design the extension of wastewater collection facilities to serve the rapidly developing west central portion of Knox County with a project bid in June 2007. The project included 8,500 LF of gravity sewers, two submersible pump stations, and 18,270 LF of force main. The project was financed with local funds.

Water System Computer Hydraulic Model

The West Knox Utility District (WKUD) serves over 25,000 water customers in a service area consisting of approximately 72 square miles in Knox County, Tennessee. The WKUD water distribution system consists of pipes ranging in diameter from two to 24 inches, five water storage tanks storing approximately 8.5 million gallons, and two water treatment plants.

To accommodate future growth, GRW expanded the existing WaterCAD model to analyze system upgrades over a ten-year period. Analyses included water line flushing, system peak demand and fire flow analysis for flow and residual pressure requirements for proposed water lines, storage tanks and booster pumps. These improvements include the addition of a 1.5 million gallon ground storage tank and water mains upgrades ranging from 12 to 24 inches in diameter to improve pressures and meet growing demand.

Client Contact: Wayne Hastings, General Manager, West Knox Utility District, 2328 Lovell Road, Knoxville, TN (865) 690-2521; whastings@wkud.com

City of McKenzie, TN, Wastewater System Improvements

Wastewater Collection System

Improvements

In December 2005, the Tennessee Department of Environment and Conservation issued an Order and Assessment to the City of McKenzie regarding problems at the wastewater treatment plant and in the wastewater collection system. GRW was selected to assist McKenzie with completing the CAP/ER that addressed issues at both the wastewater treatment plant and the wastewater collection system.

In resolving its wastewater collection system issues – which have completed in several phases over the past 10+ years - the City of McKenzie, along with the assistance of GRW, have obtained funding from various sources to collect data and make costeffective repairs to the City wastewater system.

- 2006 Improvements: The project's data collection phase included smoke testing of the sewers, completed in July of 2006, and televising the sewers, completed in October of 2006.
 Construction of this project was completed in September of 2007. Because of the improvements, the City received a partial lifting of the moratorium placed on the collection system.
- 2008 and 2012 Improvements: In 2008 and 2012, the City received two additional CDBG awards to complete Phase II, and III of the system rehabilitation, also completed with engineering services provided by GRW.
- 2014 Improvements: In 2014, the City received a CDBG award to complete improvements at the wastewater treatment plant. GRW provided the engineering services to replace the grit and grease units, and the aeration basin membranes.
- 2015 Improvements: In 2015, the City received SRF funding to complete improvements in the collection system and at the wastewater treatment plant. GRW provided the engineering services to replace the fine screens, blowers, and influent pumps at the plant, and sanitary sewer evaluation surveys (SSES) and rehabilitation work in the collection system.

- 2017 Improvements: This work, funded by the CDBG program, included approximately 2,500 LF of sanitary SSES, along with the rehabilitation of approximately 5,700 LF of 8" and 10" gravity sewer lines and related work.
- 2018 Improvements: Funded by a USDA Rural Development grant and loan, this project includes improvements to the collection system and treatment plant. Work to be constructed in 2019 includes approximately 10,500 LF of SSES; rehabilitation of approximately 9,500 LF of 8" gravity sewer lines; replacement of three aboveground package lift stations and one belowground grinder lift station; WWTP digester blower replacement, WWTP sampler replacement (influent and effluent), and WWTP lab building repair/maintenance.
- 2019 Improvements: This CDBG funded project included the televising of approximately 10,500 L.F of sewer line, rehabilitation of approximately 10,500 L.F of sewer line, Inspected 70 manholes, and rehabilitated approximately 35 manholes of those manholes

WWTP Improvements

GRW has provided design and bidding services for the initial phase of improvements at McKenzie's wastewater treatment plant.

The scope of the project includes the replacement of the following equipment and systems: existing mechanical bar screen, grease removal equipment, 12 bridge-mounted aeration assemblies, one traveling bridge center bearing (part of aeration system); dissolved oxygen control system, other pretreatment systems, and related appurtenances.

The project received funding through CDBG.

Winston Street Sanitary Sewer Extension GRW worked with the City of McKenzie to provide design services for sanitary sewer line extensions along Winston Street. The improvements included approximately 500 LF of 8-inch PVC sewer line, two manholes, and miscellaneous connections.

Client Contact: Ryan Griffin, Mayor, City of McKenzie, (731) 352-2292; ryan.griffin@cityofmckenzie.com

City of Lobelville, TN, Water System Improvements

Deer Creek Water Line

The City of Lobelville selected GRW to design approximately 7.5 miles of water line, and a 100,000 gallon standpipe to serve approximately 125 residential homes in the Deer Creek Road area. The project was funded with a \$380,000 CDBG grant, and \$350,000 CDBG disaster grant administered through the State of Tennessee Department of Economic and Community Development.

Highway 13 North Water Line Extension

The City of Lobelville selected GRW to design approximately 6 miles of water line and a water booster station that could transfer water from Waverly to Lobelville (or Lobelville to Waverly) if a situation occurred where water needed to be transferred in an emergency situation. The project was funded with a \$1,000,000 CDBG disaster grant administered through the State of Tennessee Department of Economic and Community Development.

Linden Water Interconnection and Water Treatment Plant Generator

GRW provided design, construction administration and resident inspection services for approximately 6,500 linear feet of 6-inch water line and a 200 GPM pump station to provide an emergency interconnection between the Lobelville and Linden water systems. Also, a 250 KVA emergency generator was installed at the Lobelville water treatment plant.

Roan Creek and Crooked Creek Road Water Line Extension

The City of Lobelville selected GRW to design approximately 7.5 miles of water line to serve approximately 40 residential homes along Roan and Crooked Creek Roads. The project was funded with a \$500,000 CDBG grant administered through the State of Tennessee Department of Economic and Community Development.

Russell and Lost Creek Water Line Extension

The City of Lobelville selected GRW to design approximately 4.5 miles of water line to serve the residents of Russell Creek and Lost Creek Roads. The project was funded with a \$500,000 CDBG disaster grant administered through the State of Tennessee Department of Economic and Community Development. The City also received supplemental funding from the USDA Rural Development.

Client Contact: Cristal Odom, City Recorder, City of Lobelville, (931) 593-2285



Plateau Utility District Water System Improvements

Water System Improvements

Prior to the merger of Plateau Utility District (PUD) and Sunbright (SUD), GRW designed this project, funded by a **Community Development Block Grant** and local funds, which extend water service into the Sunbright, Deer Lodge, and Glades communities. Work included the design of more than 72,000 LF of 2", 3", 4", 6", and 8" water lines serving 54 low- and moderate-income families and an additional 60 residential and commercial customers.

Water System Computer Hydraulic Model of Sunbright Service Area

Plateau Utility District (PUD) recently merged with the Sunbright (SUD) and assumed operation and management responsibilities for the merged systems. The SUD service area is extensive, with dramatic fluctuations in water pressure and customer demands. PUD required an immediate assessment of SUD system problems, deficiencies, strengths, etc. to permit realistic allocation of manpower and funds to maintain compliance with state and federal regulatory criteria and mandates.

GRW prepared a WaterGEMS water system computer hydraulic model to evaluate strengths, weaknesses and potential improvements to help operate and maintain the system.

PUD's decision to assume responsible operations and control of SUD coincided with Morgan County's commitment to assist two new industries that each had specific water requirements and demands. The water model also evaluated the impact of these two new industries on SUD's system and recommended system upgrades for continued and reliable water service. The industries received federal assistance from the EDA; thus, the water improvements were submitted for consideration and approval.

Mill Creek Road Water Line

The project involves the relocation of a short length of water main from White Oak Creek to Mill Creek Road to accommodate future Tennessee Department of Transportation storm drainage improvements. The approximate length of the water line extension is less than 500 linear feet.

Water System Improvements for Sunbright Service Area

Prior to the merger of Plateau Utility District (PUD) and Sunbright (SUD) in 2012, EDA funding had been secured through Morgan County for infrastructure improvements of the SUD water system to serve two industries. GRW developed a hydraulic model to evaluate the SUD water system, with special emphasis on the impact of the EDA project. As a result of the model, the scope of the EDA improvements was dramatically revised. (A previous engineering report provided by another consultant had recommended certain improvements; however, results from the dynamic hydraulic model indicated the improvements were not beneficial, and in fact, would have been ineffective in meeting the stated goals and objectives.) GRW is designing the following improvements:

- New Scutcheon Booster Pump Station from 285 gpm to 500 gpm
- New 0.50 MG Pilot Mountain Road ground storage reservoir and 500 gpm booster pump station will be sited adjacent to the Pilot Mtn. Road reservoir
- Renovated 200 gpm booster pump station sited at existing Hatmaker cut-off valve for pumping supply from Deer Lodge elevated tank to Burrville elevated tank
- Approximately 6,000 LF of 8" PVC water main replacement and PRV on Hugh Jones Road
- Installation of zone metering assemblies or flow meters to assure adequate flows and pressures are provided to two new industries

Client Contact: Mike Monroe, General Manager, Plateau Utility District, (423) 346-8320, mmonroe@plateauutility.com

SECTION 2.0 Qualifications & Availability

Town of Jonesborough, TN | Professional Services for Town of Jonesborough USDA-RD Program

2.0 Qualifications of Key Personnel

Selected from our full-service water resources engineering division, we have carefully chosen our key staff members based on their availability to work with the Town of Jonesborough, as well as their related experience and expertise in the services required for your project.

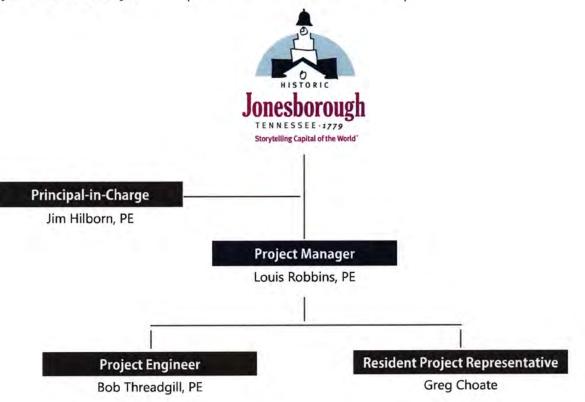
GRW Sr. Vice President Jim Hilborn, PE, will serve as our Principal. He has more than four decades of experience with water and wastewater infrastructure systems including work for the Town of Jonesborough. Jim will provide technical guidance and ensure the project team has the resources to successfully complete your project.

Overseeing all aspects of your project will be **GRW Project**

Manager Louis Robbins, PE. He also has more than four decades of experience and has worked on the design of dozens of water and wastewater system projects for clients throughout Tennessee, including the Town of Jonesborough. Assisting Louis will be Project Engineer Bob Threadgill, PE; he has 40-plus years of experience with water and wastewater engineering design and construction. Greg Choate is our Resident Project Representative, who is equally experienced and has worked on several projects with Jonesborough as well.

We have examined our current and planned workloads, and our proposed project team is ready to begin work immediately on your proposed project. Our current man-hour utilization allows our project team to complete the project in a timely manner.

The individuals selected are readily available to undertake your project work. If, however, any of the team members identified could not complete their assignment, GRW has additional professionals who could "step-in" at a moment's notice. Our Tennessee offices are supported, as needed, by more than 190 additional GRW employees. With these extensive resources, we can complete most projects including planning, design, and construction inspection with total in-house staffing (no subconsultants).



Jim Hilborn, PE | GRW Principal



YEARS OF EXPERIENCE: With GRW: 36 Total: 45

EDUCATION

B.S., Civil Engineering, 1979, University of Kentucky

REGISTRATION Professional Engineer: TN, KY

PROFESSIONAL AFFILIATIONS AND TRAINING

National Society of Professional Engineers

Tennessee Society of Professional Engineers

American Public Works Association

American Water Works Association

Society of American Military Engineers

Water Environment Federation

RELEVANT PROJECT EXPERIENCE

Jonesborough Water Treatment Plant Improvements, Jonesborough, TN – Principal. Water treatment plant improvements consisting of following new features: new sedimentation basin to minimize loading on filter units; new 2,200 gpm high service pump to replace existing malfunctioning and inefficient 1,350 gpm pump; two new VFD drives for two new 2,200 gpm high service pumps to eliminate high startup power demands and promote energy conservation; and SCADA upgrades in the control room for more responsive and efficient operational control.

Bon De Croft Utility District Membrane Filtration Water Treatment Plant and Transmission System Improvements, Bon De Croft, TN –

Project Manager. Design of 1.0 MGD membrane filtration water treatment plant which replaced an existing conventional package water treatment plant. Membrane filtration was selected because water source is of high enough quality that direct filtration was possible. Transmission system improvements included approximately 46,000 LF of 12" PVC and ductile iron pipe, as well as a high service pump station (two pumps rated at 800 gpm and one rated at 500 gpm.

Lobelville Roan Creek and Crooked Creek Road Water Line Extension, Lobelville, TN – Principal. Design for approximately 7.5 miles of water line to serve approximately 40 residential homes. Funded with \$500,000 CDBG grant.

Lobelville Deer Creek Water Line, Lobelville, TN – Project Manager. Design for approximately 7.5 miles of water line, and a 100,000 gallon standpipe to serve approximately 125 residential homes. Funded with \$380,000 CDBG grant, and \$350,000 CDBG disaster grant.

Lobelville Linden Water Interconnection and Water Treatment Plant Generator, Lobelville, TN – Project Manager. Included approximately 6,500 LF of 6" water line and 200 GPM pump station to provide emergency interconnection between Lobelville and Linden water systems, as well as 250 KVA emergency generator at Lobelville water treatment plant.

Lobelville Highway 13 North Water Line Extension, Lobelville, TN – Project Manager. Design approximately 6 miles water line and water booster station that could transfer water from Waverly to Lobelville (or Lobelville to Waverly) in an emergency situation. Funded with \$1-million CDBG disaster grant.

Lobelville Russell and Lost Creek Water Line Extension, Lobelville, TN – Principal. Design for approximately 4.5 miles of water line funded with a \$500,000 CDBG disaster grant and supplemental funding from USDA Rural Development.

Lobelville State Route 13 Water Line Relocations, Lobelville, TN – Project Manager. Design for relocation of approximately 4,000 LF of 6-, 8-, and 12-inch water line, in three locations, for widening of State Route 13. State of Tennessee, Department of Transportation provided assistance with the funding of the project. **Oneida CDBG Sewer Rehabilitation (2011), Oneida, TN** – Principal. Part of multi-phase program to further isolate and reduce infiltration and inflow into city's sewer system. Project involves replacement of approximately 1,523 LF of 12" sewer line; rehabilitation or replacement of 12 sewer manholes; 1,864 LF of cured-in-place liner; and 47 service lateral connections. SpectraShield liner system utilized to provide superior manhole rehabilitation product for long-term durable service.

Oneida CDBG-R Sewer Rehabilitation (2008), Oneida, TN – Principal. Reconnection of 106 previous CIPP liner residential service connections; rehabilitation of 11 manholes; replacement of 490 LF of deficient gravity sewer; and 3,500 LF of new CIPP or pipeburst gravity sewer line rehabilitation. All CIPP rehabilitation was accomplished by new UV-cured liner technology.

Oneida Sanitary Sewer Collection System, Phase II, Oneida, TN – . Design for Phase II sanitary sewer collection system providing: over 11,800 LF of 8" gravity sewer; 3,800 LF of 2" and 3" force main sewer; and two sewage pumping stations to serve 74 families.

Oneida Water Treatment Plant Improvements, Oneida, TN – Principal. Improvements to the water treatment plant capabilities and efficiency of the facility.

Crossville Miller Avenue Wastewater System Improvements, Crossville, TN – Principal. Design services for a new above-grade sanitary sewer pump station with four end-suction type centrifugal pumps (series-mounted, 2 each), vacuum priming system, electrical service, pump control panel and appurtenances.

Crossville Dooley Street Sewer Replacement, Crossville, TN – Principal. Gravity sewer replacement in residential neighborhood to address I/I and additional flow due to growth. Work included approximately 16,000 LF of 12" and 18" gravity sewer, 25 manholes, 20 customer reconnections, and 1,200 LF of stream bank restoration.

Crossville Industrial Park and Holiday Hills Pump Station Rehabilitation, Crossville, TN – Principal. Replacement of two, existing duplex submersible pump stations at each site complete with two new submersible pumps, new valve vaults, new electrical services, new pump control panels and appurtenances.

Crossville Wastewater Treatment Plant and Pumping Station Upgrades (15.3 MGD Peak), Crossville, TN – Principal. Engineering design and construction administration to upgrade existing hydraulic capacity through rehabilitation of existing basins to handle a peak pumping capacity of 15.3 MGD for future growth over next 20 years.

Crossville Wastewater Treatment Plant Improvements, Crossville, TN – Principal. Modified plant with air piping, mixers, new blowers, and plant piping to utilize extended air treatment of flow and return sludge. Collection system rehabilitation consisted of inspection of approximately 17,000 LF of 8"-12" gravity sewer and repair of approximately 10,000 LF of 8"-12" sewers via pipe bursting.

Louis Robbins, PE | GRW Project Manager



YEARS OF EXPERIENCE: With GRW: 40 Total: 48

EDUCATION

B.S., Civil Engineering, 1976, Tennessee Technological University

M.S., Civil Engineering, 1977, Tennessee Technological University

REGISTRATION Professional Engineer: TN, KY

PROFESSIONAL AFFILIATIONS AND TRAINING Kentucky-Tennessee Water Pollution Control Federation

RELEVANT PROJECT EXPERIENCE

Jonesborough 8 MGD Raw Water Intake and Supply Line,

Jonesborough, TN – Project Manager. Design of a new 4 MGD raw water intake structure on the Nolichucky River, with future expansion up to 8 MGD, including approximately 10,000 LF of 24" raw water line to the existing water plant. This 24" raw water line will eventually serve as the Town's high service line; proper restraint devices were used so that the future 175-psi pumping pressures will not create line breaks.

Oneida 4.0 MGD Water Treatment Plant and 1 MG Storage Tank, Oneida, TN – Project Manager. Design for phased construction of a new 4.0 MGD water treatment plant, 1.0 MG water storage tank, 16" raw water line from Recreation Lake, a computerized data acquisition system, supplemental 18" raw water line, and new raw water pumping station.

Oneida Water Treatment Plant Improvements, Oneida, TN – Project Manager. Improvements to the water treatment plant capabilities and efficiency of the facility.

Oneida Interceptor Sewer, Oneida, TN – Project Manager. Design, inspection and construction administration services for approximately 10,300 LF of 18" PVC interceptor sewer from old wastewater treatment plant along Pine Creek down to the new plant site.

Oneida New Wastewater Treatment Plant & Influent Pumping Station, Oneida, TN – Project Engineer. Design for new 1.04 MGD wastewater treatment plant using activated sludge process for biological removal of organic matter, consisting of pumping station (640 to 1540 gpm), mechanical bar screen, grit removal, oxidation ditch, secondary clarification, chlorine contact for disinfection of the wastewater, post aeration, sludge holding tank and plastic media sludge drying beds, new process control building with a laboratory, a new chemical building and a new polymer building.

Oneida Sanitary Sewer Collection System, Phase I, Oneida, TN – . Design for Phase I sanitary sewer collection system, extending over 12,500 LF of 8" gravity sewer to provide service to 57 low and moderate income families and an additional 34 residential and commercial customers.

Oneida Wastewater System Improvements, Oneida, TN – Project Manager. Design for a new \$3 million grinder sewer system project funded by Rural Development, installing 190 grinder units at residences, and 2 miles of gravity sewer, 10 miles of force main, and a pump station.

North West Utility District Membrane Water Treatment Plant (4.0 MGD) and Improvements, Soddy-Daisy, TN – Project Manager. Planning, design, and construction phase services for a 4.0 MGD water treatment plant using pressure membrane technology. The original concrete basins will be used as pretreatment basins; and chemical fee systems, clearwell, and high-service pumping facilities will also be incorporated into the new plant. Membrane treatment's smaller footprint allows space for expansion to 6.0 MGD. GRW assisted with securing Rural Development loan/grant funding of approximately \$8.5 million. Sebree Water Line Replacement, Sebree, KY – Project Manager. Design and construction administration services for 5,000 LF of 12" PVC water line replacement, 68 service connections and 1,200 LF of pavement reconstruction to replace deteriorated water line.

West Knox Utility District Daugherty Water Treatment Plant Expansion (8 MGD), Knoxville, TN – Project Manager. Expansion and upgrade (2.0 MGD to 8.0 MGD) of utility district's conventional turbidity removal water treatment plant which treats surface water from Melton Hill Lake. Improvements and upgrades include: renovation of existing raw water intake structure; new flash mix and flow splitting structure; conversion of existing sedimentation basins to enhanced flocculation basins and construction of new chemical storage and feed facilities; and new 8 MGD membrane filtration treatment facilities with required supporting systems. Work also included renovation of existing high service pumps and electrical components and upgraded plant control and SCADA systems. Transmission improvements included approximately 30,700 LF of 30", 24" and 16" potable water mains; 6,300 LF of 30" raw water main, and 160 LF of 36" ball joint ductile iron pipe into lake and constructed with barge and crane.

West Knox Utility District Huntwood Lane Sewer Line Replacement, Knoxville, TN – Project Manager. Engineering services for approximately 3,900 LF of sewer line replacement (existing 8" replaced with new 12" PVC), including approximately 450 LF of pipe bursting, 25 replacement manholes, and appurtenances.

West Knox Utility District Karns Wastewater Pump Station #1 Rehabilitation, Knoxville, TN – Project Manager. Design to modify structure and influent piping of pump station, replace existing pumps with new variable speed pumps, replace valves, add new flow meter and add new controls; increased pumping capacity of pump station to 1100 GPM.

West Knox Utility District Yarnell Drive Sewer Extensions, Knoxville, TN – Project Engineer. Design of 8,500 LF of gravity sewers, two submersible pump stations, and 18,270 LF of force main for the rapidly developing west central portion of Knox County.

Dawson Springs Wastewater Improvements, Dawson Springs, KY – Project Manager. Comprehensive sewer rehabilitation project including: coordination of field investigations including flow monitoring, smoke testing of approximately 70,000 LF of sewer line, video inspections of approximately 35,000 LF of sewer line, and manhole inspections; analysis of investigation findings, and design, construction administration, and resident project representation services for needed sewer line and manhole rehabilitation/repairs.

Drakesboro Wastewater Pump Station Replacements, Drakesboro, KY – Project Engineer. Assisted with KYDOW approval and provided construction phase services for replacement/rehabilitation of Highway 431 and Jones Avenue sewer pump stations. Project included replacement of pumps and controls, as well as electrical improvements. Chlorine feed unit at wastewater treatment plant was replaced with bleach disinfection feed system.

Bob Threadgill, Jr., PE | GRW Project Engineer



YEARS OF EXPERIENCE: With GRW: 38 Total: 52

EDUCATION B.S., Civil Engineering, 1972

Graduate Studies, Civil Engineering, 1977, Tennessee Technological University

REGISTRATION Professional Engineer: TN, KY

PROFESSIONAL AFFILIATIONS AND TRAINING Water Environment Federation (WEF)

RELEVANT PROJECT EXPERIENCE

Jonesborough 18" Main Interceptor Sewer Upgrade, Jonesborough, TN – Project Manager. Design for 3,000 feet of 18" and 14,500 feet of 12" sewer line, improvements primarily necessary to prevent manholes from surcharging when an upgraded sewage pump station was brought on line, and eliminate infiltration/inflow that exists in the area of the gravity sewer lines.

Jonesborough Collector Sewers Phases I, II & III, Jonesborough, TN – Project Manager. Design of a three-phase sanitary sewer collection system project, constructed with the City's workforce using local funds. Phase I – 2,200 LF of 4" PVC force main and pumping station; Phase II – 3,400 LF of 8" PVC gravity sewer, 3,000 LF of 4" PVC force main and pumping station; and Phase III – 6,000 LF of 8" PVC gravity sewer, 3,000 LF of 4" force main, and pumping station.

Jonesborough Wastewater Treatment Plant Modifications,

Jonesborough, TN – Project Manager. Engineering design to update an existing wastewater treatment plant, including: new sludge dewatering building with a centrifuge, polymer feeder, magnetic sludge flow meter and remote positive displacement sludge feed pump; new aerobic digester/sludge thickener with blowers and a positive displacement sludge transfer pump; new chemical building that houses the new caustic soda bulk storage tank, a day tank, two (2) new chemical feed pumps and pressure tanks; new covered concrete composting pad (220 ft. x 60 ft.); new concrete tramel screen pad (30 ft. x 20 ft.); and new chlorinators, new sulfonator, chlorine/sulfur dioxide gas monitor, and automatic switchover unit.

Jonesborough Wastewater Treatment Plant Expansion (1 MGD), Phase I, Jonesborough, TN – Project Manager. Phase I of two-phase project (split to maximize multiple grant funding sources) to expand plant from 0.5 MGD to 1.0 MGD. Work included Preliminary Engineering Report which indicated need of new discharge point to accommodate increased waste load. Phase I included replacement of existing aeration basins (Schreiber/with clarifier) with two new oxidation ditches and final clarifiers; new grit and grease headworks structure; new main pump station with VFD controls; new flow splitter box structure; new return sludge pumping structure; new operations/electrical building; new generator and new effluent flow meter. Existing aeration basins used for flow equalization; existing chlorine contact basin and cascade aerator received minor modifications.

Jonesborough Wastewater Treatment Plant Expansion (1 MGD), Phase II - Effluent Pump Station and 12" Outfall Line, Jonesborough, TN – Principal. Phase II of two-phase project (split to maximize multiple grant funding sources) to expand plant from 0.5 MGD to 1.0 MGD and relocation discharge to Nolichucky River, seven miles to south. Work encompassed 36,000 LF of 12-inch outfall line, new effluent pump station, and new cascade aerator. Required close coordination with archaeological surveyor to ensure alignment avoided sensitive areas. Funding obtained from Economic Development Administration (EDA), and USDA Rural Development. **Oneida Water System Expansion, Oneida, TN** – Design of 5,975 LF of 12inch water line; 24,056 LF of 4-inch water line, 1.0 MG concrete water tank; and rehabilitation of Pine Hill steel tank, in first phase of improvements to expand services to accommodate growth and upgrade service to existing customers. Subsequent improvements included new 4 MGD water treatment plant, new raw water intake on city lake, new raw water line, and second 1.0 MG prestressed concrete water tank.

Oneida Interceptor Sewer, Oneida, TN – Project Engineer. Design, inspection and construction administration services for approximately 10,300 LF of 18" PVC interceptor sewer from old wastewater treatment plant along Pine Creek down to the new plant site.

Oneida New Wastewater Treatment Plant & Influent Pumping Station, Oneida, TN – Project Manager. Design for new 1.04 MGD wastewater treatment plant using activated sludge process for biological removal of organic matter, consisting of pumping station (640 to 1540 gpm), mechanical bar screen, grit removal, oxidation ditch, secondary clarification, chlorine contact for disinfection of the wastewater, post aeration, sludge holding tank and plastic media sludge drying beds, new process control building with a laboratory, a new chemical building and a new polymer building.

Oneida Sanitary Sewer Collection System, Phase I, Oneida, TN – Design for Phase I sanitary sewer collection system, extending over 12,500 LF of 8" gravity sewer to provide service to 57 low and moderate income families and an additional 34 residential and commercial customers.

Oneida Sanitary Sewer Collection System, Phase II, Oneida, TN – Design for Phase II sanitary sewer collection system providing: over 11,800 LF of 8" gravity sewer; 3,800 LF of 2" and 3" force main sewer; and two sewage pumping stations to serve 74 families.

Oneida Wastewater Treatment Plant Modifications (2017 CDBG Project), Oneida, TN – Project Engineer. Design, bidding, and construction phase services WWTP (1.04 MGD) for improvements/replacements for oxidation ditch drive gears and rotors, return sludge pumps and related systems/structures, plug valves on the chlorine contact chamber, clarifier parts, chlorination/de-chlorination equipment, and all necessary electrical conduits/wiring and controls.

Oliver Springs FY 2019 SRF Water Loss Study, Oliver Springs, TN – Project Engineer. Pilot program to study means and methods of finding and reducing water loss in water system. Work involved Water System Facility Plan, GPS/GIS water system inventory, acoustic leak detection, water system model, and zone meter installation.

Oliver Springs Water System Hydraulic Analysis, Oliver Springs, TN – Engineering services for hydraulic analysis of the town's water system to determine necessary upgrades, evaluating water treatment plant capacity, water line sizes, finished storage capacity and possible fire flows needed in the system. Recommendations identified four phased projects: changes and additions at the treatment plant (\$144,900), upgrading the distribution system to fill storage tanks (\$1,003,625), upgrading the distribution system to provide needed fire flows (\$1,057,400) and the addition of a new storage tank (\$237,900).

Greg Choate | GRW Resident Project Representative

YEARS OF EXPERIENCE: With GRW: 28 Total: 59

EDUCATION A.A., 1984, York Institute, Jamestown, TN

RELEVANT PROJECT EXPERIENCE.

Jonesborough 24" Persimmon Ridge Road Water Line and 3 MG Water Storage Tank, Jonesborough, TN – Resident Project Representative. Two 3-mile sections of 24" water lines to connect existing 16" transmission main with existing transmission mains leading to industrial park and Lowe's retail store, all to improve adequate water pressure, fire protection, and capacity. Project included new 3 MG pre-stressed concrete water storage tank to establish new pressure station. Rural development funding and financial participation by Lowe's paid for improvements.

Jonesborough Wastewater Treatment Plant Expansion (1 MGD), Phase II - Effluent Pump Station and 12" Outfall Line, Jonesborough, TN – Resident Project Representative. Phase II of two-phase project (split to maximize multiple grant funding sources) to expand plant from 0.5 MGD to 1.0 MGD and relocation discharge to Nolichucky River, seven miles to south. Work encompassed 36,000 LF of 12-inch outfall line, new effluent pump station, and new cascade aerator Required close coordination with archaeological surveyor to ensure alignment avoided sensitive areas. Funding obtained from Economic Development Administration (EDA), and USDA Rural Development.

Jonesborough Wastewater Treatment Plant Modifications,

Jonesborough, TN – Resident Project Representative. Update of existing wastewater treatment plant, including: new sludge dewatering building with a centrifuge, polymer feeder, magnetic sludge flow meter and remote positive displacement sludge feed pump; new aerobic digester/sludge thickener with blowers and a positive displacement sludge transfer pump; new chemical building that houses the new caustic soda bulk storage tank, a day tank, two (2) new chemical feed pumps and pressure tanks; new covered concrete composting pad (220 ft. x 60 ft.); new concrete tramel screen pad (30 ft. x 20 ft.); and new chlorinators, new sulfonator, chlorine/sulfur dioxide gas monitor, and automatic switchover unit.

Jonesborough Water Treatment Plant Improvements, Jonesborough, TN – Resident Project Representative. Water treatment plant improvements consisting of following new features: new sedimentation basin to minimize loading on filter units; new 2,200 gpm high service pump to replace existing malfunctioning and inefficient 1,350 gpm pump; two new VFD drives for two new 2,200 gpm high service pumps to eliminate high startup power demands and promote energy conservation; and SCADA upgrades in the control room for more responsive and efficient operational control.

Jonesborough Wastewater Treatment Plant Expansion (1 MGD), Phase II - Effluent Pump Station and 12" Outfall Line, Jonesborough, TN – Resident Project Representative. Phase II of two-phase project (split to maximize multiple grant funding sources) to expand plant from 0.5 MGD to 1.0 MGD and relocation discharge to Nolichucky River, seven miles to south. Work encompassed 36,000 LF of 12-inch outfall line, new effluent pump station, and new cascade aerator. Required close coordination with archaeological surveyor to ensure alignment avoided sensitive areas. Oneida 4.0 MGD Water Treatment Plant and 1 MG Storage Tank, Oneida, TN – Resident Project Representative. Design for phased construction of a new 4.0 MGD water treatment plant, 1.0 MG water storage tank, 16" raw water line from Recreation Lake, a computerized data acquisition system, supplemental 18" raw water line, and new raw water pumping station.

Oneida CDBG Sewer Rehabilitation (2011), Oneida, TN – Resident Project Representative. Part of multi-phase program to further isolate and reduce infiltration and inflow into city's sewer system. Project involves replacement of approximately 1,523 LF of 12" sewer line; rehabilitation or replacement of 12 sewer manholes; 1,864 LF of cured-in-place liner; and 47 service lateral connections. SpectraShield liner system utilized to provide superior manhole rehabilitation product for long-term durable service.

Oneida Wastewater Treatment Plant Improvements (2015 CDBG), Oneida, TN – Resident Project Representative. Design for improvements including a new electrical/chemical building, the addition of two (2) submersible mixers placed in the oxidation ditch, one (1) ORP and two (2) dissolved oxygen probes placed in the existing oxidation ditch, the replacement of the existing rotor motors with inverter duty motors associated with the existing oxidation ditch, and all necessary electrical conduits/wiring and controls.

Oneida Wastewater Treatment Plant Modifications (2017 CDBG Project), Oneida, TN – Resident Project Representative. Design, bidding, and construction phase services WWTP (1.04 MGD) for improvements/replacements for oxidation ditch drive gears and rotors, return sludge pumps and related systems/structures, plug valves on the chlorine contact chamber, clarifier parts, chlorination/de-chlorination equipment, and all necessary electrical conduits/wiring and controls.

Oneida Water System Improvements, Oneida, TN – Resident Project Representative. Various improvements to water system including: new or retrofitted automatic meter reading (AMR) system devices for existing water system customers; solar powered mixers for Howard Baker Lake raw water supply; and installation of SCADA devices and required technology for monitor and/or control of remote water system infrastructure (six locations) via wireless SCADA.

Plateau Utility District Water System Improvements for Sunbright Service Area, Wartburg, TN – Resident Project Representative. Water system improvements, to serve two industries, including: new Scutcheon booster gpm station upgrade from 285 gpm to 500 gpm; new 500,000gallon Pilot Mountain Road ground storage reservoir and 500 gpm booster pump station; 6,000 LF of 8" water main replacement and PRV; renovated 200 gpm booster pump station; and flow meters to assure adequate flows and pressures.

Oliver Springs Corrective Action Plan/Engineering Report, GIS Development, and Sanitary Sewer Collection System Rehabilitation, Oliver Springs, TN – Resident Project Representative.



Town of Jonesborough, TN | Professional Services for Town of Jonesborough USDA-RD Program

3.0 Scope of Services

Per your Request for Proposals, this section contains information about our understanding of your requested scope of services, as well as the type of services offered by our firm.

Scope of Services to be Provided

GRW has completed a variety of projects for you, and we are familiar with the commitment of the Town's officials to implement public works projects for the betterment of their community. We understand the projects covered in these qualifications may include, engineering and architectural services including, preliminary engineering, design services, feasibility studies, construction management/inspections, surveying, utility analyses, mapping, and other services.

It is our understanding the Town has a variety of needs in the public works and utility departments. The upgrade and expansion of the water treatment plant, upgrade of the water transmission line from the water plant to Town, the expansion of the water distribution and sanitary sewer systems to provide better services to the North Cherokee area, replacement of water meters, improvements to the sanitary sewer collection system, updated mapping and GIS data, and improvements to the water pressure along the "ridges" in Jonesborough, and the extension of water into the county, to name a few.

We believe our experience working with the Town and our understanding of your requirements and expectations will help ensure the success of your upcoming project.

Professional Services Provided by GRW

As a full-service engineering, architecture and geospatial firm, our wide range of professional services is listed below. Please see the following pages for more specific services for wastewater and water.

- Water and Wastewater System Engineering
- Electrical/Instrumentation Engineering
- Mechanical Engineering
- Structural Engineering
- Architecture
- Civil/Site Engineering
- Transportation Engineering
- Architecture
- Landscape Architecture



- Sustainable / "Green" Design
- Master Planning
- GIS, Aerial Photography and Mapping
- Surveying

- Operations and Management Support
- Cost Estimating Construction Administration and Inspection

WATER SYSTEM ENGINEERING: Capabilities Overview

Providing services to the waterworks industry for more than five decades, GRW offers full-service engineering, architectural, planning, GIS and digital mapping capabilities. We have built a reputation as one of the most respected water system planning and design consulting engineering firms in this region, and we have completed hundreds of successful water projects. Specializing in the planning, design, rehabilitation and construction administration of distribution and transmission mains, storage tanks, pumping stations, water treatment plants, and raw water supply facilities, we have also prepared numerous water system planning studies, hydraulic models and water system GIS/mapping projects.

Our in-house capabilities allow us to assume the total responsibility for all aspects of a large project including structural, architectural, electrical/

instrumentation, mechanical, construction administration, and start-up services.

In addition to protecting public and environmental health, safe and reliable water facilities are essential for communities to grow and attract new business. The design of this infrastructure is a cornerstone of GRW's service offerings. Our water resource professionals deliver fiscally responsive, operationally efficient solutions by working in partnership with locally elected officials, drinking water service providers, and state environmental and health regulators. Whether we're expanding or improving an existing system or implementing a new facility or solution, our in-depth knowledge of applicable codes, laws and regulations, combined with problem-solving design and advanced technology, enables us to optimize the planning, design, construction and startup of our clients' projects.

A summary of our professional services is as follows:

- Water System Planning
- Computer Hydraulic Modeling
- Source of Supply Planning
- River Basin Planning
- Wellhead Protection Plans
- Wellfield Supplies

- Raw Water Intakes
- Treatment Facilities
- Pumping Stations
- Transmission Mains
- Distribution Systems
- Storage Tanks

- Instrumentation and Telemetry
- Residuals Handling and Disposal Systems
- Start-Up and O&M Assistance
- Security Planning
- Cost of Service/Rate Studies
- Utility Mapping/GIS









Water Treatment

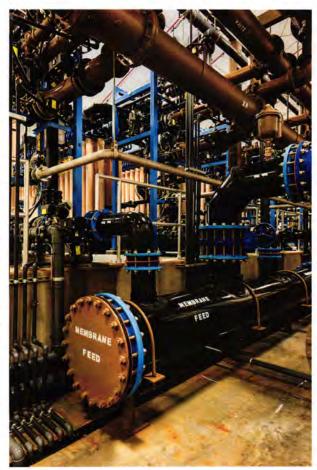
GRW has previously designed more than 100 new, expanded or upgraded water treatment plants that utilize various forms of treatment and chemical processes. Many of these projects involved unique situations – such as adapting existing plants to new water sources or working with very tight space restrictions, which limit the available expansion options – yet, these plants, were successfully modified to meet current regulatory standards.

Each of GRW's designs or modifications is tailored to the specific situation and raw water chemistry to be used in the treatment. Our designs are not the "off the shelf" type as we have found these often do not provide the most efficient treatment needed to meet current regulatory standards.

GRW also typically provides construction administration, inspection, start-up and on-going operational assistance on our projects. We realize that a successful project requires not only a good design but also good construction administration and inspection.

Tennessee Partial Experience Summary

- West Knox Utility District, Knoxville, TN New 8 MGD Daugherty Water Treatment Plant (surface water)
- West Knox Utility District, Knoxville, TN -Expansion of Williams Bend Water Treatment Plant from 6.0 MGD to 10.0 MGD (lake source)
- Harriman, TN New 1.6 MGD water treatment plant (river source) with expansion capability up to 6.4 MGD
- Whitwell, TN New 1.2 MGD water treatment plant (river source) and raw water intake
- Spencer, TN New 1.0 MGD water treatment plant (river source), dam and intake structure
- Michie, TN Modifications to 0.4 MGD water treatment plant, wells, and storage facilities
- Athens Utility Board, Athens, TN Improvements at 4.0 MGD plant (spring and well water source)
- Crab Orchard, TN New 2.0 MGD water treatment plant (reservoir source) and intake
- Lobelville, TN 0.43 MGD water treatment plant (river source)
- Lobelville, TN Water treatment plant expansion to 1.0 MGD (river source)



- Sparta, TN New 3.0 MGD water treatment plant (river source)
- Bon De Croft Utility District, TN New 0.32 MGD water treatment plant (river source) and raw water intake
- Bon De Croft Utility District, TN New 1.0 MGD membrane filtration water treatment plant
- Tennessee Dept. of Corrections New 0.6 MGD water treatment plant (river source), dam and intake structure
- Bolivar, TN Induced air aeration system for iron removal in raw water at 3.0 MGD plant (groundwater source)
- Martin, TN Expansion to 2.25 MGD plant
- Oneida, TN New 3.2 MGD plant
- Ducktown, TN Expansion from 320 gpm to 560 gpm
- Graysville, TN New 0.5 MGD plant (well water source)

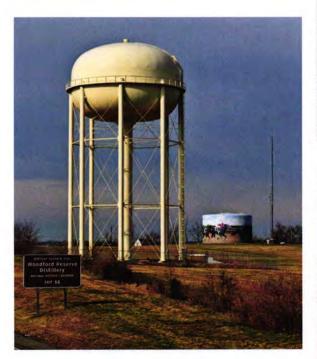
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Water Storage

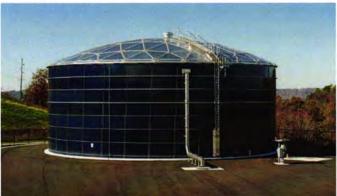
GRW has previously completed planning, design and construction administration services for the initial construction and rehabilitation of more than 225 water storage tanks of all types and sizes (up to 5.0 MG). Previous storage tank experience includes elevated tanks (fluted column, composite, pedesphere and multi-leg), standpipes (welded steel), and ground storage tanks (glass-lined bolted steel, welded steel, wire wound prestressed concrete and cast-in-place concrete). These projects have incorporated foundation systems of all types (based on local conditions) including both earth-bearing and rock-bearing foundations (ring walls, column footers, spread footers) as well as bearing pile and caisson foundations.

Preliminary design and planning for previous water storage tank projects have included hydraulic analysis (including computer modeling) to evaluate tank sites, storage requirements, fire flow capabilities, and tank fill/drain cycles. Previous storage tank designs have included appurtenant features such as mixing systems, telemetry, altitude valves, cathodic protection, obstruction lighting, and booster pumping stations.









WASTEWATER SYSTEM ENGINEERING: Capabilities Overview

As one of the most respected planning and design consulting engineering firms in this region, GRW specializes in the planning, design, rehabilitation and construction administration of wastewater treatment plants, wet weather flow/equalization storage, sewage collection systems, interceptor sewers, lift stations, and other appurtenances of modern wastewater systems. In addition, we have prepared and updated numerous feasibility studies, Facilities Plans and O&M Manuals for wastewater systems, and we have conducted infiltration/inflow (I/I) and sanitary sewer evaluation surveys (SSES) studies for a large number of communities.

GRW's Wastewater System Engineering Areas of Expertise:

- Wastewater Planning / Feasibility Studies, Facilities Plans and Wastewater System Master Planning
- Computer Hydraulic Modeling
- Alternate Collection Systems
- Sanitary Sewer Collector, Force Mains, and Interceptor Sewers
- Treatment Facilities
- Pumping Stations
- Wet Weather Flow Storage
- Industrial Pretreatment and Treatment

- Instrumentation, Telemetry and SCADA
- Systems Integration
- Biosolids Treatment and Disposal
- Operator Training and Start-Up Assistance
- O&M Manuals
- Infiltration/Inflow Abatement, Flow Monitoring and SSES Studies
- Sanitary Sewer Evaluation/Rehabilitation Projects

- Sanitary Sewer Overflow Plan Development
- Odor Control/Abatement
- Capacity Management and Operations and Maintenance (CMOM) Compliance
- Combined Sewer Overflow Plans and Facilities
- Funding Assistance and Financial/Rate Analysis
- Construction Administration
- Cost Estimating
- Public Relations Program Support



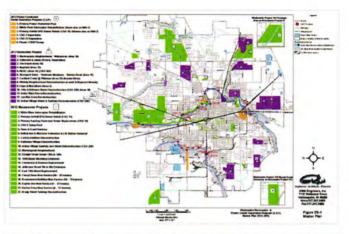
Wastewater System Planning

GRW has completed more than100 wastewater planning assignments including local and regional wastewater system master planning, feasibility studies, Facilities Plans, Facility Plan Updates, as well as planning associated with Preliminary Engineering Reports (PERs) for all types of wastewater facilities. In fact, GRW completed the first 201 Wastewater Facilities Plan ever approved by the USEPA, Region 4, for Cynthiana, Kentucky. GRW staff also participated in drafting the recent revisions to Kentucky's wastewater planning regulations (401 KAR 5:006).

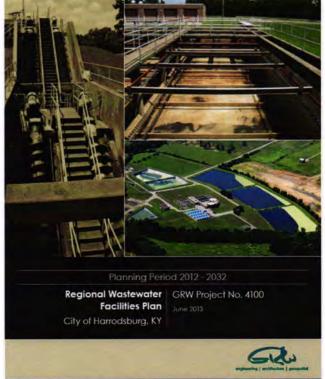
Our wastewater system planning projects have involved the following:

- Evaluation of existing and future wastewater system population and wastewater flow projections,
- Evaluation of infiltration and inflow problems,
- Evaluation of existing wastewater collection, pumping and treatment facilities,
- Evaluation of alternatives to upgrade and expand existing facilities and/or to construct new facilities,
- Development of cost estimates,
- Assistance with selection of the best and most cost effective plan, and implementation of the selected plan, and
- Assistance with financial analysis and selection of funding mechanisms.

GRW is acutely aware of the financial impacts water and wastewater project improvements have on our client's customer base; therefore, we strive to design facilities that will serve the needs of our clients while being modest in scope to contain costs. We recognize that there are two major components to a project's cost. The first being the capital cost of design and construction. The second component includes the annual cost of operation, maintenance and replacement. All of the Preliminary Engineering Reports (PERs) we prepare evaluate both components prior to final recommendations.







W 801 Corporate Drive | Lexington, KY 40503 | 859 223.3999

Town of Jonesborough, TN | Professional Services for Town of Jonesborough USDA-RD Program

Wastewater Collection Systems & Pump Station Design

GRW has successfully completed several hundred sanitary sewer design projects, including collector sewers, interceptor sewers, force mains and pumping stations of all sizes and types. Our engineers and technicians regularly work on projects ranging from small diameter low pressure grinder pump systems (LPGPS) to small 8" residential collector sewers, gravity sewers up to 120", force mains up to 48", and wastewater pumping stations as large as 56 MGD. Many of these projects have been designed and constructed on or closely adjacent to private properties in neighborhoods, urban areas, industrial parks, and business districts. GRW is extremely aware of the sensitivity required when working in close proximity to these property owners and the importance of communication and cooperation with the impacted parties.

Our lift station projects include the design of new stations and major upgrades to every conceivable style and type of wastewater pumping stations. As stated previously, our in-house personnel provide full design services for the electrical, instrumentation, mechanical, structural, architectural, odor control, construction administration, and start-up needs of the project. Our electrical and instrumentation control designs include main services upgrades, replacement of pump controls, installation of PLC controls, switch gear upgrades and design of VFD units.



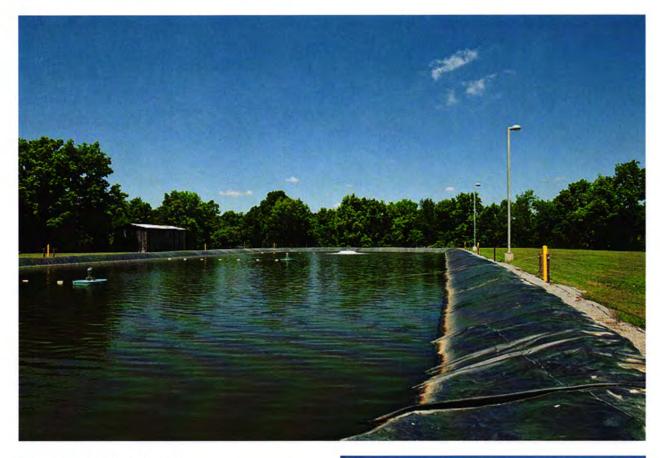


GRW's prior pumping station design experience includes all of the following types of stations:

- Grinder Pumping Stations
- Vacuum Pumping Stations
- Submersible Pumping Stations
- Dry Pit Pumping Stations
- Ejector Stations
- Suction Lift (Self Priming) Stations
- Screw Pump Stations
- Variable Speed Pumping
- Hydraulic & Hydraulic Transient Modeling
- Series & Parallel Pumping Applications
- Stations with Mechanical Screening
- Stations with Odor Control
- Stations with Standby Power
- Stations with Landscaping
- Stations with Telemetry and/or SCADA



Town of Jonesborough, TN | Professional Services for Town of Jonesborough USDA-RD Program



Wastewater Treatment

One of GRW's greatest strengths is our capability related to the design of new or expanded wastewater treatment facilities, some of which may have been initially planned or designed by other firms. GRW has worked on more than 125 wastewater treatment projects ranging from small package treatment plants to facilities as large as 300 MGD. We successfully develop practical and innovative features that ensure regulatory compliance while also performing economically. We have been recognized by our clients and by other consultants for design excellence and for the operator-friendly measures we incorporate in our designs. Contractors find the quality of our plans, specifications, and contract documents produce better bids and fewer change orders during construction. State regulatory staff also know a GRW-designed treatment plant will perform to meet its discharge permit.

GRW's philosophy is that we will serve our client's needs long after the planning, design and construction of a plant is completed. We believe in full service and we provide on-going assistance at any time.





TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

DATE: April 14, 2025

AGENDA ITEM #:

7-K

SUBJECT: Approval of Bid – 4 Generators & Automatic Transfer Switches

BACKGROUND:

The project identified as "Transfer Generators and Transfer Switches, GRW Project No. 7606-41" was bid.

Bids for the above referenced project were received, opened, and publicly read aloud at 10:00 AM on Monday, April 7, 2025, at the Town of Jonesborough, TN Town Hall. Only Cummins Sales and Service bid on the project. The Bid received was as follows:

Contractor	Base Bid	
Cummins Sales and Service	<mark>\$631,000.00</mark>	

GRW is recommending Board approval to issue the purchase order for the four generators and automatic transfer switches for the raw water intake, water treatment plant, Rockhouse BPS, and Woodlawn BPS at a total purchase price of \$631,000.00 from Cummins Sales and Service as per their proposal received on April 7, 2025, pending RD authorization.

Funding Source: USDA "Town of Jonesborough \$994,000.00 Disaster Grant" (no match required)

RECOMMENDATION:

Award the "Transfer Generators and Transfer Switches, GRW Project No. 7606-41" bid to Cummins Sales and Service for the four generators and automatic transfer switches for the raw water intake, water treatment plant, Rockhouse BPS, and the Woodlawn BPS at the base bid amount of \$631,000.00, to be funded through USDA Disaster Grant funds, as presented.



GRW | engineering | architecture | geospatial 404 BNA Drive, Suite 201 | Nashville, TN 37217 615.366.1600 | www.grwinc.com

April 10, 2025

Mr. Chuck Vest, Mayor Town of Jonesborough, TN 123 Boone Street Jonesborough, TN

Re: Emergency Generators for Water System Improvements GRW Project No. 7606-41

Dear Mayor Vest

Based on U.S. Department of Agriculture, Rural Development (RD) guidelines, GRW Engineers mailed, emailed, and called suppliers requesting quotes for emergency generators. Based on the interest received, quote documentation was sent to the companies listed on the attached "Proposal Pricing Summary Sheet". Quotes were accepted, opened, and publicly read aloud at 10:00 A.M. on Monday, April 7, 2025, at Town Hall in Jonesborough TN. A copy of the attendance record and quotes received is enclosed.

One quote was received from the Cummins Generator Company and was within the expected price. Based on this information, we therefore recommend award of the contract (based on RD acceptance and final approval) to Cummins Sales and Service, in the amount of \$631,000.00.

Available funding for the purchase of the generators and materials is \$969,000.

If there are any questions, please feel free to contact me.

Sincerely,

GRW Engineers, Inc.

- Hallong

Jim Hilborn, P.E.

Enclosures

cc: File: 7606-41

	Nixon Power	Stowers Cat	Cummins 🗸	Summers-Taylor	Other:
Raw Water Intake 400 KW Genset 600 Amp TS Delivery (weeks)	-KohleR -	Catepillar	143000 35,000 20,26		
Water Treatment Plant 500 KW Genset 1600 Amp TS Delivery (weeks)			147.000 47,000 20,26		
Rockhouse BPS 300 KW Genset 600 Amp TS Delivery (weeks)			122,000 35,000 20,26		
Woodlawn BPS 200 KW Genset 350 Amp TS Delivery (weeks)			80,000 22,000 20,26		
TOTAL:			631,000		

ATTENDENCE

Jani Hilborg Bil -NA P

PROPOSAL PRICING SUMMARY SHEET (REVISED) TOWN OF JONESBOROUGH, TN STANDBY GENERATORS AND TRANSFER SWITCHES GRW PROJECT 7606-41

Manufacturer

Location and Size

Raw Water Intake

400 KW Generator

600 Amp Transfer Switch

Delivery Schedule (weeks from release)

Water Treatment Plant

500 KW Generator

1600 Amp Transfer Switch

Delivery Schedule

Rockhouse BPS

300 KW Generator 600 Amp Transfer Switch Delivery Schedule

Woodlawn BPS

200 KW Generator 350 Amp Transfer Switch Delivery Schedule

(Vmmin 5 CO Submittals: 4

Cumhs Submittals:

ummhs S Submittals: 4

ummis 0 Submittals:

\$ 143,000 \$ 35,000 Equipment: 20,26

Price (Delivered and Off-Loaded)

7,000 47,000 Equipment: 20, 26

22,000 35,000 Equipment: 20, 26

80,000 \$ 22,000 Equipment: 20, 26

CUMMIN'S SALES & SERVICE

TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

DATE: April 14, 2025

AGENDA ITEM #:

7-L

SUBJECT: Revised and Restated Lease Agreement with Jonesborough Locally Grown

BACKGROUND:

As you are aware from a couple of months ago, Emily Lamb and I have discussed the Jonesborough Locally Grown (JLG) lease agreement for quite some time now and because of us talking through this, the JLG intends to pay ALL utility bills associated with the building. She had reported that financially they have the ability to pay "UTILITIES". She reported that their board has agreed to this plan as well.

The other few changes are mentioned below and are included in the revised draft document (see attachment):

- They have discussed a \$1,000 annual rent payment
- They have discussed updating the section on "Products" as you can see highlighted in yellow/red
- They propose changes to the store hours to be consistent with their hours of operations

As you can see, if they are to pay for all the utilities, the town would save nearly \$6,000.00 annually. That is equal to \$500.00 per month and therefore I opine that these savings alone would not necessitate a rent payment but that is of course open for discussion. I do believe that we will take our anticipated annual savings, the \$6,000.00, and create budget line item for the savings to be reserved as a building maintenance program for the Boones Street Market building. We are still responsible for the building and repairs and over the years, various repairs and replacements have not been inexpensive and in particular HVAC related (that has been improved in the last 2 years). So, the products they mention do not seem unreasonable or significantly inconsistent with their successful "existing" product related sales. They are a destination for our town both at their store and during the many times the Farmer's Market is going on (Spring/Fall), as well as their various yearly special events.

In conclusion, Ms. Lamb's reasoning mentioned to me regarding the proposed changes related to the utilities in the agreement was relative to how thankful they are for the town's partnership with them over the years and that their ability to pay based on their financial successes is the right time for change. I would propose that this would start the new fiscal year July 1, 2025.

RECOMMENDATION:

Approve the Revised and Restated Lease Agreement between the Town of Jonesborough Board of Mayor and Aldermen and Jonesborough Locally Grown, Inc, as presented.

REVISED AND RESTATED LEASE AGREEMENT

THIS LEASE AGREEMENT, made and entered into on the _____ day of _____, 2025 by and between the MAYOR AND ALDERMEN of the TOWN OF JONESBOROUGH, TENNESSEE, a duly incorporated municipality located within Washington County, with its principal office and place of business at 123 Boone Street, Jonesborough, Tennessee, hereinafter referred to as the LESSOR, and the Jonesborough Locally Grown Inc., a Tennessee nonprofit corporation, hereinafter generally referred to as the LESSEE. This lease is a restated version of the lease entered into June 9, 2014, between the parties for the same premises and replaces that lease making it null and void upon complete execution of this document by all parties.

WITNESSESTH:

That for and in consideration of the annual rental hereinafter set forth, the conditions and natural covenants hereinafter contained, the LESSOR does hereby let, lease and demise unto the LESSEE the hereinafter described property, situate, lying and being in the 15th Civil District of Washington County, Tennessee, and more particularly described as follows:

SEE "EXHIBIT A" Attached

(We will attach a description of the building and sidewalk areas)

EFFECTIVE DATE:

This lease will take effect as of the 1st day of July, 2025 and will terminate January 31, 2034, unless sooner terminated under the provisions herein.

RENT:

In lieu of rent fee, LESSEE will pay all utility payments associated with the buildin per year subject to the LESSEE meeting the following objectives, the results of which are to be determined in the sole discretion of the LESSOR, during the term of this lease which are the following:

- 1. Increase sales opportunities for local farmers;
- 2. Give farmers an opportunity to add value to their products in a commercial kitchen;
- 3. Offer residents and visitors ready access to fresh, locally produced food; and
- 4. Support Jonesborough economic development through addition of a year-around, six-day per week business to the downtown.

The parties agree the consideration for this lease also includes meeting the foregoing criteria in the operation of the market itself, which will enhance economic activity in the downtown area of Jonesborough and the Town's efforts to promote the current Farmer's Market operation.

At any time prior to the expiration of the lease the LESSOR may review the financial records of the LESSEE, meet with the LESSEE and determine, in the LESSOR sole discretion, whether the LESSEE has the financial capacity to pay some reasonable amount of rent and make an adjustment in the rent under this contract. Any such adjustment in rent must occur with a minimum of ninety (90) days' written notice to the LESSEE and shall go into effect at the beginning of the calendar year.

ACCOUNTING, ORGANIZATIONAL STATUS & SALES TAX:

LESSEE will maintain a proper accounting of all revenues and expenditures and provide LESSOR with a monthly profit and loss (P&L) statement and also provide the LESSOR with an annual set of certified financial statements from a CPA.

LESSEE must always maintain its active non-profit charter with the State of Tennessee. LESSEE will be responsible for collection, documentation and proper submission of all sales tax payments, or other tax reports as required by the State of Tennessee or the U.S. Federal government.

GRANT ASSISTANCE:

LESSOR'S staff will assist to the extent possible with the LESSEE in submitting applications for funding to agencies which provide grant dollars to support farmers market development, including capital improvements and equipment as addressed below.

USE OF FACILITY:

LESSEE agrees that it will operate as a year-round retail space, to be known as the "Boone Street Market", with a commercial kitchen that is an extension of the Jonesborough Farmer's Market. Products sold will be food items grown or manufactured within 100 miles of Jonesborough, in Tennessee, and in the Central Appalachian region 90% or more of products offered for sale will be sourced from within 100 miles of Jonesborough. Merchandise will consist of produce, meats, eggs, cheese/dairy, pasta, baked goods, processed foods, and ready to eat items. Food items labelled 'not for human consumption' may be sold (raw milk, pet treats, etc.) The only non-food merchandise that will be sold will be fundraising merchandise that benefits the farmers market (mugs, t-shirts, tote bags, CDs of farmers market music, etc.) and carefully selected, locally made kitchen/cooking-themed non-food items (cutting boards, bowls, charcuterie boards, wash cloths, spoons, hand soap, etc.). Non-food items will comprise no more than 10% of products available for sale. Local craft items may be sold in the plaza area periodically

during special events and other such activities. The LESSEE will have staff to operate the store; this staff will be paid by revenues generated from commissions or products sold.

LESSEE agrees that a five (4) foot pedestrian walkway area through the outside market plaza must be always maintained. The restroom facilities inside the building will be open to the public during operating hours of the Boone Street Market.

LESSEE will initially maintain a minimum schedule of operation that is 10:00 a.m. to 6:00 p.m. Monday through Friday weekdays throughout the year and 9:00 a.m. to 5:00 p.m. on Saturdays. Variations from this minimum schedule by more than twenty (20%) percent must be approved in advance by the Board of Mayor and Aldermen of the LESSOR.

UTILITIES:

LESSEE will pay all utility payments associated with the building. Any changes to the payment plan for utilities by the LESSEE or LESSOR will only be made after providing ninety (90) days' written notice to the other party.

RESPONSIBILITY FOR LIABILITY:

LESSOR agrees to maintain property insurance covering the leased premises and liability insurance in an amount equal to the tort liability limits established by the State of Tennessee. LEESEE agrees to provide liability insurance covering the leased premises totaling \$1,000,000.00, and to execute a hold-harmless agreement releasing the LESSOR of any liability involving the leased premises. LESSEE will be responsible for contents coverage for any and all of its property within the building or on the premises. LESSEE will sign a hold-harmless agreement approved by the Town Attorney releasing and holding harmless the LESSOR from liability that may occur from the operation of the Boone Street Market.

ALTERATIONS, MAINTENANCE and OPERATING COSTS:

LESSOR'S staff will assist LESSEE in applying for grant funds that would be used to improve the building and/or associated plaza area, to purchase the equipment needed for cooling or freezing products for sale, or to develop a commercial kitchen that would help provide the appropriate location for the safe preparation of certain food products for sale.

LESSOR will assist to the extent possible with the renovation of the former Exxon Building so it is more functional for Farmers Market purposes.

LESSOR will accept, control and keep track of donations and contributions to the market for renovations, allowing those donations and contributions to be tax deductible.

LESSOR will allow the Town's Tourism and Marketing Staff to assist LESSEE with marketing and promotional activities.

LESSEE will pay all operating costs-including taxes. LESSEE will be responsible for paying all repair and maintenance expenses for the interior of the building, not outlined otherwise above, except the Town will be responsible for paying for the expense of the maintenance of the building structure, exterior plumbing, wiring and the HVAC system.

The parties envision that most alterations will be made by the LESSOR in collaboration with the LESSEE. However, should LESSEE decide they wish to undertake alteration; LESSEE shall not make, directly or indirectly, any alterations without first obtaining the written consent of LESSOR. Any alteration shall become at once a part of the realty and belong to LESSOR subject, however, to LESSOR'S right to require removal and restoration. LESSEE shall keep the premises and the building free from any liens arising out of any work performed, material furnished, or obligations incurred by LESSEE. LESSEE agrees that if LESSEE shall make any alterations of the premises, LESSEE will not take such action until five (5) days after receipt by LESSEE of the written consent of LESSOR.

Capital investments into the building, whether through grant, donations, revenues from the Jonesborough Farmers Market or the Boone Street Market, or loans shall become the property of the LESSOR.

Large equipment purchased through grant or donations to Town of Jonesborough, shall become property of the LESSOR after the initial three (3) year lease period, unless the Board of Mayor and Aldermen of the LESSOR approves the LESSEE retaining ownership.

NAME USED WITH BUILDING:

LESSEE agrees to always operate the facility as the "Boone Street Market". The parties specifically agree that a material term of this lease is that the name "Boone Street Market" shall belong to the LESSOR and shall remain the property of, and under the use and control of, the LESSOR in the event of the termination of this lease.

In acknowledgment of its ownership of the name, the LESSOR will erect a monument sign at the site with the name Boone Street Market.

VISITOR INFORMATION:

LESSEE agrees that it will allow visitor and general information about events in Town or the Town itself as promoted by the Town to be displayed and available on the premises, so long as those informational pieces do not interfere with the operation of the market or cause any expense on the part of the LESSEE. The Town will be responsible for providing brochures, posters or other display materials.

OPERATING AGREEMENT:

The parties may elect to enter into an operating agreement related to the facility. However, changes to the lease must be made in the lease. If there are conflicts between the lease and the operating agreement the lease agreement controls the relationship between the parties.

SPECIAL PROVISIONS RELATED TO OUTDOOR SPACES

The parties acknowledge and agree that the outdoor spaces covered by this lease shall always be available to the public during normal daylight hours. LESSEE may close the outdoor spaces for special events by reservations with the LESSOR; provided however, LESSEE will continue to seek to balance the reserved use and the general public use of the outdoor spaces to keep the outdoor spaces generally available to the public. This paragraph is subject to all other provisions of this lease.

All automobile parking areas on the land under lease shall be available for public use and LESSOR shall be responsible for repairs, maintenance and cleaning of such parking areas.

LESSOR reserves the right to use the plaza area around the building for special events like the National Storytelling Festival and Jonesborough Days during the events. The LESSOR will notify the LESSEE of the schedule of use during those festivals, and at least thirty (30) days in advance of other use during a special event.

LOSS BY CAUALTY:

If the Premises or any portion thereof are damaged or destroyed by reason of fire, hurricane or any other cause, LESSEE shall immediately NOTIFY lessor. If the buildings on the Premises are totally destroyed by fire, hurricane or by other cause, LESSOR and LESSEE shall mutually agree upon whether this Lease should be terminated or the damage to the Premises repaired at the expense of LESSOR and this Lease continued. LESSEE shall not be entitled to any insurance proceeds attributable to such damage to the Premises, and all such insurance proceeds shall be payable to LESSOR.

CONDEMNATION:

If all or any part of the Premises are taken as a result of the exercise of the power of eminent domain, this Lease will terminate as to the part so taken as of the date of taking, and, in the case of partial taking, either LESSOR or LESSEE will have the right to terminate this Lease as to the balance of the Premises by notice to the other within thirty (30) days after such date. In the event of any taking, LESSOR will be entitled to any and

all compensation, damages, income, rent, aware, or any interest paid or made in connection with the taking whether such award shall be made as compensation for diminution in value of the leasehold or for the taking of the fee, or as severance damages; provided, however, that LESSEE shall be entitled to any award for loss of or damage to LESSEE'S trade fixtures and removable personal property. LESSEE will have no claim against LESSOR including without limitation a claim for the value of any unexpired Term of this Lease or otherwise.

TERMINATION:

This Agreement may be terminated by mutual consent at any time.

This Agreement may be terminated by the LESSOR upon ninety (90) days written notice after a finding by the Board of Mayor and Aldermen at two public meetings that the LESSEE has failed to meet the criteria set forth above under "RENT" as follows:

- 1. Increase sales opportunities for local farmers;
- 2. Give farmers an opportunity to add value to their products in a commercial kitchen;
- 3. Offer residents and visitors ready access to fresh locally-produced food; and
- 4. Support Jonesborough economic development through addition of a year-round, six-day week business to the downtown.
- 5. The parties agree the consideration for this lease also includes meeting the foregoing criteria in the operation of the market itself, which will enhance economic activity in the downtown area of Jonesborough and the Town's efforts to promote the current Farmer's Market operation.

After the 5th year of this agreement, the Agreement may be terminated by either party with ninety (90) days written notice to the other party.

IN TESTIMONY WHEREOF, the Parties have hereunto set their hands and seals on this the _____ day of _____, 2025, binding themselves, representatives, successors and assigns.

THIS INSTRUMENT HAS BEEN EXECUTED IN DUPLICATE, EITHER OF WHICH MAY BE TREATED AS AN ORIGINAL.

LESSOR: MAYOR AND ALDERMEN OF JONESBOROUGH.

BY:

CHUCK VEST, MAYOR

ATTEST:

APPROVED AS TO FORM ONLY:

JAMES R. WHEELER, TOWN ATTORNEY

LESSEE: JONESBOROUGH LOCALLY GROWN

REVISED AND RESTATED LEASE AGREEMENT

THIS LEASE AGREEMENT, made and entered into on the <u>9th</u> day of June, 2014 by and between the MAYOR AND ALDERMEN of the TOWN OF JONESBOROUGH, TENNESSEE, a duly incorporated municipality located within Washington County, with its principal office and place of business at 123 Boone Street, Jonesborough, Tennessee, hereinafter referred to as the LESSOR, and the Jonesborough Locally Grown. Inc. a Tennessee nonprofit corporation, hereinafter generally referred to as the LESSEE. This lease is a restated version of the lease entered into December 9, 2013 between the parties for the same premises and replaces that lease making it null and void upon complete execution of this document by all parties.

WITNESSETH:

That for and in consideration of the annual rental hereinafter set forth, the conditions and natural covenants hereinafter contained, the LESSOR does hereby let, lease and demise unto the LESSEE the hereinafter described property, situate, lying and being in the 15th Civil District of Washington County, Tennessee, and more particularly described as follows:

SEE "EXHIBIT A" attached

(We will attach a description of the building and sidewalk areas)

EFFECTIVE DATE:

This lease will take effect as of the 1^{st} day of July, 2014 and will terminate January 31, 2034, unless sooner terminated under the provisions herein.

RENT:

LESSEE agrees to pay \$1,000 per year subject to the LESSEE meeting the following objectives, the results of which are to be determined in the sole discretion of the LESSOR, during the term of this lease which are the following:

increase sales opportunities for local farmers;

2. give farmers an opportunity to add value to their products in a commercial kitchen;

offer residents and visitors ready access to fresh, locally-produced food; and

4. support Jonesborough economic development through addition of a yearround, six-day per week business to the downtown.

The parties agree the consideration for this lease also includes meeting the foregoing criteria in the operation of the market itself, which will enhance economic activity in the downtown area of Jonesborough and the Town's efforts to promote the current Farmer's Market operation.

At any time prior to the expiration of the lease the LESSOR may review the financial records of the LESSEE, meet with the LESSEE and determine, in the LESSOR sole discretion, whether the LESSEE has the financial capacity to pay some reasonable amount of rent and make an adjustment in the rent under this contract. Any such adjustment in rent must occur with a minimum of ninety (90) days written notice to the LESSEE and shall go into effect at the beginning of the calendar year. How to determine a reasonable rent? See Utilities section

ACCOUNTING, ORGANIZATIONAL STATUS & SALES TAX:

LESSEE will maintain proper accounting of all revenues and expenditures and provide LESSOR with a monthly profit and loss (P&L) statement, and also provide the LESSOR with an annual set of certified financial statements from a CPA.

LESSEE must maintain its active non-profit charter with the State of Tennessee at all times.

LESSEE will be responsible for collection, documentation and proper submission of all sales tax payments, or other tax reports as required by the State of Tennessee or the U.S. Federal government.

GRANT ASSISTANCE:

LESSOR's staff will assist to the extent possible, the LESSEE in submitting applications for funding to agencies which provide grant dollars to support farmers market development, including capital improvements and equipment as addressed below.

USE OF FACILITY:

LESSEE agrees that it will operate as a year-round retail space, to be known as the "Boone Street Market", with a commercial kitchen that is an extension of the Jonesborough Farmer's Market. Products sold will be food items grown or manufactured within 100 miles of Jonesborough, in Tennessee, and in the Central Appalachian region. 90% or more of products offered for sale will be sourced from within 100 miles of Jonesborough. Merchandise will be produce, meats, eggs, cheese/dairy, pasta, baked goods, processed foods, and, ready to eat items. Food items labelled 'not for human consumption' may be sold (raw milk, pet treats, etc.). The only non-food merchandise that will be sold will be fundraising merchandise that benefits the farmers market (mugs, t-shirts, tote bags, CD's of farmers market music, etc.) and carefully selected, locally-made kitchen/cooking-themed non-food items (cutting boards, bowls, charcuterie boards, wash cloths, spoons, hand soap, etc.). Non-food items will comprise no more than 10% of products available for sale. Local craft items may be sold in the plaza area periodically during special events and other such activities. The LESSEE will have staff to operate the store; this staff will be paid by revenues generated from commissions or products sold.

LESSEE agrees that a five (5) foot pedestrian walkway area through the outside market plaza must be maintained at all times.

The restroom facilities inside the building will be open to the public during operating hours of the Boone Street Market.

LESSEE will initially maintain a minimum schedule of operation that is $10:00 \text{ a.m. to } \frac{6:00}{9.\text{m. 7}:00} \text{ p.m.}$ Monday through Friday week days throughout the year and $\frac{2:30}{2:30} \text{ p.m. 9}:00$ a.m. to 5:00 p.m. on Saturdays. Variations from this minimum schedule by more than twenty (20%) percent must be approved in advance by the Board of Mayor and Aldermen of the LESSOR.

UTILITIES:

LESSEE will pay one half of the all utility payments for electrical, gas and water associated with the building operation for a two-year period at which time the LESSEE's ability to pay will be reviewed by the LESSOR and any reasonable adjustment considered, in the sole discretion of the LESSOR. Any change in the LESSOR's payment of utilities will only be made after providing a ninety (90) day written notice. Who is paying what? TOJ is paying 100% of water (water, sewer, garbage) which is approximately \$1,092.00 yearly. TOJ pays 50% of electric. JLG pays 100% of gas, phone, and internet. Yearly Average Utility Costs:

CURRENT TOWN	
\$1,100.00	\$0.00
\$4,715.00	\$4,715.00
\$0.00	\$1,320.00
\$0.00	\$1,310.00
\$5,815.00	\$7,345.00
	\$4,715.00 \$0.00 \$0.00

PROPOS	ED (100% JLG)
Water/Sewer/Garbage:	\$1,100.00
Electric:	\$9,430.00
Gas:	\$1,320.00
Phone/Internet:	\$1,310.00
	increase of \$5.815.00 Vearly/\$485.00 Monthly to II G

Total: \$13,160.00 or increase of \$5,815.00 Yearly/\$485.00 Monthly to JLG

RESPONSIBILITY FOR LIABILITY:

LESSOR agrees to maintain property insurance covering the leased premises and liability insurance in an amount equal to the tort liability limits established by the State of Tennessee. LESSEE agrees to provide liability insurance covering the leased premises totaling \$1,000,000.00, and to execute a hold-harmless agreement releasing the LESSOR of any liability involving the leased premises. LESSEE will be responsible for contents coverage for any and all of its property within the building or on the premises LESSEE will sign a hold-harmless agreement approved by the Town Attorney releasing and holding harmless the LESSOR from liability that may occur from the operation of the Boone Street Market.

ALTERATIONS, MAINTENANCE and OPERATING COSTS:

LESSOR'S staff will assist LESSEE in applying for grant funds that would be used to improve the building and/or associated plaza area, to purchase needed equipment for cooling or freezing products for sale, or to develop a commercial kitchen that would help provide the appropriate location for the safe preparation of certain food products for sale.

LESSOR will assist to the extent possible with the renovation of the former Exxon Building so it is more functional for Farmers Market purposes.

LESSOR will accept, control and keep track of donations and contributions to the market for renovations, allowing those donations and contributions to be tax deductible.

LESSOR will allow the Town's Tourism and Marketing Director to assist the LESSEE with marketing and promotional activities.

LESSEE will pay all operating costs-including taxes. LESSEE will be responsible for paying all repair and maintenance expenses for the interior of the building, not outlined otherwise above, except the Town will be responsible for paying for the expense of the maintenance of the building structure, exterior plumbing, wiring and the HVAC system. Is wiring interior and exterior? Do we have HVAC under contract for maintenance? Add that TOJ inspector will perform an annual inspection. Who maintains landscaping? Who power washes the building and other building related areas/walls?

The parties envision that most alterations will be made by the LESSOR in collaboration with the LESSEE. However, should LESSEE decide they wish to undertake alterations; LESSEE shall not make, directly or indirectly, any alterations without first obtaining the written consent of LESSOR. Any alteration shall become at once a part of the realty and belong to LESSOR subject, however, to LESSOR's right to require removal and restoration. LESSEE shall keep the premises and the building free from any liens arising out of any work performed, material furnished, or obligations incurred by LESSEE. LESSEE agrees that if LESSEE shall make any alterations of the premises, LESSEE will not take such action until five days after receipt by LESSEE of the written consent of LESSOR. Consent for such alterations shall not be unreasonably withheld by LESSOR.

Capital investments into the building, whether through grant, donations, revenues from the Jonesborough Farmers Market or the Boone Street Market, or loans shall become the property of the LESSOR.

Large equipment purchased through grant or donations to Town of Jonesborough, shall become property of the LESSOR after the initial three (3) year lease period, unless the Board of Mayor and Aldermen of the LESSOR approves the LESSEE retaining ownership.

NAME USED WITH BUILDING:

LESSEE agrees to operate the facility as the "Boone Street Market" at all times. The parties specifically agree that a material term of this lease is that the name "Boone Street Market" shall belong to the LESSOR and shall remain the property of, and under the use and control of, the LESSOR in the event of the termination of this lease.

In acknowledgment of its ownership of the name, the LESSOR will erect a monument sign at the site with the name Boone Street Market.

VISITOR INFORMATION:

LESSEE agrees that it will allow visitor and general information about events in Town or the Town itself as promoted by the Town to be displayed and available on the premises, so long as those informational pieces do not interfere with the operation of the market or cause any expense on the part of the LESSEE. The Town will be responsible for providing brochures, posters or other display materials.

ASSIGNMENT AND SUBLETTING:

LESSEE shall not assign this lease or any interest in it, and shall not sublet the premises or any part of it or any right or privilege appurtenant to this agreement or permit any other person (the agents and servants of LESSEE excepted) to occupy or use the premises or any portion of it without first receiving the written consent of LESSOR. LESSOR agrees not to unreasonably withhold such consent but may, in lieu of granting such consent, terminate this lease. A consent to one assignment, subletting, or occupation and use by another person shall not be deemed to be a consent to any other or further assignment, subletting, or occupation, nor a waiver of the provisions of this section, except as to the specific instance covered by it. Any such assignment, subletting, or occupation without consent shall be void and shall at the option of LESSOR terminate this lease. This lease and any interest in it shall not be assignable as to the interest of LESSEE by operation of law without the written consent of LESSOR.

OPERATING AGREEMENT:

The parties may elect to enter into an operating agreement related to the facility. However, changes to the lease must be made in the lease. If there are conflicts between the lease and the operating agreement the lease agreement controls the relationship between the parties.

SPECIAL PROVISIONS RELATED TO OUTDOOR SPACES

The parties acknowledge and agree that the outdoor spaces covered by this lease shall be available to the public at all times during normal daylight hours. LESSEE may close the outdoor spaces for special events by reservations with the LESSOR; provided however, LESSEE will continue to seek to balance the reserved use and the general public use of the outdoor spaces so as to keep the outdoor spaces generally available to the public. This paragraph is subject to all other provisions of this lease.

All automobile parking areas on the land under lease shall be available for public use and LESSOR shall be responsible for repairs, maintenance and cleaning of such parking areas.

LESSOR reserves the right to use the plaza area around the building for special events like the National Storytelling Festival and Jonesborough Days during the events. The LESSOR will notify the LESSEE of the schedule of use during those festivals, and at least thirty (30) days in advance of other use during a special event.

LOSS BY CASUALTY:

If the Premises or any portion thereof are damaged or destroyed by reason of fire, hurricane or any other cause, LESSEE shall immediately notify LESSOR. If the buildings on the Premises are totally destroyed by fire, hurricane or by other cause, LESSOR and LESSEE shall mutually agree upon whether this Lease should be terminated or the damage to the Premises repaired at the expense of LESSOR and this Lease continued. LESSEE shall not be entitled to any insurance proceeds attributable to such damage to the Premises, and all such insurance proceeds shall be payable to LESSOR.

CONDEMNATION:

If all or any part of the Premises are taken as a result of the exercise of the power of eminent domain, this Lease will terminate as to the part so taken as of the date of taking, and, in the case of a partial taking, either LESSOR or LESSEE will have the right to terminate this Lease as to the balance of the Premises by notice to the other within 30 days after such date. In the event of any taking, LESSOR will be entitled to any and all compensation, damages, income,

rent, awards, or any interest paid or made in connection with the taking whether such award shall be made as compensation for diminution in value of the leasehold or for the taking of the fee, or as severance damages; provided, however, that LESSEE shall be entitled to any award for loss of or damage to LESSEE's trade fixtures and removable personal property. LESSEE will have no claim against LESSOR including without limitation a claim for the value of any unexpired Term of this Lease or otherwise.

TERMINATION:

This Agreement may be terminated by mutual consent at any time.

This Agreement may be terminated by the Lessor upon ninety days written notice after a finding by the Board of Mayor and Aldermen at two public meetings that the Lessee has failed to meet the criteria set forth above under "RENT" as follows:

> 1. increase sales opportunities for local farmers;

2. give

farmers an opportunity to add value to their products in a commercial kitchen;

 offer residents and visitors ready access to fresh, locallyproduced food; and

supp
 ort Jonesborough economic
 development through

addition of a year-round, sixday per week business to the downtown.

5. t

he parties agree the consideration for this lease also includes meeting foregoing the criteria in the operation of the market itself, will which enhance economic activity in the downtown area of Jonesborough and the Town's efforts to the promote current Farmer's Market operation.

After the 5th year of this agreement, the Agreement may be terminated by either party

with ninety days written notice to the other party.

TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

DATE: April 14, 2025

AGENDA ITEM #: 7-M

SUBJECT: HVAC Bid for Streets/Solid Waste/ Parks & Rec. Building

BACKGROUND:

As construction continues on the Street/Solid Waste/Park and Recreation Building, bids were solicited for a 3.5-ton HVAC unit for the offices. The bids were publicly opened on Thursday April 10, 2025, at 2:00pm. TNT Heating and Air was the only bid received at \$14,900.00. Staff's opinion is that the bid amount that includes equipment and labor is very reasonable.

I am attaching a copy of the bid for your review.

<u>RECOMMENDATION</u>:

Approve awarding the bid to TNT Heating and Air at a total cost of \$14,900.00.

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

BID FORM – HVAC System for Street Department Facility

April 10, 2025

TOTAL BID: \$14,900.00

HVAC MANUFACTURER: Rheem 14 seer2 Model# RP14AZ42AJ2NA Model# RH2TZ4821STANNJ

PROJECTED PROJECT COMPLETION : 3-5 business days after framing has been completed

EQUIPMENT WARRANTY : 10 Year Parts and Compressor

LABOR WARRANTY: 1 Year

TOTAL BID: \$14,900.00

Any Variation to Bid: Aprilaire 6508 Fresh Air Damper 24 volts 18 Total Supply Registers 4 Total Return Registers

COMPANY NAME: TNT Heating & Air

REPRESENTATIVE: Toby Presnell

ADDRESS: PO Box 3054 Johnson City, TN 37602

PHONE: 423-833-5137 FAX:

EMAIL: tnthvacjc@gmail.com

SIGNATURE

4-7-2025

BID NOT VALID UNLESS SIGNED BY BIDDER

List Subcontractors, if any:

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

BID FORM – HVAC System for Street Department Facility April 10, 2025

PREVIOUS PROJECTS

1. The Reserve at Boones Creek

Owner/Customer Contact Information:

Name: Wolfe Development

Phone: 423-913-2555

Email: whitney@wolfe-development.com

2. The Kitchen at Grace Meadows Farm

Owner/Customer Contact Information:

Name: Dan Elridge

Phone:423-341-4680

Email:delridge@gracemeadowsfarmtn.com

3.Squibb Land Company

Owner/Customer Contact Information:

Name: John Squibb

Phone:423-612-6578

Email:





COMF^OR WHAT MATTERS MOST

The Rheem *Classic*[®] Series Heat Pump offers the solid technology and energy-saving performance you've come to expect from Rheem. It's also quiet, so you won't give your indoor home comfort a second thought.

RP14 Classic[®] Series

Cooling Efficiency: 15 SEER / 12.5 EER Heating Efficiency: 9.0 HSPF

Quiet and Efficient

Our new heat pumps are designed to perform both efficiently and quietly, delivering indoor home comfort you can count on when you need it most.

Exceptional Quality and Reliability

Our *Classic** Series includes features that help fight corrosion, reduce leaks and enhance the overall strength of your heat pump so you can be confident in the way it performs.







We Thought of Everything... And Then Some

The Rheem Classic® Series Heat Pumps were developed using our 360°+1 design philosophy, which means every detail of the product is meticulously evaluated from every angle. We consider the work that goes into installing and servicing our products, as well as how we can deliver the very best homeowner experience. And then we take it a step further. That's 360°+1. And that's why you can count on your Rheem Heat Pump to bring you and your family years of comfort.

Count on Staying Comfortable in Every Season

A smart, efficient design makes the Rheem Classic® Series Heat Pump one of your best options for staying comfortable inside. Each new unit includes a generous list of features that work together to bring you quiet, efficient and reliable indoor comfort.

Reliable and legendary () scroll

compressor technology makes the Classic® Series as efficient as it is durable. The 2 optimized fan orifice also contributes to quieter operation, optimal airflow and better overall performance. Simply put, you get efficient comfort that lasts a very long time. And built-in defrost capabilities mean less time defrosting and more time warming your home.

A quieter and more durable unit starts with our smart new 3 composite base pan. The design helps eliminate corrosion and adds to quieter performance. Extensive UV testing was done to ensure that the base pan stays black for years to come. Our enhanced mufflers and improved refrigerant tubing design also contribute to a quieter, more reliable operation. For added strength, O curved louver panels and O rugged corner posts on the exterior do an excellent job protecting the inside.

And optimized reversing valve sizing helps increase the life of your system.

Curb appeal is not lost on our new Classic® Series. Our heat pumps look as good as they operate. Modern cabinet aesthetics allow your unit to put its best face forward, and a powder coat paint system provides a lasting professional finish.

Fast and accurate installation and maintenance

means your savings start with the installation of your new unit. Our Classic® Series Heat Pumps are built to go in fast and easy. The control box is also easy to access, and a roomy diagnostic service window means maintenance calls go guickly, saving you time and money.

YOUR LOCAL RHEEM CONTRACTOR

Benefits At-A-Glance

Cooling Efficiency: 15 SEER / 12.5 EER

Heating Efficiency: 9.0 HSPF

Sound Level: Features like our smart new composite base pan contribute to quieter operation

Available Sizes:

Compressor: Single-stage scroll compressor

Warranty*: Conditional parts - 10 years

*For complete details of the limited and conditional warranties, including applicable terms and conditions, contact your local Contractor or go to Rheem.com for a copy of the product warranty certificate. Conditional warranties must be registered through registermyunit.com.



Rheem Heating, Cooling & Water Heating

Founded in 1925, our mission is still simple: help your family enjoy a new degree of comfort with solutions that keep you cool in the summer, warm in the winter and enjoying hot water year-round. To learn more about our products, including our line of Integrated Home Comfort Solutions, visit us online at Rheem.com.



Rheem USA 5600 Old Greenwood Road



Fort Smith, Arkansas 72908 Rheem Canada Ltd./Ltée

125 Edgeware Road, Unit 1 Brampton, Ontario L6Y 0P5

In keeping with its policy of continuous progress & product improvement, Rheem reserves the right to make changes without notice.



TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

DATE: April 14, 2025 AGENDA ITEM #: 7-N

SUBJECT: Adoption of the Parks & Recreation Master Plan 2025

BACKGROUND:

Community Development Partners Rachel Conger drafted the Parks and Recreation Master Plan which included comprehensive and detailed specific information regarding each element of the Parks and Recreation Department, from open space, walkways (sidewalks/trails), facilities, programs, etc., and included public input through meetings and surveys. There is an assortment of information on needed improvements within the existing park system (land and facilities) that will help guide Staff on prioritizing work efforts (primarily maintenance specific).

Having a current adopted master plan will help when seeking out funds for recreation, and in particular a requirement of TDEC for communities to have an adopted comprehensive plan at the time of applying for grant funds. The Plan is included in your BMA packet, as well as the Parks and Recreation Advisory Committee's recommendation to the BMA to adopt the Plan.

The plan should be reviewed periodically throughout the year and updated every other year to stay current. As we have introduced Cartegraph to the BMA, the asset management system is designed to bring the utilities into the 21st Century with technology, so will parks be introduced to it during FY26. I believe that the consistent theme contained within the Plan is that maintenance improvements are essential to the sustainability of our assets. Cartegraph will help our parks and recreation department manage their assets, track work, and optimize resources, leading to increased efficiency and smarter spending. By providing real-time data on asset conditions, work history, and costs, Cartegraph enables us to make informed decisions about maintenance priorities and resource allocation.

The Parks and Recreation Advisory Committee recommended adoption of the Master Plan with consideration to the Town Administrator's comments and subject to the addition of adding both cemetery locations as locations for maintenance and programming.

RECOMMENDATION:

Adopt the Parks and Recreation Master Plan 2025 as recommended by the Parks and Recreation Advisory Committee.

Master Plan 2025 Update Town Administrator Comments

It is obvious that much work went into the update, so thank you.

Page 13: Persimmon Ridge Park

Are there words that can be used beside critical and serious danger. The emphasis is that there are serious issues needing addressing. I read and receive this passage as close the park down.

Utilizing the expertise of individuals outside of town staff is received as dismissing staff and needs attention. Staff should continue to coordinate and consult with other organizations or individuals...I would not mention names (Logan) as these names may not be employed the next go around with updating the master plan. Naming organizations like school system, UT Extension Office, etc. works well.

Pg 16

The significance on growth is not overwhelmingly captured. It was not just 2010-2020 that had major growth, 1990-2000 and 2000-2010 did as well. We are the fastest growing city in Northeast Tennessee.

A vital statistic that is shaping Jonesborough is the continued unprecedented growth. As you will recall, the latest 2020 Census showed us a 16% increase in population from 2010 to 2020. This 10-year growth span was not the full story. If you roll back time, 1990 to 2000 saw a 20% increase; 2000 to 2010 was a 21% increase, and already from 2020 to 2023 is a 10.6% increase in population. The Tennessee State Data Center and UT Center for Business & Economic Research presented the incorporated places population estimates and changes between 2022 to 2023. Jonesborough's change (increase) was estimated at 5.3%. Out of 345 incorporated places, only seven (7) cities, including Jonesborough, gained a population increase of 5% or greater, or in other words, only 2% of all Tennessee cities achieved this status.

My emphasis here is that growth impacts maintenance needs, as older parks are prone to higher maintenance issues, and new parks increase resources necessary to sustain and maintain, especially as visitation and infrastructure demands rise.

I agree with our priority needing to be maintenance. Conclusion needs more depth – as you can see from some stats above, we are not normal to Northeast Tennessee or to the State of Tennessee as well.

I have met with and working with Lauren on exploring riparian buffers at various waterways throughout town, including Stage Road Park.

For pickleball court at Stage Road, options to address wind include adding shrubs or windscreens to mitigate windy conditions at the court.

Depot Street Park: I may have missed but Parks and Rec is hosting a community engagement event at the park to evaluate best and highest needs and uses of the park. They are looking at ways to maximize attendance of the immediate neighborhoods to the event through church or alderman assistance. Town is already exploring the connection of WC Rowe park and Depot Street park.

Lincoln Park: Both Park and Rec and Senior Center are responsible for programming at the park.

Persimmon Ridge: I believe the word "poor" is sufficient as compared to "very poor". We get the point.

Page 33: Wetlands – not sure where this fits in but they established swimming lanes for early morning lap swimmers. There have been various maintenance updates going on like staircase, railings, additional furniture, table relocations, etc...

Mill Springs Park: We have been looking at riparian buffer, plantings with plant ID and interpretive signage, perhaps an area to attract birds and plant pollinator friendly plants...plant that area around birdhouses

JNS: The town does assist or partner in areas of the park. ISC is responsible for the upkeep and maintenance of all grounds associated with the lease agreement between the town (lessor) and ISC (lessee) including lawn mowing, seeding and planting, insect spraying, cleaning of debris, trimming of landscaping and other activities with lawn and landscape care.

Jonesborough school road extension and Boones Creek roundabout projects. Road extension is considered a local road, and local funds are being sought to complete this portion of the road project. Boones Creek Road is a state road, and the town is exploring funding options through federal funds or local funds, or a combination of both.

Tiger Park/\$500,000 rent from Wash Co to Jonesborough: The plan makes it sound like the \$500,000 is already assigned. Below is the language in the agreement. That would be the safe way to explain how the money is leveraged:

Beginning on the Occupation Date and continuing during the Initial Term, Tenant shall pay to Landlord rent in the amount of \$41,700.00 per month ("Initial Rent"), which amount is attributable to Landlord's costs of (i) maintenance and management of the Facilities and (ii) other parks and recreation programming of Landlord, including, but not limited to, classes and educational programs at the McKinney Center at Booker T.

Washington School, Oak Hill School and programming for youth through the Heritage Alliance, Jonesborough Story Initiative – school based program, Chuckey Depot Museum programming for youth, walkway development to enhance family exercise, youth oriented special events, and (iii) other uses.

Updating the scope of work at Tiger Park: It would be nice to have some timing on the various scopes of work to complete the project. Todd H has been approved for the sound, etc.

Rather than naming one firm over another like Equinox (I think it was in Wetlands part of plan) simply that a qualified landscape design firm be used.

Dog Park: This has been an ebbing and flowing type project. The plan from an observer perspective really only addresses Old State Route 34 as the ideal location.

In 2021 the BMA requested town staff to work on other potential locations for a dog park besides Old State Route 34. There is a consensus among board members and staff that a dog park fosters community and promotes and enhances the overall quality of life for residents and their pets.

The board has not firmed up the agreement on the location or the funding source at the present time but discussions on the matter will be part of the FY26 capital projects budgeting process.

Some of the earlier concerns in 2021 about this site was that it would limit expansion possibilities for our utilities, including the need for more storage or laydown yards - designated areas for equipment, materials, and supplies to be stored and staged for upcoming projects.

Jackson Theatre: edit name to Dan Hays

JRT: Seeking financial independence from the town and discussions to that effect are ongoing.

The Jonesborough Urban Growth Plan, 2020 was adopted in 1999 or 2000 and represented a twenty-year growth plan in accordance with the State of Tennessee Public Chapter 1101 of 1998 (Tennessee Growth Act). The plan would have been prior to the 2000 US Census information on population. The number of Parks employees at the time of the plan was 1 Recreational Coordinator, 1 Maintenance/Athletic Supervisor, 2 Maintenance Crew; along with seasonal Water Park Staff of 2 Seasonal Managers and 2 Administrative Assistants. In 2025, the population of just within the city limits have nearly doubled since 1990. Until recently, the Parks Department regardless of the increase in population in the city and county, continued to operate with 1 Recreation

Director, 1 Urban Forester/Open Space Coordinator, 2 Park Maintenance Workers, and 1 part-time Capital Project Planner. Staffing levels need to be addressed periodically as we will continue to forecast high population increases, high uses of park infrastructure, and the challenge to balance growth and maintenance. The maintenance plans contained in the Master Plan outline and detail what all it takes to stay current with the sustainability of our parks and to enhance their conditions.

TECHNOLOGY

The town has been working on how to address the maintenance and sustainability of our park assets through the use of technology. The town is already in phase one of asset management software for utilities with phase two being planned for Parks in FY26.

Cartegraph is an asset management software that helps parks and recreation departments manage their assets, track work, and optimize resources, leading to increased efficiency and smarter spending.

Cartegraph helps with park management:

Asset Inventory and Management:

Cartegraph helps track and manage all park assets, from playgrounds and pavilions to roads and facilities, enabling efficient maintenance and resource allocation.

Work Order Management:

It allows for easy assignment, scheduling, and completion of maintenance tasks, ensuring the right work is done at the right time.

Resource Tracking:

Cartegraph helps track labor, equipment, and materials used for each task, providing data-driven insights into park budgets and resource utilization.

Mobile Access:

Field crews can use mobile devices to access and update work orders, perform inspections, and attach photos, streamlining workflows and improving communication.

GIS Integration:

Cartegraph integrates with GIS technology, allowing users to leverage spatial data for asset tracking, maintenance planning, and long-term strategic planning.

Data-Driven Decision Making:

By providing real-time data on asset condition, work history, and costs, Cartegraph enables park managers to make informed decisions about maintenance priorities and resource allocation.

Some extra Population Changes info:

1990 to 2000: 3091 to 4168 (34.8% population increase)

2000 to 2010: 4168 to 5051 (21% population increase)

2010 to 2020: 5051 to 5860 (16% population increase)

Overall Washington County is not as high as Jonesborough but the county is still considered very high growth as compared to our region.

If I think of anything else by mid-week I will send to you.

Town of Jonesborough

Parks & Recreation

MASTER PLAN 2025 UPDATE

April 2025

Acknowledgements



Chuck Vest, Mayor Virginia Causey, Alderwoman Terry Countermine, Alderman Adam Dickson, Alderman & Vice-Mayor Kelly Wolfe, Alderman Glenn Rosenoff, Town Administrator Chris Kudera, Parks & Recreation Director



Rachel Conger, Project Manager



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1.0 INTRODUCTION

The Board of Mayor and Aldermen of the Town of Jonesborough operate under a Charter adopted through private act by the Tennessee State Legislature. The Town Board established the Town's recreation program when it created the Recreation Commission in December of 1976. The BMA appropriated recreation funding for the first time in the 1978-79 fiscal year budget when recreation was included in the Department of Community Services. The next fiscal year (1979-80), a separate Department of Parks and Recreation budget was adopted by the BMA as part of the Town's General Fund Budget. The Parks and Recreation Department has been an integral part of the Town operation and budget ever since.

The Recreation Commission was established in 1976 by ordinance, and in 1996 the BMA amended the body to be the Jonesborough Recreation Advisory Committee (JRAC). The Jonesborough Recreation Advisory Committee is made up of eleven (11) members including: the Jonesborough Mayor, the Washington County Mayor or designee, one Alderman from the Jonesborough Board of Aldermen, the president of the Jonesborough Little League Association, the president of the Persimmon Ridge Soccer Association, and six (6) additional at-large members. Terms for the Recreation Advisory Committee were not formally determined in the 1996 restructuring; however, traditionally members have served five (5) terms as established in the enabling ordinance for the Recreation Commission in 1976. The Recreation Advisory Committee meets monthly, every fourth Thursday of each month at 6:00 pm. All policies and procedures related to the operation of the Jonesborough Parks and Recreation Department are reviewed by the JRAC and recommendations are provided to the Board of Mayor and Aldermen for adoption. The Town Board has authorized the Jonesborough Recreation Advisory Committee to establish and administer the Jonesborough Parks and Recreation Fund. Through procedures approved by the Town Recorder, the Recreation Advisory Board raises money to support recreational activities and they determine how the funds raised are spent. These funds are not part of the Recreation Department's normal operating budget. The Recreation Advisory Committee adopts the five-year work plan for the Department including Mission Statement and Goals & Objectives.





Purpose of the Plan

The purpose of a recreation master plan is to develop a comprehensive vision for a park system, individual parks, open space areas, recreation facilities and programs in context of its location, natural resources, and visions of the community. The vision established by the community will serve as a framework for the long-term use and development of a park or facility. The Master Plan document itself provides an inclusive framework for consistent planning, acquisition, development and administration of the parks and recreation resources, programs, and facilities of the agency that sponsors the master plan.

The goal of the 2025 Parks and Recreation Master Plan Update is to provide a concise and userfriendly guide that incorporates the community's input to assist the Town with decision-making regarding Jonesborough current conditions and needs related to the Recreation Department.

This plan provides details on the current state of the department's facilities and programs and project focus areas based on a comprehensive assessment of community priorities and values. The process sought out community input to identify their visions and expectations for the future growth of the Parks and Recreation Department. Community input was sought out and received via focus groups, open public forums, a community-wide online and paper survey and key stakeholder input. The information gathered from the community engagement process was combined with technical research to produce the final Master Plan.



The Master Plan makes recommendations for Jonesborough Parks and Recreation services in order to achieve the prioritized needs of the community while increasing the value of park facilities, services and programs available to residents.

Historical Context

Jonesborough is known as the oldest town in Tennessee, as the county seat of Washington County, founded in 1779 by settlers from the Watauga Association. When it was founded, the area was part of North Carolina, and settlers in the region were navigating life on the edge of the frontier. The town was named after Willie Jones, a prominent North Carolina statesman who supported the settlers in their push for greater autonomy.

One of the defining moments in Jonesborough's history came in the 1780s, when the region played a central role in the creation of the state of Franklin. Following the Revolutionary War, the settlers were dissatisfied with North Carolina's rule and sought to establish their own state. Jonesborough became the capital of the short-lived State of Franklin, which sought to create an independent state between North Carolina and Virginia.

The State of Franklin was short lived, from 1784 to 1789, and was unsuccessful in its bid for independence. The state was finally dissolved, and the region returned to North Carolina's control. However, the movement helped lay the groundwork for the eventual statehood of Tennessee, which was admitted to the Union in 1796.

Jonesborough also gained recognition for its contributions to the cultural history of the Appalachian region. The Town's focus on the preservation of its historic buildings showed how important it was for them to keep the charm and character of its downtown.

The preservation movement in the 1970s, led by Dr. William Kennedy, is in part, what has made Jonesborough what it is today. In 1969, Jonesborough's Historic District was one of the first towns to be placed on the National Register of Historic Places. In 1973, Jimmy Neil Smith had a vision to bring storytelling to Jonesborough and created an event that attracts thousands annually to the Teller In Residence storytelling performance and the annual National Storytelling Festival. These events are some that set the tone for the small town's future.

Today, Jonesborough stands as a testament to Tennessee's early days, where the struggles for independence and self-determination shaped the course of the region's future. Its historical buildings and landmarks continue to tell the story of a mountain town that was once at the heart of political and social change. While much of its role in shaping Tennessee's history may no longer be widely known, Jonesborough's contributions remain an essential chapter in the story of the state's founding and early development.



VISION AND GOALS

MISSION STATEMENT

The mission of the Department of Parks and Recreation for the Town of Jonesborough is to enhance the quality of life by ensuring diverse recreational opportunities for citizens of all ages and providing the highest quality staff, services, facilities, parks and programs possible.

Importance of Parks and Recreation

a. Economic Value

- Local park and recreation agencies generated more than \$201 billion in economic activity and supported more than 1.1 million jobs in 2021.
- Parks improve the local tax base and increase property values by contributing to the quality of life of a community.
- American Forests, a national conservation organization that promotes forestry, estimates that trees in cities save \$400 billion in storm water retention facility costs.
- Quality parks and recreation are cited as one of the top three reasons that business cite in relocation decisions in a number of studies.

b. Health and Environmental Benefits

- Parks and recreation facilities are the places that people go to get healthy and stay fit.
- According to studies by the Centers for Disease Control and Prevention, creating, improving and promoting places to be physically active can improve individual and community health and result in a 25% increase of residents who exercise at least three times per week.
- A study by Penn State University showed significant correlations to reductions in stress, lowered blood pressure, and perceived physical health to the length of stay in visits to parks.
- Parks and protected public lands are proven to improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, produce habitat for wildlife, and provide a place for children and families to connect with nature and recreate outdoors together.

c. Social Importance

• Parks are a tangible reflection of the quality of life in a community. They provide identity for citizens and are a major factor in the perception of quality of life in a given



community. Parks and recreation services are often cited as one of the most important factors in surveys of how livable communities are.

- Parks provide gathering places for families and social groups, as well as for individuals of all ages and economic status, regardless of their ability to pay for access.
- Studies show that over the past decade, voter approval rates for bond measures to acquire parks and conserve open space exceeds 75%. Clearly, the majority of the public views parks as an essential priority for government spending.
- Parks and recreation programs provide places for health and well-being that are accessible by persons of all ages and abilities, especially to those with disabilities.
- Research by the Project on Human Development in Chicago Neighborhoods indicates that community involvement in neighborhood parks is associated with lower levels of crime and vandalism
- Access to parks and recreation opportunities has been strongly linked to reductions in crime and to reduced juvenile delinquency.
- Parks have a value to communities that transcend the amount of dollars invested or the revenues gained from fees. Parks provide a sense of public pride and cohesion to every community.

Vision

Jonesborough's Parks and Recreation Master Plan envisions a wide range of recreation opportunities throughout the town that offers community parks and programming, connected to residential areas and Jonesborough's historic downtown through recreation trails and walkways.

Goals

The 2025 Parks and Recreation Master Plan Update lays out goals for the department that supports the vision of the Town and the department:

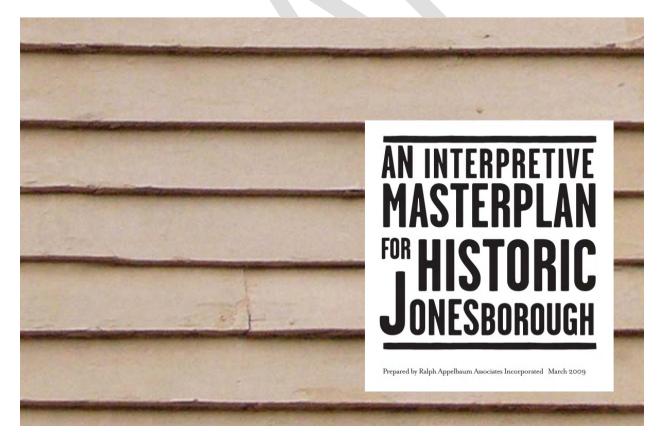
- Enhance Recreational Infrastructure
- Continue to Strengthen the Town's Quality of Life
- Promote Public Health and Wellness
- Support Economic Growth and Tourism
- Expand Community Programming
- Maintain Existing Facilities



OTHER SIGNIFICANT PLANS

Ralph Applebaum Study

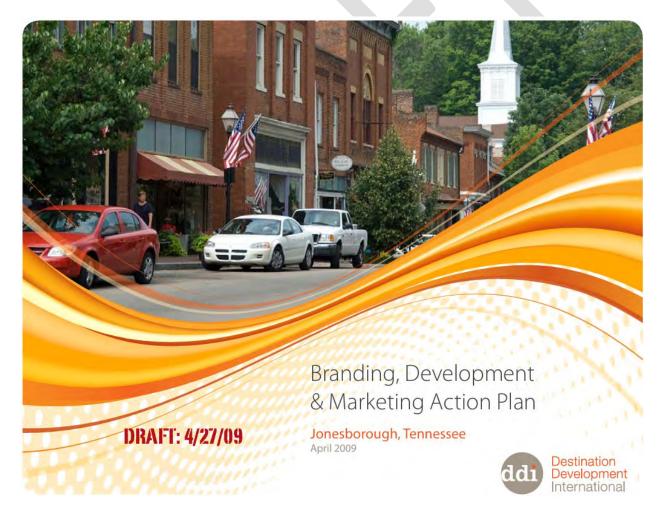
In 2006, the Town of Jonesborough selected Ralph Appelbaum Associates, Inc., to develop a vision for the future that would build on the Town's enormous success as a storytelling venue and model of historical preservation. In the late 1990s, RAA developed a program plan and identity guidelines for the International Storytelling Center — establishing its brand as the premier storytelling institution in the country. At that time, RAA met extensively with the people of Jonesborough, attended the National Storytelling Festival, and gained an understanding of the Town's values and culture. The insights received from this association inspired the promotion of the use of live storytelling as a powerful component of many other projects. RAA often advises their clients to attend the Jonesborough festival to witness the phenomenon for themselves. This undertaking was an intensely collaborative process aimed at bringing together Jonesborough's various interest groups and stakeholders — its residents, its business community, and its cultural organizations — to ensure Jonesborough's continuing success as both a travel destination and a great place to live, work, and raise families.





Branding, Development & Marketing Action Plan

Jonesborough is a charming town with a rich history and great potential for a branding effort that will breathe new life into downtown, creating a place that is enticing for local residents as well as visitors . To this end, Jonesborough worked with Destination Development International (DDI) to create a Branding, Development and Marketing Action Plan to help reach their goals . This plan provides specific steps and action items to bring new vitality to the downtown core, stop the leakage of spending by residents who travel to Johnson City or elsewhere to shop and attract the tourism dollars being spent by those living in the broader region. Branding is the process of setting the city apart from every other region, county and community. The Town's brand is far more than a logo and slogan; it is the perception in people's minds about what that city represents and what kind of experience they will have when visiting. A brand is a promise. Logos and slogans are simply the marketing message to get the word out about what the Town's promise is.





SWOT Analysis

(Strengths, Weaknesses, Opportunities and Threats)

A SWOT Analysis was conducted on Jonesborough parks and programs. The following lists out the SWOT outcomes:

Strengths

- There are a wide variety of high-quality special events in Jonesborough throughout the year, put on by Parks and Recreation Department, Jonesborough Area Merchants and Services Association (JAMSA) and Main Street Jonesborough. In addition, the McKinney Center, Jonesborough Senior Center and Jackson Theatre offer quality programming to all populations in Jonesborough and Washington County.
- Wetlands offers a vital resource for recreation activities for families with young children and summer camp groups as well as employment opportunities for youth.
- Persimmon Ridge Park offers a wide range of activities in an appropriately developed park. The wooded and undeveloped areas of the park offer hiking trails, some disc golf and nature watching. These areas should remain undeveloped.
- Maintenance at Stage Road Park has recently seen a maintenance overhaul with a major cleanup of overlooked areas of the park, connector trails constructed and overall cleanup of the park.
- Depot Street Park is located in close proximity and walking distance to downtown and the Chuckey Depot. It's conveniently located to a residential area that's in an underserved area of Town. It's location makes it a prime park for upgrades to meet the needs of the community.
- Opened in 2023, Lincoln Park is located just behind the Jonesborough Senior Center, setting it up for high usage by members of the Center and within walking distance of over 100 residential homes. It offers a high number of activities for users of all ages including an amphitheater, pavilion and restrooms, walking trail, playground, bocce ball, pickleball court, horseshoes, shuffleboard. An educational area that includes an indoor space for gardening programming and classes and an outdoor raised bed garden area is perfectly situated for programming through the Center.
- Golden Oak Park is situated within the Mill Creek and Meadows Subdivisions, a true community park. The park opened in 2016 and received a maintenance overhaul in 2023. It's situated along the Lost State Scenic Walkway, so park users can walk or ride their bike to/from other parks in Jonesborough, residential areas and even Jonesborough's historic downtown.



- WC Rowe Park is a linear park located in downtown between Second and Third Avenues. It includes a parking lot, offering a trail head of sorts, as well as the Chuckey Depot Museum. The park includes a portion of the Lost State Scenic Walkway, offering a variety of ways for users to get to the park.
- Jimmy Neil Smith Park, a true downtown park, is located just behind the International Storytelling Center. The park is utilized for year-round events, can be rented through the Storytelling Center for weddings, parties, etc. The park is also utilized for the National Storytelling Festival which sees over 11,000 audience members annually. The park recently integrated a Storybook Trail, which was implemented through a small volunteer group, Friends of the Jimmy Neil Smith Park.
- Mill Spring Park, one of the oldest parks in Jonesborough, is located at the corner of Spring Street. The park offers a gazebo, restroom facility and the Slemons House, home of the Storytelling Resource Place. The park operates in more of a passive capacity, but boasts a large amount of green space for visitors in downtown. Little Limestone Creek runs through the park, offering a true tranquil setting. The park is used for a small number of special events downtown, but those events take advantage of what the park has to offer and the park offers the perfect backdrop for downtown events.
- Barkley Creek Park, a passive park located towards the west end of Town, contains a
 portion of the Lost State Scenic Walkway that connects from Persimmon Ridge Park to
 downtown. The park includes a large pond, often used for fishing, where Barkley Creek
 and Little Limestone Creek come together.

Weaknesses

- Persimmon Ridge Park in general needs maintenance attention. In addition, there isn't appropriate ADA access from parking areas to ball fields and in seating areas. Bathrooms need a major overhaul in terms of maintenance and ADA access. The concession and bathroom facility no longer meets the needs of programs and should be assessed to either overhaul the building or tear down and build a whole new facility to meet the needs of users at the park. A plan should be generated to address the maintenance issues, utilizing expertise of individuals outside of Town staff who can give recommendations on what needs to be done (for example, utilizing turf/ballfield maintenance staff with Washington County Schools).
- Wetlands needs to be assessed for an upgrade. The Wetlands Subcommittee should be revived to survey the needs of the users of the Water Park and come up with a short and long term plan to add a feature and other amenities to the park.



- Depot Street Park should be assessed for upgrades. The pavilion and restroom facility are neglected as are some playground components. ADA accessibility to the park and the features within the park is non-existent as is ADA parking.
- A maintenance schedule needs to be developed for park and landscaped spaces so that regular upkeep is something that is outlined and able to be tracked (note: this is already in place and was developed as part of the 2021 Master Plan).
- Not enough programming for community members when school aged kids are out of school; not enough programming for seniors after Jonesborough Senior Center hours (traditionally after 5 p.m.).

Opportunities

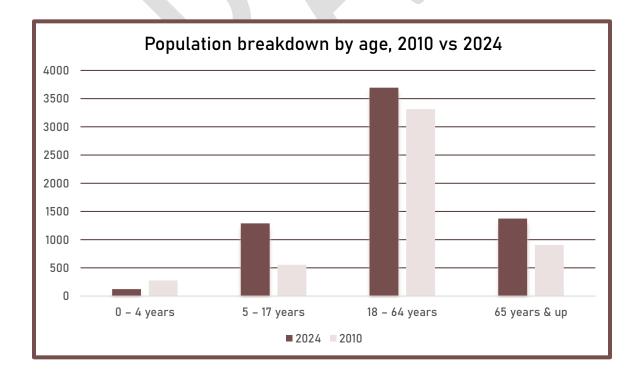
- Persimmon Ridge Park is at maximum capacity for what it can offer to the community. An
 effort should be made to better promote offerings in the park, including signage. It's the
 Town's largest park and feedback from community members indicate that the
 "undeveloped" areas of the park (wooded areas) should remain. Parking opportunities
 within the park are limited so that should be a consideration when programs are
 scheduled, particularly those that coincide in timing with each other.
- Look at potential for generating revenue through development of new programming opportunities. With Tiger Park nearly completed, the park will open up possibilities for expanding programming with the development of a football/soccer field, softball field, baseball field, rubberized track, pickleball courts and large lighted field area that can accommodate a large variety of sports programs.
- Depot Street Park is located so close to downtown, but lacks the pedestrian connection. Development of sidewalk access is currently in the works. This is a great opportunity to look at potential upgrades to the park.
- The location of Lincoln Park and its layout is conducive to small programmatic activities. The Senior Center programs activities during the day, so development of programming after work/school hours and the weekends is a great opportunity for use of the park.
- Mill Spring Park is located so close to downtown and presents itself as a passive park. The park sees minimum maintenance, but could be minimally developed to create a gathering space to visitors in downtown. Dining offerings in downtown are increasing and the park offers a great opportunity to provide outdoor seating and gathering space for visitors.



2.0 DEMOGRAPHICS

Based on 2020 Census Bureau data, the Town of Jonesborough boasted 5,860 residents, an increase of 16% from 2010. Median household income is \$56,550 compared to \$53,320 statewide and \$62,843 nationally. Population by age in 2020 was 111 persons 0 - 4 years, 885 persons 5 - 17 years, 3,411 persons 18 - 64 years and 1,453 persons 65 years and up. Jonesborough saw a decrease of 60% in persons 0 - 4 years from 2010 to 2020, 59% increase in 5 - 17 years, 3% increase in 18 - 64 years and 60% increase in persons ages 65 years and above.

Age	2024 estimates	2020	2010	% Change from 2010 to 2024
0 – 4 years	123	111	277	-56%
5 – 17 years	1,289	885	555	132%
18 – 64 years	3,694	3,411	3,313	11.5%
65 years & up	1,374	1,453	906	52%
Total	6,480	5,860	5,051	12%

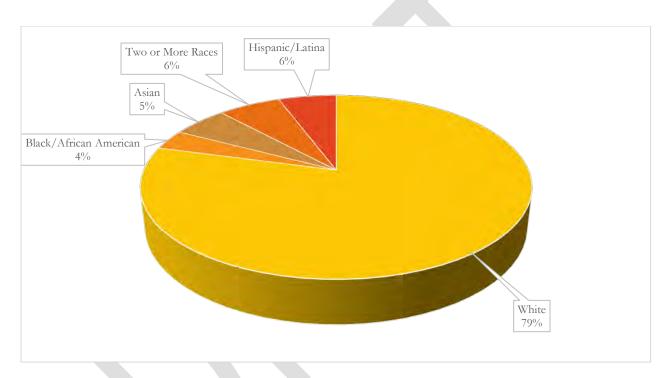


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	emographic parison	Jonesborough	Tennessee	USA
ation	Annual Growth Rate	2.92%	1.11%	.1%
Population	Population	6,480	6,910,840	340,111,988
Households	Number of Households	2,644	3,031,605	120,756,048
	Average Household Size	2.07	2.52	2.54
, ut	0 – 4 years	2%	5.8%	5.5%
gme	5 – 17 years	20%	22%	21.7%
Age Segment Distribution	18 – 64 years	57%	54.8%	55.7%
Age Dis	65 years & up	21%	17.4%	17.7%
ç	White	81%	78.4%	75.3%
Race Distribution	Black/African American	4%	17.1%	13.7%
Dist	Asian	6%	2.0%	6.4%
ace	2 or More Races	3%	2.0%	23.1%
Ř	Hispanic/Latina	6%	5.7%	19.5%
Income Characteristics	Per Capita Income	\$38,031	\$37,866	\$43,289
Income Charact	Median Household Income	\$63,155	\$67,097	\$78,538



Race	2024	2020	2010	% Change from 2010 to 2024
White	83.4%	94%	92.65%	-9.25%
Black/African American	3.7%	4.3%	4.43%	73%
Asian	5.7%	1.3%	.61%	5.09%
2 or More Races	6.5%	.5%	1.45%	5.05%
Hispanic/Latina	6%	1.8%	1.78%	4.22%



Takeaways based on the four charts preceding are below:

- Above Average: Population Growth
- Below Average: Household Size
- Below Average: Age Segment Distribution of 0 4 years
- Above Average: Age Segment Distribution of 18 64 years
- Above Average: Race Distribution of White Population, however that population has changed by 9.25% since 2010.
- Below Average: Race Distribution of Black/African American Population

Key Demographic Findings:



- 1. Population growth/annual growth rate is above average in Jonesborough.
- While population among 0 4-year-old and 5 17-year-old age groups are reported as below average compared to the rest of Tennessee and the U.S., we've seen an increase in the 0 – 4 year-old age group since 2020.

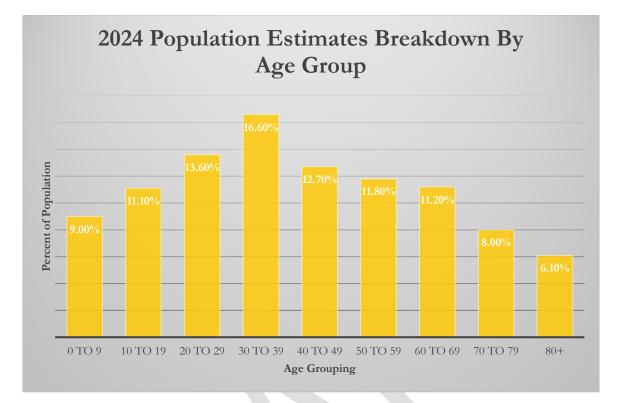
With the opening of the new K – 8 Jonesborough School in 2023, it could be assumed that families with school age youth would be attracted to the Jonesborough School district, which would include Jonesborough corporate limits. As reflected in the 2021 Master Plan, the observation was that at the time, Jonesborough was showing a below average growth in school age youth population and work should be done to prepare for growth in the school age population, including new programming development for Parks and Recreation, in anticipation of that population showing growth with the opening of the new school. You'll note the increase of the 5 - 17 year-old age group (school age) growth from 2020 to 2024 was 31.34%. The expectation that this trend will continue.

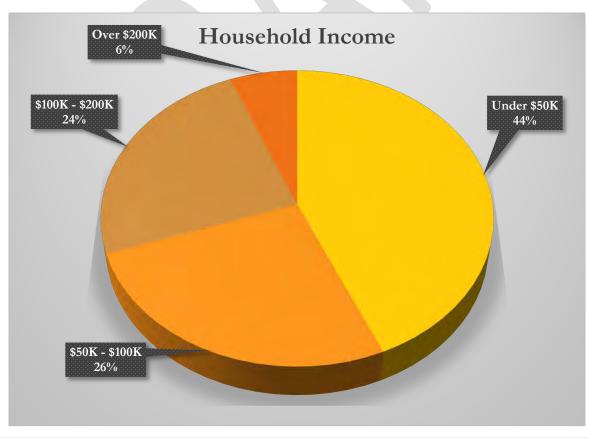
- 3. Population growth among 18 64-year old age group is above average with 7.7% for the period of time from 2020 to 2024 and 3% growth reported from 2010 to 2020.
- 4. Population among individuals 65-year-olds and above is above average compared to the rest of the state. Typically, that age group has more expendable income.

With the opening of the new Jonesborough Senior Center building in December 2015, this has provided additional programming and services for those within the senior population. The Senior Center offers memberships to individuals beginning at 50 years of age. As population in this age category increases, work should continue to develop appropriate programming for this population.

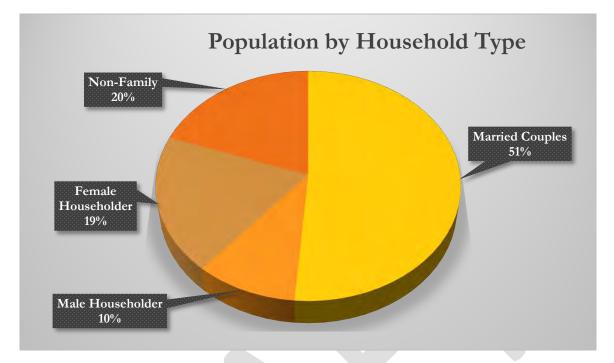
It is important to continue to evaluate programs and services to ensure that participation rates reflect the expected demographic shifts of the service area.

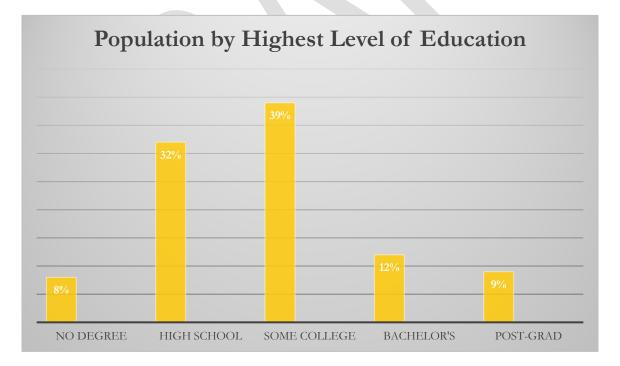












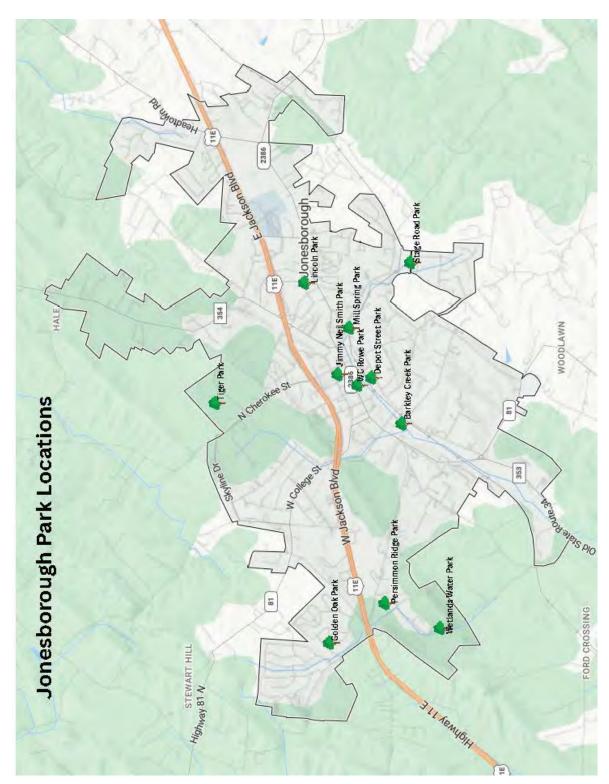


Conclusion

Jonesborough's demographic profile reflects an increasing and changing population, particularly since 2020 at the onset of the pandemic. The opening of the new K – 8 Jonesborough School has also played a large role in demographic change within the Town with an above average growth rate in the school-age population. Based on education and economic data, there is a need for accessible and inclusive recreational programs that are affordable.



3.0 FACILITY EVALUATIONS





Jonesborough Park Facility Evaluations

This section includes a detailed evaluation of all features within Town-owned parks. The intent is to provide an outsider's perspective of the condition of the parks. For those individuals who are responsible for oversight of the parks and their ongoing maintenance, certain details might be overlooked due to the propensity to not see certain details because they see them so often.

Parks and Facilities:

- Stage Road Park
- Depot Street Park
- Lincoln Park
- Persimmon Ridge Park
- Wetlands Water Park
- Golden Oak Park
- WC Rowe Park
- Mill Spring Park
- Lost State Scenic Walkway
- Jimmy Neil Smith Park
- Barkley Creek Park



Stage Road Park

Address: 188 Stage Road Calculated Acreage: 3.56 Acres

List of Amenities:

- Playground and swings
- Walking Trails
- Pavilion
- Restrooms
- Miscellaneous amenities include trash receptacles and benches
- Tennis/pickleball court
- Landscaped and open spaces

Observations:

- Some trees have been removed as they were maintenance issues. Plans for replacing those trees with appropriate species that can provide shade should be factored into future planting
- The riparian buffer was cut down which previously greatly reduced the filtering of surface water from Mountain View Estates. It is recommended that to the extent possible, nuisance plants be removed in the area along the south side of the creekway where a riparian buffer was intended, and grasses and wildflowers be allowed to grow into mature plants
- There are a couple of sections of the walkway that hold water. Drainage runoff should be facilitated and the walkway area repaved to eliminate standing water
- Engineered Wood Fiber within the playground fall zones should be maintained at 12 inch depth
- Some of the playground equipment has been damaged over time. Even if it's still functional, equipment should be inspected for potential liability issues, and damaged parts or sections should be repaired or replaced.
- Shrubs were removed from around the pickleball courts. These shrubs created substantial wind protection that now affects paly on the court. Shrubs should be replaced and it properly cared for and maintained to enhance aesthetics and improve court conditions.
- It is recommended that the Stage Road landscape design plan be reviewed and plantings be initiated to fill in sections of lost or removed plants. Landscape checklists should be



reviewed, then followed, and changes in the landscape plans should be submitted to the Tree and Townscape Board for approval before implementation.

General: Stage Road Park is located off Stage Road at the east end of Jonesborough near Stage Road's intersection with Spring Street. The park lies along the section of Little Limestone Creek close to the railroad tracks. The park includes what is now a pickleball court, a picnic pavilion with restrooms, a fenced-in playground, and walkways that go to the east and west ends of the property. The park was highly landscaped initially with a design plan developed by Equinox Environmental out of Asheville. The plan included a riparian buffer above the creek way of native grasses and wildflowers intended to create a natural filter, pulling sediment and chemicals out of surface stormwater flowing into Stage Road Park and the creek way from the adjacent large subdivision, Mountain View Estates.

The walkways system within the park was developed with the intent in the future that it would be extended to the east through the adjacent Lingo property allowing a walkway connection to Heritage Place Subdivision and future development in that area. The walkway connection across Lingo, if implemented, would facilitate access to the Spring Street railroad crossing where pedestrian and bike traffic across the railroad is possible into Jonesborough's Urban Growth Boundary area.

At the northwest edge of Stage Road Park, the existing walkway stops with the expectation that it could be extended along the north side of Stage Road and then cross Stage Road just above the creek and south side of the railroad to a future walkway along the tracks to Fox Street in downtown Jonesborough. The initial plan also included a fork in the walkway at the Stage Road trail crossing taking the walkway across the creek and railroad to the corner lot owned by the Town at Stage Road and Spring Street. This extension was intended to cross Spring Street to a right-of-way owned by Steve Bacon that extended north across eight acres to New Halifax Subdivision and East Main Street. However, Steve Bacon sold the right-of-way and acreage for a single residence.

Note: Recreation Trail Program – the Town was awarded a Recreation Trails Program grant that will fund the construction of a walkway connection from downtown to Stage Road Park. The walkways will be located along the south side of the railroad from Fox Street to Stage Road. The grant could also potentially fund the connection across the Lingo property as well, if the property owner agreed. Because of the proximity of Little Limestone Creek, there are some creek crossings that would be necessary and possibly some sections of boardwalk with rails in a couple of wet areas to carry out the walkway extension as originally planned. One major goal and



advantage of the original plan is separating the main walkway, that needs to be eight feet wide to be grant eligible, from vehicular traffic on Spring Street.

Use of Financial Resources: If the section of walkway through Stage Road Park that would be the main through route for pedestrians and bikers is not eight feet wide or greater, the RTP grant funding could be used to extend the width of the existing walkway to reach the minimum width requirement of the funding program.

Land Acquisition: No additional property is needed within Stage Road Park. A walkway easement must be3 obtained across the Lingo property for that potential trail, but the Town likely has the right-of-way on the north side of Stage Road to get to the location the walkway needs to cross the street.

Community Awareness and Participation: The Parks and Recreation Advisory Committee, made up of area residents, and the Jonesborough Board of Mayor and Aldermen will hold public meetings to review the Master Plan, including revisions that include Stage Road Park.

Programming: There has been some public comment about changes within Stage Road Park. Positive comments have included repairs to existing walkways, construction of connecting walkway sections, modifications to the basketball court to a pickleball/tennis court, removal of fallen trees and overgrown brush along the creek way, placement of sod around playground areas within the fenced area.

Maintenance of Facilities/Development and Redevelopment: Equipment within the park needs to be closely maintained and landscaping maintenance and care should be consistent. It may be helpful to contract out initial landscape repair and have Town staff maintain a schedule of routine maintenance.

Planning: Walkway connections to Stage Road Park from downtown need to be reviewed, as well as extending the walkway from the east to Spring Street allowing more pedestrian access to residences, existing and future.



Depot Street Park

Address: 400 Depot Street Calculated Acreage: 1.3 Acres

List of Amenities:

- Playground and swings
- Pavilion
- Restrooms
- Miscellaneous amenities include trash receptacles and picnic tables

Observations:

- Some playground equipment is in disrepair with missing components
- Pavilion structure is in need of maintenance
- Lack of pedestrian connections from parking lot to amenities within the park
- Grass surface throughout the park is uneven, posing hazards for users
- No designated parking spaces or ADA parking

General: The park is located on the south side of the railroad tracks, adjacent to Jonesborough's downtown. It is directly across the railroad tracks from WC Rowe Park and only lacks about 650 linear feet of walkway connection for users to be able to access the park on foot from the Lost State Scenic Walkway. The park property is owned by and leased from the Southern Railway Company. Because of this, the Town cannot apply or receive grant funding to upgrade the park.

Use of Financial Resources: Upgrades to the park need to be funded directly through the Parks and Recreation budget. A Park Subcommittee should be formed to take a look at the needs/desires of residents within the area of the park to see what upgrades should be implemented to meet their needs. This was previously done in the past and recommendations from the Park Subcommittee included a need for new and larger pavilion, upgrades restroom facilities to meet ADA accessibility requirements, features that appeal to individuals 20+ years.

Land Acquisition: No additional property is needed within Depot Street Park. In order to create the pedestrian connection to the existing Lost State Scenic Walkway, the Town could likely construct a walkway within the existing right-of-way.



Community Awareness and Participation: The Parks and Recreation Advisory Committee, made up of area residents, and the Jonesborough Board of Mayor and Aldermen will hold public meetings to review the Master Plan, including revisions that include Stage Road Park.

Programming: Positive comments related to the park include those related to the pavilion and its use by community members and close by churches.

Maintenance of Facilities/Development and Redevelopment: Equipment within the park needs to be closely maintained. A maintenance plan for landscape should be developed and followed. There are number of shrubs and trees growing in the park that create obstructions. Large trees around the playground area create needed shade, but should be limbed up in order to eliminate issues related to maintenance with the playground equipment and to increase sight/vision within the park.

Planning: Walkway connections to Depot Street Park from downtown need to be reviewed, as well as extending the walkway to the west to the potential park space associated with the Town's Municipal Garage, allowing more pedestrian access to residences, existing and future.



Lincoln Park

Address: 307 East Main Street Calculated Acreage: 3.5 Acres

Observations:

- The general condition of the park is very good, being as it opened in 2023
- There has been some plant loss throughout the park and that should be evaluated
- Many grassed areas in the park are bare and should be overseeded

List of Amenities:

- Pavilion with picnic tables, restrooms, mechanical storage rooms
- Fenced pickleball court, horseshoes, bocce ball and shuffleboard
- Education building with potting tables, instruction area, restrooms
- Gazebo and Arbor
- Water feature with small waterfall into pond
- Multi-generational swings and slope slide
- Walkways through 3.5 acres, highly landscaped areas
- Amphitheater with bricked seating area worked into side of bank
- Raised planting beds at Educational Center
- Terraced steps with layered planting beds
- Shared large parking area with Senior Center and sidewalk connection to Center

General: The Lincoln Park development resulted from the Town's municipal garage facilities being moved from behind the Senior Center to the 19 acre Rosenbaum property at the west end of town between the traffic circle at Five Points. The design of Lincoln Park was developed by landscape architecture students at Virginia Tech in conjunction with Town staff. The timing and complexity of the park project was greatly affected by the fact that the park development could not begin until the new municipal garage property was purchased, facility designed, site prepared, and building constructed and occupied. The park site was prepared by Town staff, and the construction of the pavilion/restrooms, education building (garden/potting shed) and amphitheater were contracted with a construction company from Morristown, TN. The facilities developed included the following:

The end product of the park development has been highly praised and is complimentary and immediately accessible from the Senior Center.



Intergovernmental Cooperation: The Lincoln Park project received a \$500,000 Local Parks and Recreation Fund Grant, the most awarded through that grant up to that time.

Programming: The Senior Center is responsible for the programming at Lincoln Park. The programming established has many senior based activities, but he park is available to the general public.

Maintenance of Facilities/Development and Redevelopment: The park is maintained both by the Recreation department and Senior Center, both Town operations. The surface of the pickleball court had to be removed and returned to just concrete.

Planning: While the park is fully developed, landscaping was implemented with minimal soil preparation, and grassed areas have struggled. It is recommended that landscaped areas receive top dressing and fertilization before additional mulch is added. Grassed areas need attention in early spring, and a detailed improvement plan developed. The surfaces of the pickleball court, bocce ball and shuffleboard courts should be evaluated for potential improvements.



Persimmon Ridge Park

Address: 1521 Persimmon Ridge Road Calculated Acreage: 130 Acres

List of Amenities:

- Pavilion with picnic tables, restrooms
- Walkways throughout the park that connect to the Lost State Scenic Walkway
- Basketball court
- Baseball, softball and t-ball fields
- Playground associated with ball fields
- Concession/restroom/pavilion associated with ball fields
- Disc Golf Course
- Hiking Trails
- Gillespie Building which houses the Food Pantry and a classroom space for the McKinney Center
- Police Training Center
- Wetlands Water Park

Observations:

- Basketball court is in disrepair with one goal missing
- Lower parking lot is in disrepair and ADA accessible parking is not available
- Parking lines are very faint
- The appearance of the park in general is poor
- General condition of the ball fields are in disrepair with many holes and uneven areas in the outfields and the infields need to be reworked with additional infill brought in
- Three of the four fields need attention related to updated fencing, availability of ADA accessible seating and access
- Athletic field lighting appears to be outdated and in disrepair
- Pedestrian foot bridges appear unsafe
- Lack of signage to direct visitors to amenities within the park
- Restrooms are not ADA accessible and in disrepair
- Playground equipment is damaged and EWF needs to be replenished
- Cleanup of storm debris should be implemented

General: Persimmon Ridge Park was obtained and developed through a number of LWCF and LPRF grant funds over a number of years. This is the Town's largest park and houses the majority



of athletic programming (until Tiger Park is completed) including Little League and Jonesborough Soccer League. The park has also been home to a campground that has closed in the midst of a renovation. At this time, progress of the renovation is at a standstill with no concrete plan in place to continue. The park is also home to the department's maintenance building that houses an office, restrooms and equipment storage for the department's maintenance department.

Intergovernmental Cooperation: The park was obtained and developed through six Local Park and Recreation Fund and Land and Water Conservation Fund grants, beginning in the late 1970s.

Programming: The Town first developed ball fields at the park, previously located in the gateway to Jonesborough's downtown, providing months long recreation opportunities for the community. Later, the Jonesborough Soccer Association was formed by volunteers (now the Jonesborough Soccer Association), and offers spring and fall soccer programming.

Maintenance of Facilities/Development and Redevelopment: Equipment within the park needs to be closely maintained. A maintenance plan for landscape at Wetlands Water Park, including the parking area, should be developed and followed. After severe storms in 2022, the park saw damage in the form of downed trees. These trees still create obstructions along the hiking trails and plans should be made to address this so they do not pose fire hazards during dry periods. The basketball court, ball fields, public restrooms and walking trails should also have maintenance issues addressed.

Planning: Previously, the recommendations from the Parks and Recreation Advisory Committee were that the park is at its capacity and should not be further developed. The undeveloped areas, including the forested areas, provide their own recreation opportunities for users, including nature and wildlife watching. Due to parking availability, programming has to be carefully planned so that there is available parking space for all users in the park. Currently, the Water Park operates from Memorial Day to Labor Day and the parking around the Water Park and the overflow field parking is occupied by Water Park patrons. The overflow field parking area is also utilized by sports programming participants, in addition to the lower lot by the ball fields. There is a small parking area by the cabin at the entrance to the park as well as parking up by the Mary B. Martin storage building (next to the campground area). Careful consideration for the available space within the park and future programming should be given before any changes or expansions are made. These recommendations should go through the Parks and Recreation Advisory Committee.



Wetlands Water Park

Address: 1521 Persimmon Ridge Road Calculated Acreage: 3 Acres

List of Amenities:

- Full Concession Café
- Restroom Facilities
- Covered upper deck eating area with picnic tables
- Lounge seating on pool deck
- Three flume slides
- Zero depth entry with water bubblers and dump buckets
- Two "otter" slides
- Lazy River
- Pool deck eating area

Observations:

- General condition of the park is fair
- Maintenance attention should be given to the entire park
- Facilities and amenities are outdated and in poor condition
- Parking availability is poor
- Civitan pavilion is in poor condition, particularly the restroom facilities

General: The park was the first municipally owned water park in the state, generating a profit most years. The park was developed as a community recreation opportunity for Jonesborough residents and has seen regular visitors from the tri-state area, including Western North Carolina and Southwest Virginia.

Intergovernmental Cooperation: Wetlands was partially developed through a Local Park and Recreation Fund Grant.

Programming: The Water Park offers swim lessons that take place before park opening during the week as well as rentals for private parties after regular hours.

Maintenance of Facilities/Development and Redevelopment: Equipment within the park needs to be closely maintained. The Town developed maintenance and safety checklists for the park (daily/weekly/monthly) that should be utilized to appropriately address maintenance and potential safety concerns. In addition, there is a Wetlands Subcommittee whose purpose is to make recommendations for additions within the park. That Subcommittee has not met for



several years, but for subsequent years made recommendations to the Board of Mayor and Aldermen to implement upgrades to the park in the form of installation of an interactive water feature.

Planning: Development of a new feature is important to the continued success of the Water Park. Kingsport now has an indoor/outdoor Aquatic Facility and there are similar facilities in the works for Johnson City and Bristol, TN. Wetlands target demographic is families with small children. As previously discussed, Jonesborough has seen an increase in families moving into Town with school-aged children. This growth should encourage and spur the efforts to implement a new feature(s) at the park. Careful planning and work on the front end to consider the implementation of an interactive water feature should begin now. In addition, attention should be paid to existing amenities within the park and their ongoing maintenance.



Golden Oak Park

Address: 277 Goldenrod Drive Calculated Acreage: 1 Acre

List of Amenities:

- Pavilioin
- Restroom Facilities
- Playground Areas
- Mini Stage/Performance Area
- Adjacent Walking Trail (Lost State Scenic Walkway)

Observations:

- Some disrepair to playground equipment
- Some maintenance issues related to restroom facilities
- Overall in good condition

General: The park was developed as a community park, between Mill Creek and the Meadows Subdivisions as they were in the early development stages. The park property was deeded from the developer of the Meadows Subdivision, along with the property for the northwest extension of the Lost State Scenic Walkway.

Intergovernmental Cooperation: The park and trail extension were developed through funding provided by the Local Park and Recreation Fund grant.

Programming: There is no formal programming that is offered at the park, but the park can be utilized for private parties such as birthday parties.

Maintenance of Facilities/Development and Redevelopment: Due to lack of ongoing maintenance, the park saw a maintenance overhaul in 2022 where landscaped areas were reassessed, lost plants were replaced and general maintenance to landscaping was implemented. In addition, the playground area saw a maintenance overhaul.

Planning: Due to its size, future expansion of the park within its boundaries is not possible. However, the park provides a great example of what could be done in the future to plan out similar small community parks.



WC Rowe Park

Address: 277 Goldenrod Drive Calculated Acreage: 1 Acre (Linear Park)

List of Amenities:

- Walking Trail (Lost State Scenic Walkway)
- Chuckey Depot Museum
- Chuckey Depot Museum Caboose

Observations:

- Generally in good condition
- Landscaped areas should be addressed and lost plant material replaced
- Particular attention should be given to the Chuckey Depot building and a maintenance plan developed for its care

General: This park was developed as part of an effort to relocate the Chuckey Depot from Chuckey, TN. In addition, the implementation of the development of the walkway connector happened just before the Depot was relocated to this area.

Intergovernmental Cooperation: The trail was funded through a T-21 Grant that utilized some federal funding. The Depot was the result of a public/private relationship with the family that owned the Depot, the Town and the Watauga Valley Railroad. The Town undertook the cost of the relocation of the Depot as well as the efforts and cost to restore it. In addition, the Town also took a lead in developing the museum portion of the Depot, including securing artifacts and designing exhibits.

Programming: The museum is, on its own, a programmatic feature and is open throughout the year, with longer hours during the warm seasons and shorter periods of time during the cold season.

Maintenance of Facilities/Development and Redevelopment: Oversight for maintenance is handled by the Chuckey Depot Advisory Committee. The Parks and Recreation Department is responsible for maintenance of the facility and the recreation trail within WC Rowe Park. A maintenance checklist related to the building itself should be developed and implemented use.

Planning: Due to its size, future expansion of the park within its boundaries is not possible. However, there is potential for obtaining additional land on the west side of the Depot in the



future for expansion of the museum with standalone artifacts, a restroom facility and pavilion/picnic area so that tour and school groups can plan trips to the park and Depot.



Mill Spring Park

Address: 115 Fox Street Calculated Acreage: 1 Acre

List of Amenities:

- Gazebo
- Standalone Public Restrooms
- Slemons House, home of the Storytelling Resource Place
- Pedestrian footbridge

Observations

- Lack of pedestrian connection to gazebo
- Would benefit from opportunities for passive recreation
- Footbridge on east end of park should be removed
- Lack of lines in parking lot
- No designated ADA parking
- Updates needed for park restrooms

General: The park is situated on the east side of the historic downtown commercial district and offers a large green space that is perfectly positioned as a picnic area for visitors. Little Limestone Creek flows through the length of the park.

Intergovernmental Cooperation: The park and restroom facilities were developed and funded through a Local Park and Recreation Fund grant and a Local Water Conservation Fund grant.

Programming: There is no formal programming that is offered at the park. Because of its proximity to downtown, the park is utilized for special events throughout the year including the National Storytelling Festival and two seasonal Makers Faires.

Maintenance of Facilities/Development and Redevelopment: The Slemons House and the gazebo were recently painted, which greatly improved their appearance. A small footbridge on the east end of the property is closed off and should be removed. Landscaping throughout the park is minimal and improvements could be made to lend more of an aesthetic appeal to the park so that it is utilized more regularly for events.

Planning: Because of its use for events, the park should not be heavily developed. There really is not space for playground or game features, but it would make sense for the Parks and Recreation Advisory Committee to look at implementing some shaded picnic areas to serve downtown visitors and tourists.



Jimmy Neil Smith Park

Address: 116 West Main Street Calculated Acreage: 2.2 Acres

List of Amenities:

- Walking Trails
- Storybook Trail
- Landscaped Spaces

Observations

• Some damage to stones along walkway

General: The park was developed in conjunction with the International Storytelling Center building. The park is owned by the Town and is used throughout the year for Town, ISC and private events, such as weddings. This is more of a passive park and has a walking trail and Storybook Trail along the walkway.

Intergovernmental Cooperation: The partnership between the Town and ISC is important to the ongoing use and upkeep of the park. The Friends of the Jimmy Neil Smith Park oversee ongoing support for the Storybook Trail and provide oversight for maintenance.

Programming: The Storybook Trail is in use 12 months out of the year and special events put on by ISC and the Town, including the annual Jonesborough Days Festival and National Storytelling Festival, take place in the park.

Maintenance of Facilities/Development and Redevelopment: Now that the Friends of the Jimmy Neil Smith Park have taken over the oversight for maintenance of the park, the park is much better maintained. The Town works with ISC staff and the Washington County Inmate Crew to implement landscape maintenance. The current need for maintenance is related to the stone that is along the walkway within the park. The stone has been damaged in some areas and should be secured in place.

Planning: Due to its size, future expansion of the park within its boundaries is not possible. However, continued programming to encourage use of the park should be encouraged. Support to ISC and Friends of the Jimmy Neil Smith Park should continue by the Town.



Barkley Creek Park

Address: 615 West Main Street Calculated Acreage: 2.16 Acres

List of Amenities:

- Walking Trails
- Two pedestrian bridges
- Pond

Observations

- Issue with goose waste along walkways
- Bare turf areas within the park
- Some damage on pedestrian footbridge

General: The park donated by Ben Parrish and Rebecca Isbell and the original intent was to develop the property, along with adjacent property, for soccer fields. However, plans changed due to the presence of wetlands areas and plans were implemented to create more of a passive park and make the connection from Persimmon Ridge Road to downtown via the development of the Lost State Scenic Walkway.

Intergovernmental Cooperation: The development of the property with the trail and pedestrian bridges was provided, in part, by a Local Park and Recreation Fund Grant. A portion of the project, along with the connection from the south side of Little Limestone Creek to Dogwood Lane, was funded through a T-21 Grant.

Programming: The park functions in a more passive capacity and provides the walkway connection from Persimmon Ridge Road to downtown.

Maintenance of Facilities/Development and Redevelopment: One of the pedestrian bridges was recently replaced and a section of the walkway was demolished and repaved. Overall, the property needs to be assessed for ongoing maintenance for the second pedestrian bridge and landscape maintenance. Much of the grass areas of the park are bare and could use overseeding.

Planning: Future plans for the park could include development of a small parking area along with potentially stocking the pond for fishing as there are quite a few individuals who frequent the park to fish.



Lost State Scenic Walkway and Frontier Trail

Calculated Distance: 3 miles

List of Amenities:

- Walking Trails
- Various accessories including benches, lighting and trash receptacles

Observations

- Attention should be given to landscaped areas along the trail
- There is some damage to wooden footbridges and dog-eared fence along the trail
- Approaches to some footbridges has a large lip, impeding ADA access

General: The Lost State Scenic Walkway is Jonesborough's walking and sidewalk system initiated a number of years ago with the intent of providing safe pedestrian and biker connectivity from all major residential areas in Town to area and neighborhood parks and Jonesborough's historic downtown. Currently, Mill Spring Park, Jimmy Neil Smith Park, WC Rowe Park and the Chuckey Depot, Barkley Creek Park, Persimmon Ridge Park, Golden Oak Park, and Lincoln Park are all connected directly or via sidewalk to the walkway system. Grant funding has been obtained and design/easement acquisition is underway to connect the brick sidewalk up Fox Street downtown to a new section of eight foot walkways along the south side of Little Limestone Creek to Stage Road Park, east of downtown. It is the plan to take the walkway from Stage Road Park the short distance to the Town's city limits on Spring Street. In addition, funding through the Governor's budget and the Tennessee Legislature has allowed the sidewalk recently constructed from Oak Hill Cemetery along Main Street to Forest Drive to be expanded eastward to Headtown Road, connecting the adjoining residential areas including newly developed Vines Farm Subdivision, fully connected internally with sidewalks and walkways, to Jonesborough's downtown. Funding exists and planning is taking place to extend the sidewalk along E. Main Street all the way to the Town's city limits past the railroad overpass at Timber Ridge Subdivision.

The Frontier Trail is a multi-government partnership project that will extend Jonesborough Walkway System through the portion of the Old Jonesborough Road through Washington County to the Johnson City city limits and then along Johnson City's West Walnut Street to the East Tennessee State University's campus. When completed, a walkway system will be available to walk or ride a bike from Jonesborough through Johnson City all the way to Elizabethton using the connected Lost State Scenic Walkway, Frontier Trail and Tweetsie Trail.



Intergovernmental Cooperation: The Frontier Trail system is a partnership project involving the three governments of Jonesborough, Washington County and Johnson City, with major funding support from the State of Tennessee. Jonesborough is taking a leadership role in the implementation of the trail through Jonesborough and Washington County, and Johnson City is managing trail construction through its city limits to ETSU.

Use of Financial Resources: Jonesborough has funding in place to carry out two major extensions of the Lost State Scenic Walkway. The Town has a \$490,000 Recreation Trails Program grant to construct an eight foot wide walkway from Fox Street downtown along Woodrow Avenue and then on the south side of Little Limestone Creek to Stage Road Park. If those funds allow, the goal is to extend the walkway the short distance from Stage Road Park to the town limits. On East Main Street, the Town has \$2.5 million of a State Appropriation to construct the sidewalk to Frontier Park (to be located at the old Jonesborough Middle School) along Forest Drive and to extend the sidewalk at Headtown Road out to the Town limits at the entrance to Timber Ridge Subdivision.

In addition to the two walkway extensions eastward, current project goals include extending the Town's walkway system toward the west end of Town from Oak Grove Avenue out College Street to May Drive and along the length of May Drive to Saylor's Place subdivision which is undertaking the construction of their own recreation trails. That trail will create the connection to the existing walkway system at the new Jonesborough School and associated Tiger Park. When these three funded extensions are complete, nine out of Jonesborough's existing 10 parks will be connected to each other and to downtown.

Land Acquisition: To the extent possible, the walkway extensions are planned in existing rightof-way. The walkway extension to Stage Road Park only has existing right-of-way along the short sections of Woodrow Avenue on the downtown end, and Stage Road on the east end. Discussions with most property owners have taken place. With the East Main Street extension, only construction easements are anticipated. With the extension to Saylor's Place, only an easement from the end of May Drive to the Saylor's Place connection is anticipated.

Community Awareness and Participation: Jonesborough's consistent effort to extend walkway connections to downtown is a source of pride for Town residents. All new subdivisions are required to construct sidewalks, and in some zones where sidewalks are required on both sides of the street, the Town allows one side to be swapped for walkways away from vehicular traffic and that connect to the existing walkway system.

Programming: Programming related to the Town's walkway system is largely related to the intent for walkways to connect to downtown, existing parks, commercial areas, schools and other



destinations. The goal is to provide an alternate way to get to relatively close by locations without the use of a vehicle, while also enhancing opportunities for exercise and better health. In some cases, like the walkways at Jimmy Neil Smith Park, there is programming along the walkway like the StoryTrail that can be changed out with different stories, which is done three times a year. A plan has also been discussed to paint murals on the long wooden fence along the walkway from W.C. Rowe Park to Third Avenue.

Maintenance of Facilities/Development and Redevelopment: Concrete sidewalks along Oak Grove Avenue and down the north side of Main Street were totally redeveloped and improved. The Oak Grove sidewalk is intended to be the downtown connection to the walkway that has been funded to go along College Street to May Drive and ultimately connecting to Tiger Park at the new Jonesborough School. The brick sidewalk in front of the Jackson Theatre and Eureka Inn, from the Jackson/Main Street Café alley to First Avenue, has been totally redeveloped with added drainage at the curbs and ADA compliant access to entrances in adjoining buildings. With future development of pedestrian sidewalks and walkways, efforts should be made to develop sidewalks that meet ADA accessibility guidelines.

Planning: Design details are currently being developed with the RTP walkway from downtown to Stage Road Park, the walkway extension from Oak Grove Avenue to Saylor's Place and Tiger Park, and the Frontier Trail extension to Jonesborough's town limits on East Main Street. Conceptual design is also being reviewed on the section of the Frontier Trail in Washington County along the Old Jonesborough Highway.

Other trail extensions being considered or in conceptual planning stages:

Connecting or looping the new walkway constructed to Stage Road Park and possibly to the Town limits on Spring Street at the new railroad tracks to the section of the Lost State Scenic Walkway/Frontier Trail along East Main Street by constructing a walkway connection up Old Turnpike Road and along a section of the Robertson property. This loops at the east end of Jonesborough's walkway system would allow a person to walk or bike from downtown to Stage Road Park, loop up to East Main Street, and return to downtown on Main Street without reversing direction on the same section of walkway. In addition, a possible walkway connection to Vines Farm Subdivision from Spring Street is being considered using the Wolfe property to construct the walkway connection.

The original layout plan for the Town's Lost State Scenic Walkway included a walkway connection from Barkley Creek Park down along Little Limestone Creek under the West Main Street overpass (goes over the railroad and creek) to the 19-acre Rosenbaum property owned by the Town. This property is where the Fleet Maintenance Facility is located, but is also the original location for



the new Dog Park as well as a potential new park area on the west end of the tract, on the southside of the creek from the Dog Park in a heavily treed area. This potential new park area is a good place for a restroom building because both water and sewer lines are immediately present, it is adjacent to the parking area planned for the Dog Park, and it would easily be accessible to numerous residences along both sides of SR-353. When easements were obtained to construct a new large sewer interceptor line up Little Limestone from the Wastewater Plant across the tracks from the Rosenbaum property, there were some property owners that also included the walkway construction in their signed easement. The easements already exist allowing walkway development. One large track of level along the creek, previously owned by Ben Parrish, allowed walkway development. The development of the walkway system to the far west end of the Town limits would complete the main trunk of the walkway system from one end, through downtown, to the other end and connect many more residents to the walkway system.

The planning related to the Frontier Trail connection to Johnson City includes two walkway connections to Johnson City, one continuing out East Main Street through Washington County on the Old Jonesborough Highway, and along Walnut Street in Johnson City to State of Franklin Road. This is Johnson City's preferred initial route and the plan used for seeking additional funding. The other walkway route in the plan extends the walkway along Mill Spring Road in Washington County and up along Cherokee Creek in the County to Johnson City's Willow Spring Park. The walkway system would be used through that Park, and a relatively short section of walkway would have to be constructed to Greenwood Drive at the west end of the East Tennessee State University property that already has a walkway system that on the east side of the campus is accessible toto the Tweetsie Trail connecting Johnson City to Elizabethton. This additional route could be constructed with greater width to accommodate bikes and would be mostly through open space absent of close-by motorized vehicles. A more specific plan would likely facilitate coordinated sections of that walkway route being constructed as vacant property in Washington County is developed. This might be especially possible along the creekway where building development is restricted within a certain distance from the creek. Loop connections between both Johnson City walkways could be constructed to allow access to many residence in the area and creating highly desirable pedestrian safe environment between ETSU and Jonesborough.

At Tiger Park and the new Jonesborough Elementary School, the Town has purchased the rightof-way from the Slonaker Farm needed to construct an extension of Skyline Drive located above the school and Tiger Park athletic area across the Slonaker Farm to a traffic circle to be built by the Tennessee Department of Transportation at the intersection of the Boones Creek Road and Parsons Circle. This extension of Skyline Drive creates a major new connection to the school site



spreading out traffic flow. The conceptual design for the street connection to the new traffic circle includes a walkway development that would connect the numerous residences recently constructed along Boones Creek Road to the School and Tiger Park, as well as the walkway connection from the Park to downtown and other park areas.

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Tiger Park

Address: 720 North Cherokee Street Calculated Acreage: 48.51 Acres

List of Amenities:

- Walking Trials
- Baseball and Softball Field
- Open field area for various sports programming
- Athletic Field Lighting
- Four playgrounds
- Football/soccer field
- Pickleball courts
- Concession Stand with Restroom Facilities
- Pavilion with Seating
- Various accessories including benches, trash receptacles and dog waste stations

General: The new Jonesborough Elementary K - 8 School has been constructed and was occupied by students January 4, 2024. The development of the three playgrounds closely associated with the school building was completed in March of 2024, and these three playgrounds are open to the public after school hours. Work on the athletic area of the 48.51 acres started in late fall of 2023 and is on-going with a completion date of spring, 2025.

Intergovernmental Cooperation: The Town of Jonesborough applied for a \$2,445,000 Local Parks and Recreation Fund (LPRF) grant from the Tennessee Department of Environment and Conservation, and the grant was awarded in June, 2023. In order to ensure the required 50% match would be available to take advantage of the significant grant assistance, the Washington County Commission approved up to an additional \$2 million in Ioan funds from Rural Development-USDA. The approval results in Washington County, adding to the annual lease payment to the Town for the school and athletic facilities that covers the debt service payments and the Rural Development Ioans associated with the school construction. In addition, when the Town received notification from the State that the grant application had been approved, the Washington County School Board approved \$300,000, the same amount of school system investment in the new Boones Creek Elementary School playground, to be used as matching funds with the three playgrounds around the school included in the LPRF project. With the \$300,000 committed by the School Board and the \$900,000 appraised value of the land involved in the project, the actual cash match required in the LPRF project is \$1,245,000. Remaining funds authorized by Washington County (up to \$2 million) have been used for athletic area



improvements not included in the LPRF grant like baseball and softball infield development, ballfield dugouts, and costs associated with the athletic area playground above the LPRF grant funds available.

Community Awareness and Participation: As the development of the athletic area associated with the new Jonesborough Elementary School nears completion, the following steps are being taken/recommended to inform the general public of the available facilities available for public use:

- A map of the entire 48.51 acre site showing locations of all structures, playgrounds, accessories, and walkways that highlights ADA wheelchair parking and access routes to all features within Tiger Park.
- A website posting of key components of all facilities available to the public during nonschool hours, and in some cases during school hours.
- Notification to the residents of Jonesborough and the general public that public use of facilities is now available and when.
- Discussion should start with user groups on the scheduling of games at Tiger Park, the shared use of the concession building, any proposals for additional programming like field hockey, lacrosse, etc., and plans to develop any additional facilities needed like the storage/maintenance building.

Programming: The following facilities are or will be available to the public when the construction is complete:

- Eight (8) pickleball courts completed and fenced (part of LPRF project)
- Concession/restroom building centrally located building is completed, (part of LPRF project), concession equipment has been ordered, PA system wiring is in place and equipment ordered through Appalachian Light and Production. Second floor is scorer's area with scoreboard controls and PA system.
- Baseball and softball fencing is completed
- Dugouts on baseball and softball fields will be brick and covered.
- Bleachers with ADA seating spaces are complete and in place (part of LPRF project)
- Pavilion with concrete base is complete next to Athletic Area Playground (part of LPRF project)
- Athletic Area Playground is currently under construction, likely complete by March 2025 (part of LPRF project)
- Fencing of Athletic Area Playground is under contract and will be installed after playground installation.



- Track with rubberized surface is complete around football/soccer field.
- Football goal posts have been received; installation is under contract (part of LPRF project)
- Scoreboards have been received; installation is under contract (part of LPRF project)
- Soccer goals have been ordered and received (part of LPRF project)
- Multi-purpose field has been graded and sown; will need to be re-sown this spring.
- Lighting on 70 foot poles for baseball and softball fields has been installed as well as main electrical panel. Waiting on delivery of six additional poles 2 for multi-purpose field and football/soccer fields (to be installed with 3 poles and fixtures already on site) and four 40 foot poles lighting pickleball courts when complete, football/soccer, multi-purpose, baseball and softball fields will be fully lit as well as the pickleball courts. Additional poles have been received by contractor and should be installed in April 2025 (part of LPRF project).
- Seps and ADA wheelchair access points from parking lot to sidewalks/walkways are in place.
- Walkways throughout the 48.51 acre site are 98% complete, but need to be checked for ADA compliance. Summers-Taylor will complete walkway construction by March, 2025.
- Walkway and facility benches and trash cans have been placed on concrete pads throughout Tiger Park. Tables need to be placed in pavilion and pad by concession stand (part of LPRF project).
- All utility work is complete.

Maintenance of Facility/Development and Redevelopment: The Town is responsible for maintaining the areas around the school building, including the athletic area during the term of the lease. The Facility Lease payment of \$500,000 could be designated to hire staff, equipment and supplies needed in maintenance and improvement projects in Recreation. The Town has hired additional recreation staff, however, the Town staff's current involvement in Tiger Park maintenance and care is minimal. The following components of the development of Tiger Park are not complete and are underway in implementation and or planning:

- 1. BurWil Construction has the following tasks in their school, concession building, or "side" contracts with the Town.
 - The asphalt vehicle access lane from the east end of the athletic parking area to the concession building and around to the athletic area transformer needs to be repaved and completed to and around the concession building.
 - Certain walkway connections within Tiger Park need to be implemented when final grading and surface stabilization has been completed.



- The concrete bases for the four dugouts need to be poured.
- The construction of the four dugouts needs to be priced, and if acceptable, implemented this spring.
- The concession area sinks needed in the concession need to be installed by BurWil once received by the Town (part of LPRF project).
- 2. Foster Signs has a contract to install the football goal posts and to install the three scoreboards (football, baseball and softball fields). Power to scoreboards needs to be run (part of LPRF project).
- 3. Sammy Brooks needs to complete the infield improvements with the baseball and softball fields when weather allows. He has removed the top spoil 5" deep on both fields and is replacing it with the appropriate infield mixture of clay, sand and silt. The mixture has been ordered and partially delivered to the field site. Deliveries were put on hold due to weather and lack of staging area.
- 4. Premier Sports Lighting has installed twelve 70 foot light poles with fixtures around the four field areas, and there are three poles with fixtures on site ready for installation. All 10 foot deep concrete pole bases are in place, and remaining fixtures for additional poles to be delivered are on site as well. Six poles need to be delivered, two 70 foot poles ad the four 40 foot poles that go on either side of the pickleball court area. These poles have been delivered to Premier in Gastonia, NC on January 31st and are scheduled to be trucked to Jonesborough and installed sometime in March, 2025. After Premier installs the remaining poles, all poles will be activated and training will take place (part of LPRF project).
- 5. After heavy equipment completes work tastes associated with concrete pours, walkway paving, ballfield infield work, goal post and scoreboard installation, etc., the disturbed surface areas need to be fine graded and sown in grass.
- 6. Any landscaping intended for the park needs to be planted in spring.
- 7. The large detention pond servicing most of the 48.51 acre site is functional, but is not supposed to hold water for extended periods.
- 8. Concession equipment needs to be ordered, delivered and put in concession area of the building.
- 9. A point-of-sale system needs to be purchased including software and equipment. Once the concession and POS equipment is in place, a training session should be scheduled with booster, school and Town staff.

Note: There needs to be an agreement developed between the Town and the school on how the concession/restroom building is utilized. This agreement must include who orders food products and supplies, revenue sharing, clean-up responsibility, security expectations, use of second floor, key control, etc.



- 10. Todd Hensley with Appalachian Light and Production needs to finalize the plan and associated cost for installing the PA system associated with the baseball, softball and football fields.
- 11. Signage needed in areas available to the public should be ordered and installed, including any directional signage for ADA access.

Planning: The Tiger Park Project was developed with the possibility of some additional facilities or components that were not planned out but just conceptual. Those additional components include:

- A maintenance/storage building that might be shared with the school system. There
 needs to be a building in which soccer goals, hurdles and other track associated
 equipment is stored; area for grounds keep equipment like mowers, weed eaters,
 chemical storage like weed killer, lime for field striping, etc. The site for the shared
 building has been determined and water, sewer pipes and electrical conduit have been
 extended to the building location. There has, however, been no design developed for the
 structure and no discussion about specific storage needs. Funding for construction also
 has not been determined.
- An operating agreement between the Town and Washington County School Board should be adopted by both entities. A proposed Agreement was developed and sent to the Town Attorney for review. It was also sent to the school system for review and comment, and at the time the only point of concern that was brought up by the School Board attorney was related to language to indemnification of liability.
- There needs to be a discussion with the new principal at Jonesborough Elementary School that results in clear and mutually acceptable expectation related to public use and scheduling of the outdoor facilities. All facilities receiving even a portion of grant funding for development must be open to the general public on some regular schedule. The need for signage/communication of expectations/scheduling needs to be discussed. A memorandum of understanding (or similar) should be signed with the principal.
- The original site plan for the 48.51 acres has designated wetlands are at the very southwest corner, at the intersection of Thomson Meadow Lane and North Cherokee Street. This area is always wet and is the point most of the surface water exits the school site. There was no plan developed for constructing the wetlands which was considered to be valuable for water quality and educational purposes. The pros and cons of developing a wetlands where it was planned should be discussed in detail, and if continued to be found desirable, an implementation plan should be developed and approved, and it is likely to require the expertise of a qualified design firm to create a sustainable wetlands plan.



- The formal landscape plan implemented in association with the construction of the school stops at the east end of the main parking area, and along extended Skyline Drive. A reforestation plan was developed along Thompson Meadow Lane and extended Skyline Drive and a 1,000 trees were planted where facility development was not likely to occur. Landscaping should be extended into the athletic area to highlight the excellent facilities being or already constructed.
- The Town could initiate a long-range planning process that includes school system personnel and community stakeholders to determine what programs and any additional facilities should be considered to better serve students and area residents.
- The initial landscape plan did not include the athletic areas because the layout and determination of what facilities were needed and would possibly be developed had not been established at that time.
- The park-like nature of the conceptual plan establishes a very desirable passive and natural character to Tiger Park in spite of its active programming. The landscape plan created by Town staff with Equinox could be extended into the athletic area duplicating species and plant associations used in the formal landscape design plan already created.
- A publicity plan needs to be developed once the facilities, designed for public use, are essentially or nearly complete. This plan should focus on the various measures, including social media, that are available to inform the general public as to what features are available and in what schedule, and possibly and additional programs or facilities planned for the future. This information should include the Tiger Park map highlighting ADA access to various park features.
- Plans for the Agricultural Learning Center at the south side of the Administration Parking Lot/Bus drop off should be included in any revision of the 48.51 acre site plan and could include the proposal crop growing area and equipment shed location discussed in early planning.
- Town staff should consider discussion with school system personnel for the purpose of partnering in the development or recreation of in school and after school programming in the arts. This could include re-establishing the in-school StoryTown program, and use of the Jackson Theatre for various programming opportunities.



4.0 ONGOING PROJECT DEVELOPMENT

Dog Park

General: As Jonesborough continues to grow and urbanize, the need for open space and walkway development for people and dogs also continues to grow. Necessary leash laws drastically limits the ability for dogs to run and exercise within the Town limits. A desirable safe, and designated area for dogs to exercise under the supervision of their owners is highly valued in quality communities and reduces the likelihood pet owners will ignore leash laws in public spaces in an effort to give their pet healthy exercise.

Research on dog parks has shown that quality dog parks achieve the following:

- Boost dogs' physical and mental health
- Increase socialization among animals reducing aggression and inappropriate dog behavior
- Provide social interactions among dog owners, increasing human interaction and community pride
- Enhance healthy lifestyles in humans and their pets
- Generates better overall pet care
- Enhances sense of community

The original plan for the dog park was developed by staff with community input, based on the following values:

- 1. There needs to be separation of spaces between large and small dogs
- 2. Entrances must be double gated
- 3. A minimum of 3 acres is needed in order to provide enough space for dogs to run
- 4. It is better to be connected to a walkway system or community trials
- 5. There should be surface variety with grass area allowing for longer runs
- 6. Must be properly fenced
- 7. A restroom nearby is an important enhancement
- 8. Needs to be ADA accessible, including entrances
- 9. Parking is needed close-by
- 10. Trees for shade and plenty of carefully chosen vegetation is ideal
- 11. Some form of water feature is great. Must have drinking water for dogs and people
- 12. Plenty of benches for seating, most in shade
- 13. A pavilion or shade structure is ideal



The site plan along Little Limestone Creek includes all of the above components. The water feature is to be established a swale surface with pond liners creating a shallow pond in the small dog area that flows through fencing, down through the large dog area into Little Limestone Creek. The source of water is a well constantly pumping a small flow that flows gently down the creek. Because the water is not re-circulated, it does not have to be filtered. Trees are present on the site selected. The original selected dog park location is isolated between Little Limestone Creek and Norfolk Southern Railroad on property not likely used for anything else. Noise from people and dogs is a non-factor because facilities somewhat close by are the Town's Fleet Maintenance facility and the Town's Wastewater/Solid Waste facility. The location would be easily accessible close to the intersection of State Routes 353 and 81 (W Main St).

The proximity necessary to construct the dog park has been obtained; approval from TDO for an entrance/exit to parking off of SR-353, and an ARPA permit to construct a vehicular crossing across Little Limestone Creek in order to access the dog park stie (plan developed by DTWood Engineering). No permit for the water feature is required from TDEC because the ground water from the well just flows into the creek and there is no treatment in the pumping or discharge.

The Town has received a PetSafe/Boyd Foundation grant of \$25,000 to construct a dog park in Jonesborough. The balance of the funds is the same because no work to develop the dog park has taken place other than the cost of acquiring needed permits for construction. The Jonesborough Civitan awarded the Town a \$25,000 grant in support of the dog park development but asked that the funding be returned due to the lack of progress on the project. It still may be available if the development of the dog park is actually initiated.

The location of the dog park was reviewed in depth before the 2+ acre site along Little Limestone Creek was selected. Two years later a second review of the site selection for the dog park was undertaken in-depth, and the Town Board determined again that the best location for a quality dog park was the original site near the Town's Fleet Maintenance facility.

Note: Although Little Limestone Creek very occasionally gets out of its creek bank during extremely heavy storm events, any flood water in that area flows towards SR-3553. The highest point in the Town's 19-acre property is the area between the creek and the railroad selected for the dog park which is out of the 100 year flood zone. Parking and walkway connections can be in the flood zone without any expectation of flood damage.

Note 2: The west end of the Town's 19 acre property is forested, and the parking area planned could serve the dog park via walkway to the north, or could serve a park area developed in the forest area. Sewer, water and electricity and natural gas is very close by, and a conceptual plan



for a restroom facility has been conceptually planned off of the parking area near the forested park, if developed.

Community Awareness and Participation: The Board of Mayor and Aldermen needs to determine whether they want staff to go through a third evaluation of the dog park location. As a general rule, communities are normally very favorable of the development of dog parks relatively closeby within a 15 minute or so drive. Many smart developers of quality subdivisional are developing neighborhood dog parks as a very desirable amenity for living in the subdivision. If the BMA determines they still want a dog park developed on the original site planned and approved, the BMA could ask for an implementation schedule sequencing the work to be undertaken. Ad development sequencing plan has been previously developed, breaking some of the initial work into sequenced implementation steps.

Planning: Some thought needs to be invested in the on-going care and maintenance of the dog park. There needs to be a number of dog waste stations before leaving the dog park. A number of trash cans will also be necessary. Someone should collect trash and monitor the grounds at least each day before the dog park is open. Also, someone should lock the gate access at closing. A utility vehicle with dump bed that can travel on walkways as well as grass would likely be very helpful. A plan for care and security should be developed.

Agriculture Learning Center

General: The Agriculture Learning Center (ALX) is planned to be separate from the Jonesborough Elementary School but on the K-8 campus across the administrative parking lot from the school building. The purpose of the facility is to teach young students skills in gardening and small farming as well as the culinary skills to prepare healthy meals and snacks. With the loss of small farms at a rapid rate, the mission is to teach growing skills in a more urban environment, being more self-reliant while creating healthier food and food products. The ALC is also being designed to be a central food hub where local growers can bring their produce and food products to be inspected and recorded for sale to the Washington County School System. In addition, since the building is designed specifically to facilitate the teaching of agriculture based skills, agencies like the Washington Couty Extension Service and Natural Resource Conservation Service are excited about using the LAC for their programs when school is not in session.

Use of Financial Resources: The funding of the ALC was originally established with a \$270,000 appropriation from the State, and a \$500,000 appropriation of Washington County ARPA funds. With major increases in the cost of building materials and labor due to the Covid pandemic, however, where design development and value engineering was completed cost predictions



indicated the funding available is about \$300,000-\$400,000 short of the funding needed. Additional funding is currently being sought.

A Rural Development Rural Business development Grant of \$84,300 was obtained to fund a 20' x 12' walk-in cooler and demonstration kitchen equipment needed to teach culinary skills. If the additional funds needed are secured, the intent is to have the ALC under construction by late spring or early summer 2025.

Community Awareness and Participation: With the intent to use the ALC year-round by the school system, area agencies teaching agriculture based skills and concepts, and local growers to sell to the local school system, there is still a lot of support and excitement about the development of the facility despite the delays. Once the construction of the building is under contract, a comprehensive publicity campaign will be initiated to increase awareness and support, and to obtain the donated funds for tables, chairs, technology, materials and supplies.

Programming: Washington County Schools currently does not buy any local produce or food products even though there are a number of growers. The primary reason is that local growers would have to take their products to individual school kitchen and at times those kitchen operators are actively engaged in preparing meals for students. The ALC will be set up to unload produce, weigh and inspect it, prepare necessary documentation on quantity, and cost due to grower, and to store food in the walk-in cooler until it can be delivered to individual schools by existing drivers in the school system's food service.

There is not an agricultural based K-8 curriculum in the Washington County School System (actually not in most school systems), and when construction on the ALC is initiated, a curriculum committee will work to develop a K-8 curriculum to be used in conjunction with the Jonesborough Elementary School. Also when construction is initiated, an effort to move forward with obtaining a "food hub" based point-of-sale software system that allows individual growers to label their product so information related to deliveries is easily scanned into the software program resulting in invoicing and associated payments is easily documented and tracked. Partnering agencies will also start a certification process used with growers that sets guidelines and inspections on the proper growing and handling of the local food products to be sold to the School System.

Planning: Once the ALC construction is initiated, an ALC Advisory Committee will be formed that will establish and oversee the progress of the K-8 curriculum committee, and the agency communications, training and participation guidelines for growers' use of the point- of-sale system. The Advisory Committee will be made up of representatives from the school system, Town and participating agencies. The ALC Advisory Committee will direct additional fundraising



efforts, and seek grant assistance for one full-time ALC Director and for materials associated with the education programming.

Jackson Theatre/JRT

General: The Jackson Theatre and Stage Door renovation are complete and the Jackson is providing an on-going schedule of movies and performances. The quality of the renovations has ben praised, and the experience of patrons is continuously expressed very positively. The Stage Door has been set up with concessions on both floors, and a box office window of the Jackson Theatre. The Jonesborough Repertory Theatre changed to a different ticketing system that the system used by the Town and Jackson Theatre, and the JRT wanted to operate their own concessions sales separate from the Jackson Theatre, so the JRT chose to run its box office and concession sales within the JRT building. A Jackson Theatre Advisory Board has been established by the BMA that has the authority to make programming decisions associated with the Theatre, and to establish guidelines associated with use of both the Jackson and Stage Door facilities. The Jackson Theater Advisory Committee has met with consultant Dan Hays and worked on a mission statement, statement of values, measurable goals and priorities that will be adopted to direct the activities in both the Jackson and Stage Door for at least the next five years.

Use of Financial Resources: The Town has applied for Partnership Support from the Tennessee Arts Commission (TAC). This funding is an annual appropriation that is normally approved continuously upon the TAC's receipt of an annual report detailing its appropriation use. The partnership support is only available to arts agencies approved by the TAC, and Jonesborough has been approved as an arts agency because of its on-going funding support of numerous arts activities for a number of decades. A decision of Jonesborough's funding application is expected to be made by the TAC in March 2025. The Jackson Advisory Committee is also looking at the adoption of individual seats within the Theatre as a way to generate a reserve fund balance.

Community Awareness and Participation: The Jackson Theatre staff along with the Town's social media and website managers have developed a comprehensive marketing plan of upcoming performances and events. There are meeting and reception spaces within the Theatre and Stage Door that are marketed as well. The Jackson Theatre Advisory Committee is made up of community members who are engaged in other Jonesborough organizations. The Theatre also has a contract with a marketing specialist who assists with articles and other forms of communication related to Theatre activities, including social media.

Programming: The Jackson Theatre has kicked off its programming in November 2024, and has focused initially on live performances and classic movies. Work is on-going to pursue



independent films on a set schedule, and community performances, birthday movie celebrations, and other local uses are already being scheduled.

The ambiance of the Jackson Theatre has proven to be a highlight. The lighting is wonderful and the sound in the audience area is excellent. The combination use of the second floor of Stage Door along with the mezzanine of the Jackson has established a great reception area, either separately or in combination with an event, film or performance on stage. Furniture selection has been good with most pieces accommodating multiple use situations.

Maintenance of Facilities – Development and Redevelopment

The quality care of restrooms in Stage Door when in use by both the Jackson and JRT is still a work in progress. There are a few fixes needed in the Jackson like light intrusion where the entrance doors to the audience are opened during a movie or performance, light bleeding out of tech booth area, and HVAC noise in the tech booth. Overall functionality is very good, and what needs to be fixed has solutions. Work is underway on the tap floor with closing up the open space above partition walls and sound proofing between rooms and the stage with foam insulations.

A Downtown Improvement Grant from the State was awarded that will fund the redevelopment of the west wall of Stage Door, repainting the entire side of that building along the pedestrian alley, adding sections of facia, and properly closing windows covered by plywood.

Jonesborough Repertory Theatre: The JRT building was completely renovated as part of the development of the Jackson Theatre and Stage Door facilities. The renovation of the JRT was originally intended to be the third phase of the building complex development because the JRT was operating with a full season schedule. The plan was to shift JRT performances to the Jackson stage after its renovation was complete so the JRT could be improved. When the Covid pandemic closed down the JRT for a number of months, the phasing shifted to get the JRT renovated first. Work was contracted through Don Bacon of Quad Cities Builders.

Use of Financial Resources: The renovation of the JRT was funded through a variety of sources including a donation provided to the Town by Sonia King, funds from Rural Development, work by Wolfe Development, and work undertaken by Town crews.

Maintenance of Facilities/Development and Redevelopment: The following work tasks were undertaken on the JRT renovation:

• The roof of the section of the building between Stage Door and the stage was completely removed along with the second floor. The walls above the block walls were then raise do



eight feel allowing the total use of the second floor, and the floor joists of the second floor were increased to provide the necessary structural support. The roof was rebuilt.

- The entire roof was re-shingled with the assistance of Wolfe Development.
- An ADA accessible (non-public) restroom was developed on the first and second floors.
- A large HVAC unit was installed in a mechanical room on the second floor, and mini-split units were installed on the first floor.
- A large women's dressing room was developed on the second floor, and a small men's dressing room/ADA dressing area was developed on the first floor.
- The first floor green room was developed with steps to both sides of the JRT stage, and a new set of stairs with appropriate lighting was constructed to the second floor.
- An ADA accessible lift was developed to meet code allowing wheel chair accessibility to the stage.
- Electrical and lighting fixtures were completely renovated.
- Door connections to the Jackson stage and both floors of Stage Door were developed.
- A 12 foot extension was added to the front of the JRT creating a foyer entrance/exit to both the JRT and Stage Door. (Stage Door was connected internally to the JRT where patrons did not have to go outside to get from one to the other)
- Large men's and women's restrooms were developed in the back section of Stage Door that were accessible through the new foyer to the JRT.
- The audience area was renovated new wall treatments, audience flooring was stabilized, new seating installed, new carpet installed, (first floor of JRT was raised to eliminate ramping) technical booth was expanded and cabling brought up to code.
- The outside emergency exit door to Shane Adams' property was eliminated and a new exist door constructed out the back east side of the JRT building. A new deck was built by Town crew on back of JRT to allow emergency exit onto back of Eureka property. With elimination of exit door to Adams' property, the JRT stage was expanded (also allowed for steps onto stage from west aisle to be constructed to meet code.
- The electrical service was rewired to Jackson Theatre panels eliminating overhead electrical service from First Avenue. JRT electrical service was inspected and certified meeting code.
- The alley entrance to the JRT and Stage Door buildings through the new foyer was totally redeveloped by Town staff, correcting drainage issues, building a brick curb protecting the Stage Door from flooding, providing pedestrian lighting, and a brick knee-wall sitting area.

Planning: The JRT requested a reworking of the partnership with the Town resulting in the JRT keeping all revenue generated through their operation including ticket sales, classes, and



concessions in exchange for the JRT being totally responsible for their financial operation. Discussions are currently in progress as to joint use of some spaces in JRT and Stage Door, as well as responsibility for utilities.

First Frontier Park

General: Frontier Park is the initial name for the field area associated with the old Jonesborough Middle School off of Forest Drive in Jonesborough. This property is owned by the Washington County Department of Education, however, through an agreement with the Town of Jonesborough is being improved and used by the general public and maintained by the Town. Currently the area includes a football/soccer field inside an asphalt track. There is plenty of parking between the middle school building and the field that is accessed from Forest Drive. A sidewalk has been constructed from East Main Street down Forest Drive, and plans have been developed to bring that sidewalk into the field area establishing a "trail head" for the Frontier Trail linking Jonesborough to Johnson City. A Local Parks and Recreation Fund grant application is being developed in which trail head facilities will be constructed along with a bike course for young riders. A small playground area is also being considered if it can be properly located.

Intergovernmental Cooperation: frontier Park is an existing green space area owned by the County Schools that through an agreement is being maintained and improved by the Town for community use. The Frontier Trail is a cooperative project involving Jonesborough, Washington County and Johnson City, and is largely funded through an appropriation from the Tennessee Legislature.

Use of Financial Resources: The Town is working on a Local Parks and Recreation Fund grant application to be submitted to TDEC in April 2025. The grant funding, if awarded, would develop trail head improvements including a restroom, easy access to parking, benches, bike racks, etc. In addition, the application would include asphalt resurfacing the existing track, and the development of youth oriented bike course/natural trails that provides the opportunity for young people to learn biking skills. The course would include features like riding over wooden bridges, sloped curves in the trail, alternate surfaces, etc. An age limitation would be established to make it safer and more enjoyable for young children.

Land Acquisition – the Town is currently working with the Washington County Department of Education to have the property deeded to the Town for recreation use.

Community Awareness and Participation – As the LPRF application is developed, a community public meeting including members of the Parks and Recreation Advisory Committee will be held to communicate the proposed plan for the park and get community feedback. The Frontier Trail



is a project in progress with Jonesborough taking the lead to extend the Town's trail system to the eastern town limits with Washington County. As the trail is developed through Washington County and then through Johnson city to the East Tennessee State University (ETSU) campus, a campaign will be developed that markets the availability of the trail to area residents as well as visitors. Because ETSU is connected by sidewalk to the Tweetsie Trail, that trail and the Frontier Traill will be limited allowing bikers and pedestrians to go to and from Jonesborough and Elizabethton.

Programming: The current plan with Frontier Park is to link the youth bike course to the newly asphalted track and to link the track to the Frontier Trail.

Maintenance of Facilities/Development and Redevelopment: The Town of Jonesborough will be responsible for the cost of the improvements being made and the maintenance and long-term care of the entire Frontier Park. Restrooms will be maintained daily by Town staff.

Planning: The planning of Frontier Park is being undertaken by Town staff in cooperation with Community Development Partners, the firm preparing the LPRF grant application. The park plan will be discussed in detail with the Jonesborough Parks and Recreation Advisory Board to get any ideas from the community to improve the project. Landscaping associated with Frontier Park will be discussed as well.

The establishment of playing field areas in northeast Tennessee is a constant challenge, and over the years Jonesborough has tried to address the need for more fields in a cost effective manner with the only major success being the recent development of Tiger Park. The agreement between the Town and Washington County Department of Education is an important step in establishing one more field area in town that is available for community use. It is recommended that improvements to newly named Frontier Park be located and developed in a manner that does not eliminate the existing field use for typical youth sports in the future.

Additional Projects, Previously Planned

- Park area at West End of Rosenbaum Property There is an open space area with a number of trees at the west end of the 19 acre tract that is next to the proposed parking area for the Dog Park and very unlikely to be used for any Town facility in the future except for a restroom. This area, if removed of underbrush, and with proper tree pruning and selection would make a nice small park. Utilities are present and there should be minimal investment.
- The section of the Main Walkway Section of the Lost State Scenic Walkway between Barkley Creek Park and the Dog Park on the Rosenbaum property has been discussed and some easements along Little Limestone Creek obtained. Further planning could



determine feasibility of getting additional easements needed, and a plan for taking walkway under the Main Street overpass or up and over across Main Street near the traffic circle.

- Expansion of W.C. Rowe Park a site plan was developed expanding W.C. Rowe Park to Steve Bacon's tract immediately beyond Chuckey Depot. Steve Bacon at one time indicated he would deed the tract to the Town because it is land-locked, but would like a pedestrian bridge across the creek to South Washington Drive and Steve's house on the north side of the creek. The tract is big enough for a small restroom that could serve the Depot as well as people on the walkway system. Previous discussions also included benches and a small shelter.
- Purchase of 12 Acre "Mauk" Property Discussions have been ongoing over the possible purchase of the vacant 12 acres that is east of Joe Florence's property at the end of Woodrow Avenue. The walkway from downtown to Stage Road Park that has been funded must go across the Mauk property near the creek. David Mauk deeded the 12 acres to his nephews who have not committed to date to providing an easement for the walkway or the sewer line that needs to be constructed in order to expand sewer service out to additional tracts off Spring Street. The most usable portion of the 12 acres is at the top of the property which has a 50 foot connection to Duel Lane in John Green Subdivision. Properly designed, the tract could be used for park and would allow for a safe and aesthetic connection from John Green Subdivision to downtown that dangerous South Cherokee Street would not have to be used for that pedestrian access.
- Broyles Building and 4 Acres The Town has purchased the building once housing Broyles
 Florist and the four acres behind it that is adjacent to the McKinney Center. The grassed
 area without the 4 acres has been used infrequently for overflow parking associated with
 the McKinney Center. One use of the four acres discussed is a live-work area for artists,
 creating a destination artist collective who have demonstration studios attached to living
 space. Artists can also teach at the adjoining McKinney Center, could have scheduled art
 shows at the Center, and could man a sales area in the Broyles Florist building. The
 Discussions have included the concept of a collective being managed by the Mill Spring
 Makers Market.
- Ice Skating Rink Discussions have taken place in the past about an ice skating rink being developed above the Storytelling Center that could be used for outdoor performances during the warm weather months. A skating rink in the downtown area would be another venue drawing people downtown in Jonesborough during the winter months. It would also be an on-going venue generating social interaction and enhancing quality of life in Jonesborough.



- Walkway over 11-E Highway The Jackson Blvd. four land is so heavily traveled it creates a major barrier between Jonesborough's historic downtown and the commercial and quickly expanding residential areas on the north side of the highway. Walkway planning has discussed three ways to get across the busy highway. One has been implemented at the intersection with Persimmon Ridge Road where the walkway goes under Jackson Blvd. to the Meadows Subdivision. One overhead pedestrian walkway across the highway has been discussed close to the intersection with Tiger Way/Hillrise Drive, and the other has been discussed near the Forest Drive intersection with Jackson Blvd. With the high volume of traffic on the four lane coupled with the large number of turning vehicles at each signal, the safest way to connect two major portions of the Jonesborough community is with an overpass dedicated to pedestrian traffic.
- Splash Pad at Wetlands Water Park A plan for a quality splash pad or interactive water feature designed for young children, within Wetlands Water Park has been discussed at length and determined to be a great way to extend the aquatics season, especially for preschool children and young children while school is in session and the weather is warm. An interactive water feature would require only one attendant, and still would be popular when the main park is operating.

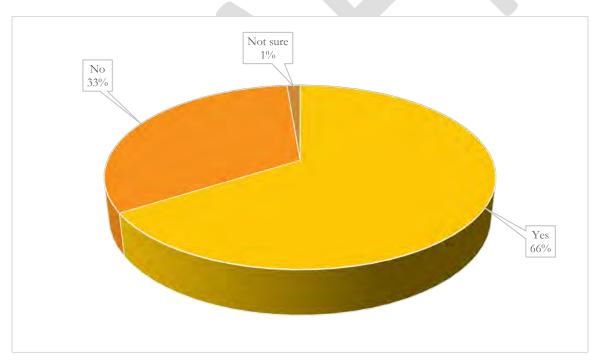


5.0 SURVEY AND COMMUNITY ENGAGEMENT

As an essential component of the planning process, a series of meetings and evaluations of the facilities and programs that the Recreation Department provides.

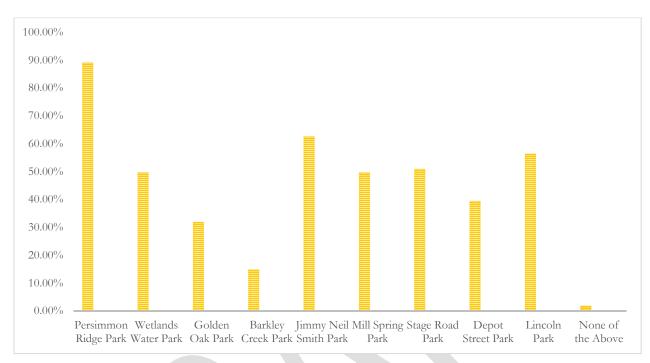
A Community Input Meeting was held at the Jonesborough Visitors Center. The meeting was advertised via press release that was published in the Johnson City Press and Jonesborough's Herald and Tribune. In addition, a notification was posted on the Town's website and through social media avenues and signage was posted throughout well-traveled areas in town.

There were approximately 45 individuals in attendance at the Community Input Meeting. Additionally, 147 surveys were completed online. These individuals represented a wide variety of interests, influence and perspectives within the Town and provided a broad brushstroke of input.



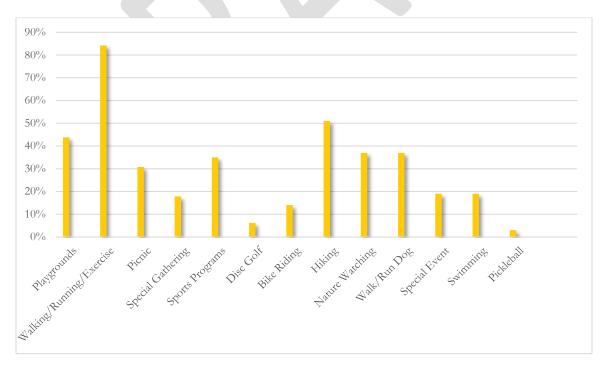
Do you live in the city limits of Jonesborough?



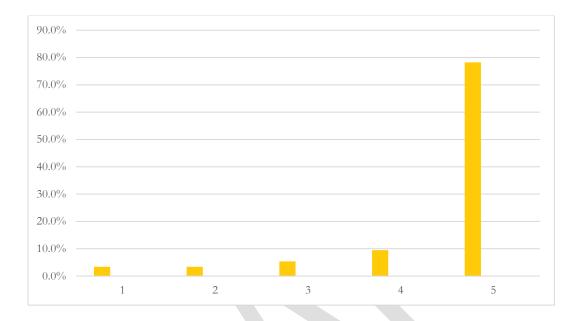


Which Jonesborough parks have you visited in the last year?

What is your primary purpose for visiting Jonesborough parks?

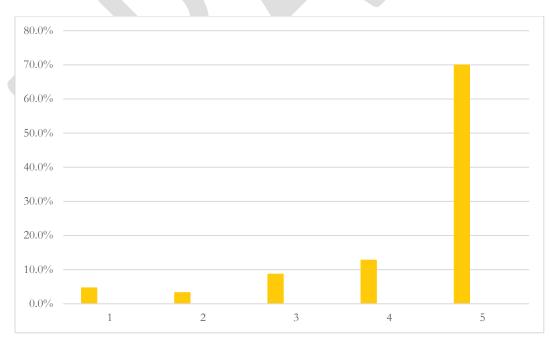






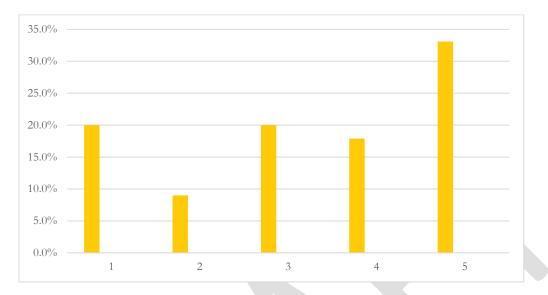
How important to you is walkability of a community (rate 1 - 5, 1 not important, 5 very important)?

How important is it for you to have a multipurpose recreation trail for walking, riding a bike or running to parks and downtown (rate 1 - 5, 1 not important, 5 very important)?

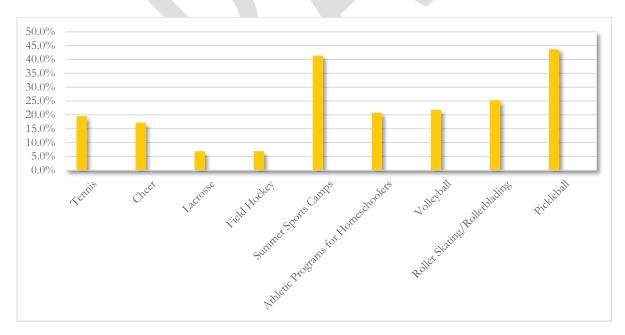




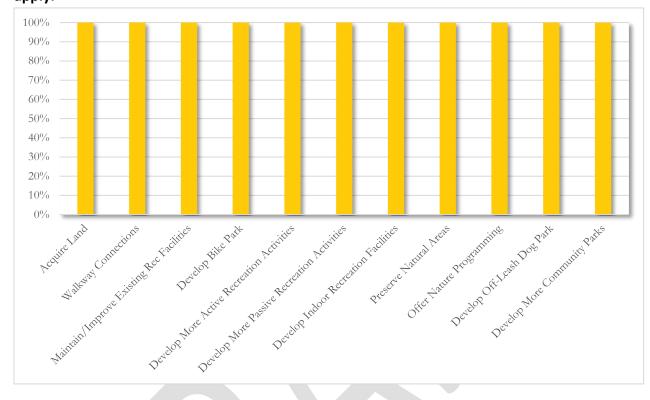
How important is it for you to have a multipurpose recreation trail for walking, riding a bike or running to Johnson City, connecting to the Tweetsie Trail? (rate 1 - 5, 1 not important, 5 very important)?



Currently, Jonesborough Parks and Recreation offers soccer and Little League programming to its residents and are currently adding flag football for 2025. Local organizations offer basketball and football programming for youth in our community. What other athletic programs would your child(ren) participate in if we offered them in Jonesborough?







Which initiatives should Jonesborough prioritize for future implementation? Check all that apply.

Share any comments about the conditions of the parks in Jonesborough

- Would love for the walkways to be better maintained by trimming the bushes and maintaining the plants that are planted along the walkway areas.
- The walkway could use some maintenance. The trails at Persimmon Ridge need tighter restrictions on dog leash laws.
- I would love to see the trails at persimmon ridge cleaned up. Also all the parks need more pollinator gardens and native plants. Better lighting on the walking trails.
- I think JBO park maintenance is amazing and much appreciated.
- Equipment is almost always outdated or broken somewhere.
- Stage Road Park has not been kept up well with maintenance and conditions of the playground items. Depot Street does not have enough playground items for children under 5 years old. Lincoln Park is very pretty but the playground does not have enough items for my grandchildren to play on who are under the age of 5. Plus Lincoln park should have some type of fencing around the playground to safe guard the kids who are playing in that area.
- Jonesborough needs a dog park. Persimmon Ridge park is at capacity in spring, summer and fall months. Parking is challenging. Soccer, baseball, water park, and frisbee golf



occupy the majority of parking and event spaces 9 months out of the year. This leaves little room for families or couples to even find parking for picnicking or accessing the trails. Animal feces becomes in an issue in the winter because visitors are not proactive about disposing of animal waste. This is a huge concern for children playing in the park. Animal feces that is not properly contained or disposed of can expose other animals to parvovirus and can exposure children to rotavirus.

- Most of the older parks need updated restrooms. All the buildings at persimmons ridge park need to be remodeled . Ball fields are in need of repair and the fence
- I did not even know we had so many parks and i don't know where they are.
- Some pieces of play equipment at Golden Oak Park are broken. The major one is the slide on the tractor. It's been reported and roped off with caution tape several months ago, but the tape was ripped down and the slide was not fixed. The sandbox could also use attention.
- always clean & seemingly well maintenance. my suggestions for addition let local elementary schools grow their own flowers in their classes, and we could plant them all around downtown. lots of kinds of flowers? also, to parks with play grounds, if we have appropriate funding, give it a little update with new things for kiddos to enjoy! maybe even a gazebo of some kind over the benches where parents sit and watch. throughout downtown, it would be neat to see more sculptures, or some of our vintage town history things, like statues or something!
- Would be great if Persimmons Ridge Park could have water fountains.
- I admittedly don't access the parks a lot, but they always seem neat enough. The little libraries had fallen into a state of disrepair, but I think those are privately managed.
- Sometimes there's a lot of dog poop on the persimmon trail
- Crossings for the Lost State Walkways need to be better marked, and further out, so drivers are aware that people might be preparing to cross. The signs on Persimmon Ridge are 3 feet from the crosswalk and the speed limit is 45mph. A pedestrian controlled crossing light, such as the one on Main Street would be perfect here.
- Wooden walkways are rotten and unsafe.
- Persimmon Ridge still has excessive damage from the August, 2023 storm.
- Playgrounds are old. Persimmon Ridge doesn't have much or any amenities. Persimmon should have the best playground in my opinion given how much rec there is here. Can we not roof in the basketball court and update it? Place a pickleball court or something? Almost every park is dated.
- The older ones need updating
- We are super thankful for the updates/clean up that was performed at the Stage Road park.



- The playgrounds and restroom facilities at some of the parks are pretty poor. Stage road park was an embarrassment the last time I was there. Love the walking trail around it but the playground was in poor shape. I occasionally babysit and meet up with friends that have kids to have outside play time with their kids and these parks need serious attention. Would love to have picnics there but I prefer Johnson City options over most of these places. The trails at Persimmon Ridge need a good cleaning up. With that being said, I understand that it's not a top priority with all of the other things the town needs to focus on- this is just my honest opinion of how I perceive our parks. We have a beautiful town and great recreation areas, but it seems like we may need more staff dedicated to keeping these areas up and beautiful so more people would actually spend time at them.
- Please clear past storm debris from Wetlands trails. This poses a fire threat as well as being extremely unsightly
- Improvements at Stage Road park are wonderful! Wetlands was improved this summer although bathrooms remain horrible during the day. It smells like they dump straight Fabuloso cleaner on the floor but don't actually clean.
- It seems that local firewood charity organizations could be awarded permits to clear fallen trees along accessible areas in Persimmon Ridge park. While I applaud the great effort it took to clear the ridge tails of fallen trees, It seems that the excess dead wood is not only an eye sore, but also a fire hazard.
- You guys say that no body comes to the Depot Street Park and that is untrue!! You need better equipment for ALL kids and have the bathrooms in working order!!! And keep the dogs out of the park NOBODY want to go to the park with dog poop everywhere!!! Do better!!!!
- Depot Street park is in need of an update. There is very little activities for children. We have birthday parties but no swings. There is no educational activities for kids like the other parks. Other parks have a theme. Depot Street has nothing.
- Broken playground equipment at Stage Park
- The parks need major updating. Cleaner bathrooms.
- Would like to see the walking trail system expanded
- The trails at Persimmons could be maintained better; love what you are doing with Stage Park
- They are always clean
- Parks need to be upgraded and cleaned
- Golden Oak needs more sand in the sandbox



- I wish Wetlands had an area for grownups who want to cool off in the summer and that the lazy river move a little faster. I also wish the Tweetsie Trail would connect but not via a sidewalk if possible.
- They all seemed not well kept and outdated
- Depot street park needs maintenance.
- I love the new updates to Stage Road Park. The restrooms at Persimmon Ridge Park have never been clean when I visited..
- The parks are in great condition.
- More benches on trail downtown
- Persimmon Ridge is past due for an overhaul. The same dugouts and score keepers tower has been there since I played all stars 25 years ago or more. The bathrooms are horrible, sometimes they work most of the time they don't. Wetlands water park is so out dated as well. I get it, all a kid needs is water on a hot day but come on. The parents are who pay for them to get it. They are the ones who need a chair to sit in but there's never enough chairs NEVER! The bathrooms there are atrocious!
- Need to provide a child free time at Wetlands for Adults
- Children urinating in plain sight of passersby, while caregivers stand guard, is unnecessary.
- Walking to some parks are dangerous. More sidewalks are needed
- We absolutely love persimmon Ridge and are very blessed to live in our town with hiking trails. It's a hidden gem, although a lot more people are finding out about it of course. Also we love the walkways near downtown by the train.
- they're really good. i live right next to stage road park so im here pretty much everyday
- Depot Street Park needed restroom attention on my last visit.
- Usually good. However Golden Oak Park needs the tables cleaned and more bark at the slides
- Stage road parks updates are great!
- The playground equipment at Stage road is could use some repairs. I'm extremely disappointed the native plant habitat there was destroyed and replaced with grass. It served a purpose for not only the native species but for educating those who visited it.
- It would be nice for park maintenance to be scheduled and not reactionary. It seems our parks are allowed to run down before improvements are made.
- Lincoln park is a horrible design and layout. The utilization of the park is bad. Why do you need a "community" garden that isn't for the community. The playground area is very bad layout and design. The fake tree stumps a lose and dangerous. There is no jungle gym. Why are the bathrooms always locked? The picklebal/horseshoe area looks terrible and not kept up. Behind the big stage is wasted unused space. My name is



Dustin Mckale # 704-308-8603. I would love to give my two cents on a way better layout, but I'm not going to go to a big group meeting. Those types of meetings don't put pen to paper to actually get things done. Just a lot of talk and no action.

- Persimmon Ridge has terrible parking and the walking path to the ball fields at in awful condition.
- The train ruins the park- can the train be on limited times or only run at night?
- Some can add more, cleaned up, updated
- Fix Basketball goals
- Updating parks on more of a regular basis
- Depot street park is a mess. Golden oak is becoming unsafe (we live in the neighborhood) adults caught leaving condoms and letting dogs dedicate in the sand box.
- The fields at persimmon ridge look awful . Whoever did the rec fields at the new tiger park did not level the ground and the grass is not safe for sports very disappointed because these fields will have to be re done because they weren't done correctly the first time . Would love to see Bermuda or shorter grass go down so Jonesborough can step up their athletics
- Disc golf park needs to have better upkeep and redesigned
- Stage road park was an absolute JOKE. The last few months it has become AMAZING. Thank you for your hard work!!! PLEASE PUT IN A SPLASH PAD!!!!!
- Some sidewalk/walkway repairs are needed in areas showing age/weathering. More native tree planting would be nice, especially with recent storm damage and urban sprawl.
- They are all lack luster when it comes to amenities for young kids and most are poorly maintained. I do appreciate that Stage Road and Golden Oak are fenced. They all seem geared towards elderly people or very small kids. Wish we had a really great park for kids over the toddler age. Kids stocked fishing ponds would be AMAZING, as well as pump tracks for riding bikes, bigger play equipment and slides, splash pads, etc. The Wetlands waterpark although a great amenity for the community, as really let their maintenance and cleanliness slip which makes me not want to take my kids there anymore.
- A local tennis court would be awesome. The bocce ball and pickleball courts are nice, but we would love to play tennis too!
- It has been nice to see the Town working hard to improve Stage Road Park. It would be nice if Persimmon Ridge could get some major upgrades.
- Dugout and fields at Persimmon Ridge need to be updated as was started. 400 Little Leaguers and their families utilize these facilities at least 4 months per year and this should really be 9-10 months.



- Would love to start some sports league, walking running leagues, homeschool activities.
- I would like to follow up about getting some water wheelchairs for wetlands.
- I know the ladies helping with the stray cats at Golden Oak are trying to be helpful but it's a real eye sore. Also the cats use the sand box as a litter box. Could we do something about it? I live in the neighborhood. Also bathrooms at the ball field at Persimmon Ridge look really rough. Also huge shout to the nice parks and recreation people! They are so nice and work so hard!
- I'm concerned about the wooden bridges by the water park at Persimmon Ridge. It's nice to see work on Stage road.,
- Some of the paved sections of the Jonesborough Trail is beginning to heave.
- My only suggestion of giving the bathrooms at persimmon ridge a major deep clean. They're kind of gross and smelly
- While Persimmon Park itself is wonderful, the playground is in pretty bad shape. The slide's steps are torn apart and jagged, as well as the slide itself. Also, it would be WONDERFUL to see a new playground here that is more accommodating to younger children. The equipment on the playground is not usable for toddlers through early elementary age. It would be a great remodel, especially for the siblings of children that play sports on the fields! Or families like mine that would love to spend more time in that park while hiking, picnicking etc

Key Findings

Strengths

<u>Parks:</u> Of individuals who indicated they had visited individual Jonesborough parks in the last 12 months, respondents most frequently indicated they were "neither satisfied nor dissatisfied" with the condition and offering in Town parks. Comments by survey respondents included positive remarks as to the playground equipment within the parks. High marks were also given for the walking trails within the parks and interconnectivity among the parks.

<u>Athletic Programming:</u> Out of 147 respondents to the surveys, 31 indicated that they or they have children in their household who participate in Jonesborough's athletic programs. In addition, 49 of the respondents indicated that participate in athletic programming outside of Jonesborough (Providence Academy Rec League, Ruritan, Johnson City soccer and Little League, school sports, Jonesborough Senior Center, Johnson City Parks and Rec, etc.).

Survey respondents who participate in Jonesborough athletic programs were generally rated fair to good with the overall quality of athletic programs.



Soccer programming has grown over the years as population increases in Jonesborough and Washington County. With the dual use of the baseball fields at Persimmon Ridge Park for Little League and Persimmon Ridge Soccer Association programming, the fields have been overused and aren't able to be fully rehabilitated during the offseason. Residents want to see additional programming related to soccer outside of fall, during the spring and summer months. The same goes for Little League programming. With the development of Tiger Park nearing completion, the Town will have use of those additional facilities to offer athletic programming.

<u>Partnerships:</u> The Recreation Department would be a fraction of what it is without the ongoing partnerships provided by Jonesborough Little League, Jonesborough Soccer Association, International Storytelling Center, Schubert Club, Jonesborough Civitan Club and Jonesborough Kiwanis. Importance should be placed on fostering and maintaining these partnerships and looking for opportunities for growth and expansion of programs. More efforts should be made on the part of the Town to support the partnerships with the Little League and Soccer Association. The intent, and has historically been the case, is that the Town provides support by offering facilities free of charge, maintaining fields (mowing, lining, dragging fields), providing restroom and concession facilities and all maintenance associated with upkeep of those facilities, offering Town facilities for sign ups free of charge, assisting with sign ups through use of online registration systems, promotion of programs through social media avenues and distribution of flyers at Washington County Schools, promotion of athletic programs through PSAs with the Marketing Department, etc.

<u>Marketing</u>: Some efforts are made to advertise signups, programs, events, etc. through social media which has helped reach many participants in our programs. Efforts are made to advertise signups, programs, events, etc. through social media which has helped reach many participants in our program. More investments in marketing through social media, website, and printed materials is needed to maintain and enhance participation levels.

Challenges

Of the survey respondents, 66% live in the Town limits, 49% have children under the age of 18 who reside in their household and 98% have utilized Jonesborough's parks in the last year.

<u>Parks</u>: Participants indicated the decline of the state of many of the parks and facilities, including landscaped areas, were of concern to them. They identified upgrading and enhancing current inventory as a strong opportunity for the Department due to a combination of facility age/poor functionality, poor maintenance, etc.

Verbal feedback from attendees at the Community Input Meeting related to existing facilities centered around the need for maintenance in many of the parks. Overall, the opinion of



attendees was that parks were not being maintained properly and many areas neglected. There was an overwhelming support for development of pickleball programming in the form of classes and leagues for all ages.

Other feedback from the meeting came from residents who communicated their desire to see Jonesborough more pedestrian friendly. The connection of neighborhoods to parks and to the downtown district was a priority for attendees. There was strong support shown for additional development of walkway connections to neighborhoods and parks, including downtown. There was also strong support for the development of a bike skills park and a recreation trail connection to Johnson City and the Tweetsie Trial.

As it relates to expansion of parks and programming, attendees indicated they want to see development of community parks. There was strong support for Tiger Park and the potential for programming as a result. Attendees commented on the desire to understand better the relationship between the Town and the School on the use of Tiger Park. Attendees voiced their desire to be able to use the park during daytime hours.

Across the board, survey respondents want to see more walkways and sidewalks to connect residences to parks and downtown. They want to see a more pedestrian friendly Town with opportunities to exercise and walk to different areas within the Town.

Outside of the development of walkways, respondents indicated they would like to see maintenance of existing facilities be given a priority, preserve natural areas, acquire land for future development, offer nature programming, develop a splash pad, develop an off-leash park and develop more community parks.

<u>Athletic Programming:</u> Approximately 85% of the nearly 600 participants in athletic programming offered in Jonesborough live outside the Town limits. It happens this way because Washington County doesn't have a Recreation department and therefore does not offer any programming. All athletics are offered through the schools without any recreation leagues available to Washington County residents besides those provided by Jonesborough and Johnson City.

As it relates to athletic programming, survey responses show that communication related to athletic programs (signups, with coaches, etc.) needs more attention. The Town can be instrumental in this area and can facilitate the marketing aspect with signups and can provide guidance on communication with parents and athletes during the program's run. While the Town does provide scholarships to individuals/families who cannot afford the cost of registration in our athletic programs, it isn't widely known that parents can take advantage of this.



Surveys showed that individuals would like to see summer sport camps, homeschool sports, tennis, volleyball, lacrosse, pickleball, cheerleading and field hockey offered in the future.

<u>Partnerships:</u> While Jonesborough has historically taken advantage of partnerships in order to provide programs through the department, there are additional avenues to explore within that area. Many of the parks in Jonesborough are located in close proximity to or within residential areas or downtown. Organizing and implementing Adopt-A-Park programs would help alleviate some of the ongoing maintenance related to landscaping and facilities upkeep. It could also be done in conjunction with a general needs volunteer group who might not just concentrate on one individual park but maybe their own area of expertise such as landscape maintenance.

Additional partnerships could include the Junior Pioneers football program or the Junior Pioneers basketball program. With each of these, at the present time, facilities might not be an issue, but the Town could assist in areas such as marketing, signups, background checks and more. Other potential programs include swimming which could be offered at the pool associated with Country Inn & Suites.

Potential future partnerships with Washington County School via Jonesborough Elementary and Middle School exist where the Town might offer athletic programming at the school site. Many parents work until at least 5 p.m. and aren't available to transport their children from school to another activity right after school. If the Town was able to partner with the school to offer some athletic programming directly after school at the school site, this might help reach more students whose parents might not be able to otherwise manage an evening sports activity.

<u>Marketing</u>: At the present, there is not a solid marketing strategy for the department. Specific to Wetlands, there was a plan developed, but has not been utilized for several years. The incorporation of the Marketing Team is instrumental in these efforts. But the effort has to be initiated by the Parks and Recreation staff to get the work started.

Related to athletics, parks and programming, there isn't a specific marketing plan in place. Most of the efforts in the area of marketing are initiated by the Parks and Recreation Director. Again, including the Marketing Team in on this is vital.

Survey respondents (83%) indicate they receive information regarding the parks, facilities and programs from Facebook. Nearly 54% indicate they receive information from the Town's website. With that being said, it's important that the information on the website is reviewed and updated regularly and that the information provided is thorough and accurate. At the moment, the description and content is sparse with pictures of other parks outside of Jonesborough included in the current descriptors of the parks.



Conclusion and Recommendation

When analyzing the facilities that Jonesborough offers, the highest priority was given to walkway development. Nearly 85% of respondents indicated they utilize Jonesborough parks for walking/running/exercising. In addition, 78.2% of survey respondents graded walkability of the community at the highest importance (rating a 5 out of 5) and 70.1% graded the importance for being able to walk or ride their bike to parks and downtown as highest importance (again, rating 5 out of 5). Thirty three percent of respondents rated 5 out of 5 for the desire for a walkway connection to Johnson City and the Tweetsie Trail. In terms of initiatives that the Town should prioritize for future implementation, 71% indicated that neighborhoods and parks should be connected via walkways.

Expanding athletic programs to both youth and adults is a priority to residents. With the development of Tiger Park, both the Little League and Soccer programs could expand their offerings into the spring/summer/fall. In addition, the opportunity to expand soccer and baseball programs to adults is possible. With the new pickleball courts developed at Tiger Park, a huge opportunity for pickleball programming is now available.



6.0 PROGRAMMING

One of the attractive features of Jonesborough that residents and visitors comment on is that there's always an event or something going on. Many of the special events in Jonesborough are planned and implemented by the Town with different departments working together to plan and execute the events. Parks and Recreation Department sponsored events include Music on the Square, Easter Eggstravaganza, Jonesborough Days, Halloween Haunts and Happenings and Christmas in Olde Jonesborough. These events have been taking place for 30-50 years each and have seen their share of changes during that time period. The Department assists the Special Events Coordinator in the planning and implementation of the events.

As Jonesborough is considered a tourism destination, the goal for these events is multi-fold: provides a recreation activity for families and residents and brings in visitors to Town as well as attracts visitors and residents alike to the downtown district, promoting local businesses. At one time, some events were held in various parks in Town. An increase in participation was observed once the events were moved to the downtown area.

Jonesborough Special Events

<u>Music on the Square</u>—Friday night concert series takes place May through September in the downtown district. The streets are closed for the 7 p.m. event and sees an average of 500 attendees each week. The event planning and execution are handled by a contractual employee who is responsible for sound, talent and execution of the event. The Town underwrites the cost of the event with the event budgeted in the Parks and Recreation budget in its own line item. In addition, the Town is responsible for the marketing of the event which includes a poster and social media.

<u>Easter Eggstravaganza</u>—This event is held on the Saturday, a full week before Easter at Jimmy Neil Smith Park and through areas downtown. The event includes activities for children including free cotton candy, offered by Jonesborough Kiwanis, free popcorn, free pictures with the Easter bunny, provided by Jonesborough Walgreens, an egg hunt for children 0 - 12 years, face painting plus a craft, offered by the McKinney Center.

Sponsors for the event are obtained with in-kind donations and cash donations to cover the cost of the program so the event can be offered free to the public.

Marketing for the event is strategized among the Marketing Team and includes a poster that is distributed throughout downtown businesses and a social media campaign. Due to the tremendous response in attendance at the event with about 1,500 people, a minimal amount of marketing is needed.



<u>Jonesborough Days</u>—The event is celebrated as part of the July 4^{th} holiday and is typically a 2 – 3 day event held the weekend closest to the July 4^{th} date. This event is held within the downtown district on Main Street from Fox Street to Second Avenue. The streets are closed for the event to provide a safe area for the 25,000 event goers to enjoy the event.

The event includes a parade to kick off the event, main stage performers each night, Doc's Front Porch with music and storytelling, a children's area, crafters, food vendors, eating contests, watermelon social and ends with a large fireworks display. Due to limited downtown parking, the local elementary school lawn is utilized for additional parking and a shuttle bus is provided from that location to the Visitors Center downtown.

The Special Events Coordinator obtains sponsorships from local businesses to cover the cost of the event. Registration fees for the crafters and food vendors also go towards overhead costs. Total cost for the event is typically around \$25,000 and varies from year to year, particularly depending on the number of days the event runs.

<u>Halloween Haunts and Happenings</u>—This Halloween themed event takes place the Friday evening closest to Halloween, often in conjunction with the Haunted Half Marathon, in downtown Jonesborough. Main Street is closed from Fox Street to Second Avenue to accommodate event goers. The event is scheduled for 6-8 p.m. and sees about 6,000 individuals in attendance during the short duration.

The free event offers a multitude of activities for adults and children including a costume contest, a pet costume contest, trick-or-treating, live music, free cotton candy, provided by the Jonesborough Kiwanis Club, a putt putt course, haunted cabin and games. Downtown merchants participate in the event by passing out candy at their store fronts.

Cost for the event is covered by donations from local businesses as well as local civic groups. The event is free to the public and expenditures are covered by in kind donations and sponsorships.

<u>Christmas in Olde Jonesborough</u>—The Christmas celebration takes place every Saturday from Thanksgiving to Christmas. Each weekend sees a different themed event and encompasses Small Business Saturday.

The event series begins the Saturday after Thanksgiving with Small Business Saturday and the Lighting of the Tree that evening. Small Business Saturday is planned and executed by the Main Street Director and Special Events Coordinator while the Lighting of the Tree is organized by the Recreation Department. Santa comes to downtown each weekend to sit in his sleigh next to the courthouse for children to have their pictures taken with him.



Whoville overtakes the downtown area as children come dressed as their favorite Whoville character. Little bits of the whimsical storyland can be found throughout downtown as old Jonesborough transports itself into Seuss' imagination.

Lighting of the Tree includes musical entertainment provided by local elementary school students and JRT performers with a Christmas story told by a local Storyteller. The punctuation of the event is when the lights turn on the Frasier fir tree and the tree is lit.

The second weekend includes Doggone Christmas, a celebration for dogs and their owners. Activities include free pictures with Santa, a pet costume contest, pet parade and more. For the humans, a free gingerbread house workshop is offered where pre-registered children are able to come and decorate their own gingerbread house at the Storytelling Center.

The third weekend of the series sees Fun With Frosty and Friends held throughout downtown. Children are given the opportunity to enjoy games and activities at the Visitors Center as well as visit Santa's Workshop to purchase low-cost items for friends and family and have them wrapped by volunteers. Santa is also in attendance with free pictures provided by Walgreens, cookie decorating, and much more. The event is free to the public.

This weekend is also host to the annual Christmas Parade. With approximately 2,000 in attendance, the parade takes place downtown at 6 p.m. along oil lantern lit brick sidewalks. Downtown is decorated in its finest seasonal attire, and if you're lucky, the snow (albeit fake) might fall during the evening.

The fourth and final weekend closes out the series with the Christmas Church Tour. Downtown churches open their doors to event goers, welcoming them with refreshments, a tour of their sanctuaries and the audible sounds of choirs signing Christmas carols.

The Christmas Series varies each weekend in attendance from 500 – 4,000.

Athletics

<u>Youth Sports Leagues</u>—The Parks and Recreation Department works with two organization within Jonesborough to provide and facilitate recreational youth sports leagues. The Jonesborough Little League (JLL) and Jonesborough Soccer Association (JSA) are responsible for registration, creating teams, designing and ordering shirts, recruiting volunteers, game officials, communication and setting a practice and game schedule. The Parks and Recreation Department provides the fields/facilities, maintains the fields/facilities, provides lights, utilities and concession stands, takes on the cost of and runs background checks. This partnership works well



as it provides the individuals necessary to operate the program as well as the organizational structure while the Town takes on the operating cost of the program.

<u>Adult Sport League</u>—The sole adult league that the Town offers is Adult Co-Ed Softball. Typically around 12 teams, made up of around 15 individuals, participate each season. The department is responsible for marketing the program, recruiting teams, scheduling the games, lining up officials and scorekeepers as well as providing lights, baseball field and maintaining the facility.

<u>Flag Football</u> – The department has initiated the implementation of flag football programming for this first time this season. While it's still in the early stages of implementation, the hope is that it is successful and the program will take place at Tiger Park.

Partnership should be evaluated for both JLL and PRSA. The Parks and Recreation Department should take more of a leadership role in both programs. There is a lack of communication between the organizations and the Department. More work can be done on the end of the Town to facilitate sign-ups, put a solid marketing plan in place, assist in organizing training for coaches and volunteers and add a little more flair to the program.

Feedback from participants in the youth programs show that there isn't much of an instructional component to the program. More work could be done on the front end with recruiting coaches and ensuring that athletes are receiving instruction that is built on each year, providing consistency from age group to age group. Providing an incentive in recruitment of coaches may be necessary.

Aquatics

<u>Wetlands Water Park</u>—Currently, the Parks and Recreation Department operates the entire facility. Though it is a seasonal facility, it requires quite a bit of attention, even in the off season.

The facility includes the main building structure which houses public restrooms, offices, lifeguard break room, upstairs dining area, ticketing office, full service café, first aid room, locker room, customer service office plus the pump/filtration area for the pool itself. The park is made up of a zero depth entry pool with a lazy river, large and small Otter swim slides, three large fiberglass slides (360 Slide, Big Slide and Tube Slide) as well as an attractive area for young children offering a rain tree, dump buckets, lemon water sprayers and more. The park also offers seating around the deck of the pool with chairs and loungers.

Arts and Culture

<u>Jonesborough Repertory Theatre</u>—The Town partners with the Jonesborough Repertory Theatre Board of Directors in a partnership to offer performances and education classes through JRT. The



JRT Board owns the theater building while the Town is responsible for the salary of the JRT Artistic Director as well as maintenance, utilities and general upkeep of the facility. The relationship is in the process of a change.

<u>McKinney Center/Mary B. Martin Program</u>—The McKinney Center is the former Booker T. Washington School which originally opened as a school for African American students as part of the Washington County School System. The Town of Jonesborough purchased the building from the School Board and restored the building to utilize it as an arts education center which houses the Mary B. Martin Program for the Arts.

The facility is multi-use and is rented out for special events such as weddings and reunions. The McKinney Center staff is responsible for planning and implementing arts education classes (art, music, dance, film, theater, writing), workshops in addition to art exhibits, the StoryTown program and a student film festival.



7.0 LOCAL PRIORITIES

During the planning process, certain topics, requests and comments were frequently mentioned. A summary of the most common comments are listed below:

In general, residents are concerned with the upkeep and maintenance of existing parks. They want to see the needs of the parks attended to before the development of new parks occurs. They also expressed a desire to additional pedestrian connections made to residential areas, parks and downtown, including to Johnson City. The desire for additional programming for youth was voiced in both the online surveys and in the in-person public meetings with the highest priority given to development of pickleball programming. In general, there was concern expressed over the condition of playground equipment in the parks and safety issues associated with disrepair. One responded summarized the general feeling well: it would be nice for park maintenance to be scheduled and not reactionary.

Stage Road Park

General feeling of satisfaction with recent upgrades to the park. Some comments related to re-establishing the landscaping in areas where they were previously present.

Depot Street Park

Desire to see upgrades to the entire park, including a needs assessment, overhaul of the restrooms.

Lincoln Park

General feeling of satisfaction with the park. Some mention of desire to see programming scheduled after regular hours of the Senior Center. Some comments related to the educational building and implementing programming from that building.

Persimmon Ridge Park

Overall dissatisfaction with the park, from the ball fields to the bathrooms and concessions to the basketball court area. Respondents are happy with the undeveloped areas that provide opportunities for nature watching and hiking. There is a desire to see the campground area re-established. Respondents want to see all dugouts, press boxes, concession stand and restrooms updated.

Wetlands Water Park

General consensus that respondents want to see the park upgraded from the water features to the restroom facilities to the concession stand. People have indicated they would like to see a splash pad.

Golden Oak Park



There seems to be an issue related to cats in the park, something some respondents mentioned. In general, people are happy with the park and would like to see repairs made to playground equipment.

WC Rowe Park

This park seems to be well-used and liked by community members.

Mill Spring Park

This park seems to be well-used and liked by community members.

Lost State Scenic Walkway

Jimmy Neil Smith Park

This park seems to be well-used and liked by community members, one of the most highly used parks in Jonesborough.

Barkley Creek Park

This park seems to be well-used and liked by community members.



8.0 RECOMMENDATIONS

INTERGOVERNMENTAL COOPERATION

Background:

The Town of Jonesborough has been successful in its recreation program through creating partnerships. A small town with a relatively small recreation staff, Jonesborough has been able to create many leisure service opportunities by combining our efforts with others to achieve common goals. Examples of partnering relationships include the following:

Jonesborough Little League Association In 1979 the Board of Mayor and Aldermen entered into an agreement with the Jonesborough Baseball and Softball Association to undertake a comprehensive baseball /softball program for youth. The town built new ball facilities and provided staff for mowing, etc. This partnership has continued for almost thirty years. Additional ballfield facilities have been developed and there are a large number of Washington County youth involved in Jonesborough's program. The Association finds coaches and umpires, provides equipment, develops sponsors, and establishes the schedule under the oversight of Recreation staff. Jonesborough prepares fields and undertakes on-going maintenance and improvements with facilities. This relationship is stronger than ever, and the Little League President is a member of the Jonesborough Recreation Advisory Board. The Town of Jonesborough also has a side agreement with the Little League Association for use of the Town's concession stand at the ballfields.

Jonesborough Soccer Association The Recreation Department has an agreement with the Jonesborough Soccer Association similar to the Little League Association (Baseball & Softball Association). Over 500 youth participate in a soccer program in which the Association provides equipment, coaches, referees, etc. and the Recreation Department provides facilities and the ongoing care of fields. The Town also has a concession agreement with the Soccer Association in an effort to help them generate revenue to support the program. Programming will soon move to Tiger Park at the new Jonesborough School.

Jonesborough Repertory Theatre The Parks and Recreation Department has developed a long range relationship with the Jonesborough Repertory Theatre. The Town has leased the Theatre building in downtown on a long-term basis and the Recreation Department provides utility costs, routine maintenance and assists with improvements. The Department also budgets funding for the Artistic Director as a contractual employee. The relationship has resulted in an exciting resurgence of the Jonesborough Repertory Theatre, a variety of theatrical and musical offerings,



and an on-going training program for youth. The relationship with the JRT is currently evolving, with major changes to the agreement and partnership occurring.

International Storytelling Center The Town of Jonesborough has entered into a long term lease of what use to be Christopher Taylor Park with the International Storytelling Center (ISC). The Town has leased over 2 acres to ISC and the property was combined with two tracts owned by ISC to develop the larger Storytelling Park. The 3-acre park property has been totally relandscaped with walkways, open space areas, and has become a dynamic asset in downtown Jonesborough to both residents and visitors. The Park area is open to the public on the same basis it would be if run by the Town. The partnership expanded leisure opportunities and allowed for more comprehensive funding through TDOT's T-21 Enhancement Grant Program.

Other Programs Jonesborough has been asked to partner with other organizations like the Historic Jonesborough Heritage Alliance in the sponsorship of events like Jonesborough Days, Halloween's Booze and Boos and the Friday night concert series, Music on the Square. The free concerts on Main Street run every week from May through September. These important activities are directed by Recreation staff or contractual employees, but are undertaken in cooperation with other organizations. Annual activities like At Home with Santa, Halloween Haunts and Happenings, Easter Eggstravaganza, etc. are all undertaken with a variety of partnering organizations like the Civitan Club, Kiwanis Club, Heritage Alliance and others.

The Jonesborough Recreation Department has established long-standing partnerships that have provided quality recreational opportunities for residents for many years. Many special event activities like Jonesborough Days, Halloween Haunts and Happenings, the Easter Eggstravaganza have been annual events for almost 30 years.

Goal: Establish cooperative relationships to expand recreational opportunities, promote and enhance services and preserve open space areas. Look for new opportunities to develop partnerships and maintain existing partnerships to improve programming.

USE OF FINANCIAL RESOURCES

Background: As Jonesborough is a small Town with Parks and Recreation expenditures budgeted out of the General Fund, there are not a lot of dollars available outside of the minimum to maintain and build on existing Recreation programs and facilities. As such, the department relies heavily on grant dollars, sponsorships, donations and partnerships in order to implement new projects and programs. In addition, many of the existing programs, such as the Little League and Jonesborough Soccer Association, special events and other activities are supported through sponsorships and donations from local businesses and Civic groups.



With the development of the partnership with Washington County and Tiger Park development, the County has entered into an agreement to lease the property associated with the park for 12 years for a \$500,000 annual payment. Those funds can be utilized for the Parks and Recreation Department, including development of programs, improvement of park facilities and support for the McKinney Center and Jackson Theatre.

LAND ACQUISITION

Background: Jonesborough has been forward-thinking in acquiring land for Recreation purposes, be it for development of parks and recreation spaces, preserving natural spaces, developing self-sufficient and low maintenance landscaped areas and more.

Early on, Jonesborough developed an ordinance that requires contractors who are building new residential subdivisions, as part of the process, to install sidewalks on both sides of the streets within the subdivision. The developer can opt out and install sidewalks on one side of the street and make an "in lieu of" payment to the Town for the value of the remaining sidewalk and that payment will be designated for the development or maintenance of walkways and sidewalks. In addition, developers are also required to designate an open space or recreation area for residents within a new development. The developer has the opportunity to dedicate that area to the Town who is able to develop as they see fit (as a park, open space, install recreation trails, etc.).

While only just a little over five (5) square miles, Jonesborough offers eleven (1) parks within the Town limits and is currently working on development projects associated with Recreation. The largest park is Persimmon Ridge Park at just over 130 total acres. The various parks are strategically planned around Town within residential areas and downtown with the goal of connecting the parks to each other via recreation walkways as well as connect them to Jonesborough's historic downtown.

Goal: Acquire and preserve open space and high-quality natural areas to meet existing and future recreation needs of Jonesborough residents. Continue to connect recreation spaces to residential areas to increase ease of access and use of parks.

COMMUNITY AWARENESS AND PARTICIPATION

Background: Jonesborough has long been a community-oriented Town with many residents who volunteer or are involved in some capacity with Town Boards, Commissions, programs and events



or who actively serve non-profit organizations such as the Washington County/Jonesborough Library, Heritage Alliance, Jonesborough Locally Grown, Jonesborough Food Pantry and others. As long as Jonesborough is helping drive this interconnectivity amongst these groups, and communication is a priority, it naturally enhances awareness and thus promotes participation of programs and events.

Goal: Integrate programs and facilities into the lifestyle of residents through public input and enhanced awareness of the Jonesborough Parks and Recreation Department, its facilities, programs and services.

PROGRAMMING

Background: The Town employs a Special Events Coordinator whose responsibility is to plan and implement special events for the Town. The Recreation Department provides support staff who help in the planning and execution of the events. In addition, the Special Events Coordinator also assists in planning and implementing events as part of the Main Street Program and the Jonesborough Area Merchants Association. Those events related directly to the Parks and Recreation Department include: Easter Eggstravaganza, Jonesborough Days, Halloween Haunts and Happenings and Christmas in Olde Jonesborough.

Athletic programming is executed through local partnerships. Both the Jonesborough Little League and Jonesborough Soccer Association run their ball programs at Jonesborough's Persimmon Ridge Park and soon to be moving to Tiger Park. The Town provides the facility, utilities (lights, water), field maintenance, concession stands free of charge and assists with sign ups as well as conducts free background checks for all volunteers and coaches involved in the programs. Any assistance needed by the organizations is provided by the Town.

The Town runs its own adult softball league in the summer at Persimmon Ridge Park. The program has seen an average of 12 teams who participate in the program, each with about 16 adults participating on each team. The Town pays umpires and scorekeepers who work each game, the payment of which is covered by team registration fees.

Jonesborough offers arts programming through the Jonesborough Repertory Theatre and Mary B. Martin Program for the Arts at the McKinney Center. The JRT is host to 8 stage shows a year, selling out to crowds of over 100 at about 10 performances of each show. In addition, the JRT also offers on site theatre programming, including voice, children's acting classes that include a final performance, stage fight, tap and much more.



The McKinney Center offers arts programming each semester, including summer camps, plus workshops throughout the year to children and adults. Programming includes pottery, painting, mosaics, ballet, guitar, and much more. The McKinney Center also organizes several events throughout the year, some of which serve as fundraiser for the Center, including Soups and Songs, Jonesborough Juried Art Show, Art in the Park, and more.

Goal: Provide recreational opportunities and facilities to meet the physical, social, environmental and cultural programming needs of Jonesborough residents. Look at developing more programming for seniors, working with the Senior Center, that takes place after regular Senior Center hours.

MAINTENANCE OF FACILITIES, DEVELOPMENT AND REDEVELOPMENT

Goal: Preserve and enhance the historical landscape and heritage of Jonesborough's facilities and downtown while anticipating needs and recognizing trends and innovations. Plan and program facilities that can flexibly and efficiently accommodate a variety of uses and programs as future needs dictate. Initiate a facility assessment program that reviews user survey results and considers neighborhood and community input to identify modifications to existing facilities necessary to meet anticipated recreation needs. Continually consider the connectivity of the community. As developers continue to develop new residential neighborhoods, factor in connecting those residential areas to downtown and parks.

PLANNING

Goal: Maintain and update on an annual basis, Jonesborough Parks and Recreation Department Five-Year Plan, and maintain a Comprehensive Recreation and Parks Master Plan that can be included in the Comprehensive Growth Plan.



Stage Road Park

- Some trees have been removed as they were maintenance issues. Plans for replacing those trees with appropriate species that can provide shade should be factored into future planting
- The riparian buffer was cut down which previously greatly reduced the filtering of surface water from Mountain View Estates. It is recommended that to the extent possible, nuisance plants be removed in the area along the south side of the creekway where a riparian buffer was intended, and grasses and wildflowers be allowed to grow into mature plants
- There are a couple of sections of the walkway that hold water. Drainage runoff should be facilitated and the walkway area repaved to eliminate standing water
- Engineered Wood Fiber within the playground fall zones should be maintained at 12 inch depth
- Some of the playground equipment has been damaged over time. Even if it's still functional, equipment should be inspected for potential liability issues, and damaged parts or sections should be repaired or replaced.
- Shrubs were removed from around the pickleball courts. These shrubs created substantial wind protection that now affects paly on the court. Shrubs should be replaced and it properly cared for and maintained to enhance aesthetics and improve court conditions.
- It is recommended that the Stage Road landscape design plan be reviewed and plantings be initiated to fill in sections of lost or removed plants. Landscape checklists should be reviewed, then followed, and changes in the landscape plans should be submitted to the Tree and Townscape Board for approval before implementation.

Depot Street Park

- Some playground equipment is in disrepair with missing components
- Pavilion structure is in need of maintenance
- Lack of pedestrian connections from parking lot to amenities within the park
- Grass surface throughout the park is uneven, posing hazards for users
- No designated parking spaces or ADA parking

Lincoln Park

- There has been some plant loss throughout the park and that should be evaluated
- Many grassed areas in the park are bare and should be overseeded

Persimmon Ridge Park

- Basketball court is in disrepair with one goal missing
- Lower parking lot is in disrepair and ADA accessible parking is not available



- Parking lines are very faint
- The appearance of the park in general is very poor
- General condition of the ball fields are in disrepair with many holes and uneven areas in the outfields and the infields need to be reworked with additional infill brought in
- Three of the four fields need attention related to updated fencing, availability of ADA accessible seating and access
- Athletic field lighting appears to be outdated and in disrepair
- Pedestrian foot bridges appear unsafe
- Lack of signage to direct visitors to amenities within the park
- Restrooms are not ADA accessible and in disrepair
- Playground equipment is damaged and EWF needs to be replenished
- Cleanup of storm debris should be implemented

Wetlands Water Park

- General condition of the park is fair
- Maintenance attention should be given to the entire park, particularly the concession and restroom facilities
- Facilities and amenities are outdated and in poor condition
- Parking availability is poor
- Civitan pavilion is in poor condition, particularly the restroom facilities

Golden Oak Park

- Some disrepair to playground equipment
- Some maintenance issues related to restroom facilities
- Overall in good condition

WC Rowe Park

- Generally in good condition
- Landscaped areas should be addressed and lost plant material replaced
- Particular attention should be given to the Chuckey Depot building and a maintenance plan developed for its care

Mill Spring Park

- Lack of pedestrian connection to gazebo
- Would benefit from opportunities for passive recreation
- Footbridge on east end of park should be removed



- Lack of lines in parking lot
- No designated ADA parking
- Updates needed for park restrooms

Jimmy Neil Smith Park

• Some damage to stones along walkway

Barkley Creek Park

- Issue with goose waste along walkways
- Bare turf areas within the park
- Some damage on pedestrian footbridge

Lost State Scenic Walkway

- Attention should be given to landscaped areas along the trail
- There is some damage to wooden footbridges and dog-eared fence along the trail
- Approaches to some footbridges has a large lip, impeding ADA access



Prioritization of Needs

The Parks and Recreation Advisory Committee discussed issues that were identified in the Public Input Meeting and through the online survey. From those items that were identified, the Committee discussed a prioritization of each of the items and assigned a timeline for addressing those items, whether it be maintenance, future program development, etc. Priority was assigned a value: 1 – High/Immediate Need; 1 – Moderate Need; 3 – Low Need.

Persimmon Ridge

- Hiking Trail, Maintenance needed along the trails, including removal of fallen trees

 Moderate, 2 3 years
- 2. Parking is insufficient High, 3 5 years
- 3. Buildings at ball fields in disrepair High, 2 3 years
- 4. The area by the t-ball field is messy the yellow building appears unkept and messy with all of the items around the building Low, 1 year
- Ball fields need work: dugouts, press boxes, fields, concession stand, bathrooms

 High, 2 5 years
- 6. Updated restrooms/ADA accessibility is needed High, 3 5 years
- 7. Addition of water fountains throughout park Low, 3 5 years
- 8. Need Dog Waste Stations Low, 1 year
- 9. Pedestrian bridges are unsafe, in need of repair High, 1 year
- 10. Needs new playground Moderate, 3 5 years
- 11. Parking lots aren't maintained and lined, so cars park wherever they want. Striping would help to alleviate some of the parking availability – High, 1 year
- 12. Maintenance for disc golf course Low, 1 year

Wetlands

- 1. Bathrooms need to be updated High, 1 2 year
- 2. A plan for addressing cleanliness should be developed Moderate, 1 year
- 3. Need more seating for visitors Low, 3 5 years
- 4. Needs a more updated and professional look High, 3 5 years



Golden Oak

- 1. Broken playground equipment High, 1 2 years
- 2. Ongoing maintenance is poor Moderate, 2 3 years
- 3. More sand needed in sand box Low, 1 year
- 4. EWF needed in playground areas Already addressed

Barkley Creek

- 1. Stock fishing pond Low, Not necessary
- 2. Maintenance issues addressed on pedestrian bridge High, 1 year
- Muddy/dirt areas where there should be grass need to be seeded Moderate, 2 3 years

JNS Park

1. Broken stones along the walkway create a tripping hazard – Low, Being addressed now

Mill Spring

- 1. ADA access to the bathrooms is lacking High, 3 5 years
- 2. Bathrooms need to be updated. Some of the facilities in the restrooms don't work, leak or are in bad condition Moderate, 3 5 years
- 3. ADA access to gazebo Moderate, 2 3 years
- 4. Parking lot should be striped for parking/ADA parking Moderate, 1 year

Stage Road

- 1. Needs to be better Maintained High, Immediate
- 2. Planted areas/bioretention area should be replaced on the north side of the park between the main parking lot and the creek Low, May be addressed

Depot Street

- 1. More playground equipment for children under 5 years Moderate, 3 5 years
- 2. More activities for children in general Moderate, 3 5 years



- 3. Bathrooms in poor condition, need upgrades High, 2 3 years
- 4. Pavilion needs to be enlarged and taken better care of High, 2 3 years
- 5. Striped parking should be implemented in the lot along with ADA parking High, 1 year
- 6. ADA access to features within the park should be developed High, 1 year

Lincoln

- More playground equipment for children under 5 years should be added Low, Not necessary
- 2. Development of community garden, not just for seniors Moderate, 2 years
- 3. Tree stumps in playground area are loose and need inspected High, 1 year
- 4. Bathrooms locked and cannot be used all the time High, 1 year
- Education building should be open for other programming besides the Senior Center – Moderate, 1 year
- 6. Game area should be cleaned up and maintained on a regular basis High, 1 year

Walkways

- 1. Lighting should be implemented for use after dark Low, parks are dawn to dusk
- 2. Walkways need to be better maintained High, 1 year
- Walkways along Persimmon Ridge Road have pine needle/leaf debris that haven't been removed in years. The buildup is causing narrowing of the trail. – High, 1 year
- 4. Crossings signage/crosswalks should be better marked, signage should be placed further ahead of crossings so that drivers have enough notice before approaching crosswalk High, 1 year
- 5. Walking trail should be expanded High, In progress
- 6. Walkway extension to Tweetsie through the County High, In progress
- 7. Walkway/sidewalk connections needed to access parks High, In progress
- Walkway in disrepair in some areas such as Persimmon Ridge Rd, behind Wetlands

 High, 1 year



General Comments

- Outdated/not maintained playground equipment in general in parks Moderate, 5+ years
- 2. Dog Park Development should be prioritized Moderate, 2 3 years
- 3. Updated restrooms for ADA compliance High, 3 5 years
- 4. Integrate school-age programming High, Hire a full-time programmer
- 5. Little Free Libraries need Maintenance Completed
- 6. Development of bike skills park is needed High, In progress
- More benches along trails in areas where it makes sense to have a bench Moderate – ongoing as budget allows
- 8. Park maintenance should be scheduled, not reactionary High, In progress
- 9. Pickleball programming should be developed for youth and adults leagues and instructional classes High, Hire a full-time programmer
- 10. Additional programs for children High, Hire a full-time programmer



9.0 APPENDIX

Landscaping: General

Jonesborough invests a substantial amount of money in landscaping and its care and maintenance. The Town in the current fiscal year hired an Open Space Coordinator full-time, and there is an assistant that she supervises. In addition, the Town contracts with one or more landscape crews that have the knowledge and skills to properly care for landscaped areas belonging to the Town that have a high visibility impact. Jonesborough has a reputation of having beautiful, landscaped areas that are well maintained, and the recent efforts to improve care and maintenance, through contracted labor, have resulted in much praise.

The key to minimizing the time and effort to keep highly visible landscaped areas looking wonderful is knowledge and timing. It is important to know what plants you want to save are in the ground and what they look like when they emerge out of the ground. It is also important to know what you do not want and to take the time to remove them as soon as possible when they germinate and start to grow. When weeds are two feet high, they are 10 times more difficult to get out of the ground and when you get them out, they are likely to pull up good flowering plants with them. Not to mention they've likely gone to seed at that point. When weeding is not timed properly, what area might take a few hours to weed often takes days with many good plants lost.

The Town has increased the number of highly landscaped areas with the development of Tiger Park and Lincoln Park. More landscaped areas will need care with the development of the Dog Park and field area associated with the old Middle School (Frontier Park) and its intended association with the Frontier Trail. There will likely be areas along the development of the Frontier Trail and Lost State Scenic Walkway in Jonesborough that will receive quality landscaping that will need to be maintained. Fortunately, however, with the Facility Lease Agreement with Washington County for the new elementary school property, the Town has the financial ability to provide the proper manpower and equipment necessary to keep landscaped areas developed by the Town properly maintained.

Checklists: Landscape checklists should be developed for each major landscaped area. While there will be a number of common steps and schedules reflected in the checklist, they need to be individualized based on the plant material involved and their location. These checklists should include sequenced schedules of care, and they should be included in individual landscape manuals.

Area Landscape Manuals: While there is expertise and staff available with knowledge of almost all o the landscaped areas developed and maintained by the Town, it is highly recommended that



the Town, through staff engagement, contracted involvement, or a combination of both, develop detailed landscape manuals for each of the parks and open space areas maintained by the Town that have substantial landscaping. These manuals could be in binders to make it easy to add and take out pages, and should include schematics and planting plans for the area, a landscape maintenance checklist noting important schedules and work tasks based on the plants in the area, photos or catalog pages showing plants planted, and to the extent possible, photos of what the plants and leaves look like shortly after they come out of the ground – at the best time to undertake weeding. This would help eliminate accidental pulling of plant material, instead of weeds. Contractors and staff change and it is important to have accurate information and expectations available as change takes place or at the very least, as reminders of what is on the ground and how it should be maintained. These manuals should be developed shortly after areas are landscaped, while the details are "fresh". Any expense involved is well worth the investment. Note: catalog photos of the early stages of plant growth when removal of weeds saves a tremendous amount of time and labor.

Maintenance Checklists – Playgrounds: General

The Town of Jonesborough has established a priority to trying to have quality playgrounds associated with every neighborhood park area. As a result, playgrounds exist at Persimmon Ridge Park, Golden Oak Park, Stage Road Park, Lincoln Park, Depot Street Park and Tiger Park. Tiger Park has four playground areas that are available to the public after school hours. There is a preschool playground, a playground specifically designed to meet the abilities of special needs youth, a large playground area oriented for children ages 5 - 12 years, and a playground in the athletic area that includes ziplines, swings, and a large climbing oriented structure with slides, designed for children ages 5 - 12 years. The playground in the field area of Persimmon Ridge Park and the playground in the Tiger Park athletic area are or will be heavily used and are located so that parents can keep track of their children while attending and watching youth sports practices and games.

While playgrounds are very important in park and open space development, they can be a major liability issue if they are not properly inspected and maintained. The more recent comprehensive update of Jonesborough's Master Plan (2021) includes individual playground checklists associated with each Town playground. These maintenance checklists must be used consistently on the schedule recommendation in order to ensure that playground equipment and surface safety conditioning is safe for children, and protects the Town at the same time from liability issues related to neglect.



While certified Engineered Wood Fiber (EWF) is used to cushion playground surfaces in less expensive than artificial turf on cushioned matting, it is important that the EWF is reconditioned regularly to the required 12 inch depth using certified playground mulch. When certified playground mulch is purchased, a certificate of certification must be obtained upon delivery and the certificate is maintained on file. Because mulch will break down over a period of time, eliminating the cushioning capability, there are periods where broken down mulch should be removed and totally replaced.

Playground Maintenance checklist should be established for the new playgrounds at Lincoln and Tiger Parks and undertaken on a schedule that is recommended in playground maintenance standards and provide the best protection for young participants as well as the Town.

Other Maintenance Checklists: In the previous 2021 Parks and Recreation Master Plan, maintenance checklists were developed for restrooms and pavilions in each park area. It is important that these checklists are utilized regularly to ensure residents have access to quality and well-maintained facilities. Similar checklists should be developed for restrooms and facilities developed in new park areas.



MAINTENANCE GUIDELINES FOR JONESBOROUGH PARKS AND OPEN SPACES

Maintenance of all items listed below includes all standards of performance, which help guide staff members and volunteers to the level of performance expected in the performance of all maintenance duties. This will allow for consistent, high quality upkeep of parks.

Annual Flowers and Downtown Decorations

Flowers and seasonal decorations provide seasonal color and interest to high visibility landscaped areas. To do this, summer annual flower planters are established and maintained in these areas throughout the town from approximately beginning of May through October. Fall plants and decorations are implemented mid-September through Halloween. Christmas green cuttings are implemented in the planters beginning in November along with Christmas wreath installation. Winter annuals (pansies) are planted January through April. Live plants will be watered on a daily basis unless adequate rainfall is received.

May – October—downtown planters will have two assorted color sweet potato vines and three assorted color profusion zinnia plants. Upon planting, flowers will be fertilized.

Mid-September – Halloween — Addition of bundles of corn fodder are installed around light poles along Boone Street, Main Street, downtown parking areas, Town facilities. In addition, light poles are flanked with two straw bales, a pumpkin and 12" mum plant. Planters are also given a 12" mum. Removal of all of these fall decorations as well as plants in the planters takes place after Halloween.

Mid-November through December—All planters along Boone and Main Streets will be topped off with mulch compost. Each planter will then be filled with evergreen cuttings gathered from parks to include ornamental grass flowers, red stem dogwood, magnolia and holly. At the same time, the Christmas wreaths will be erected along Boone and Main Streets in existing areas.

January – April—All Christmas decorations will come down and planters will be filled with assorted colors of winter pansies.

Maintenance of planters is done on a weekly basis, and includes watering, weeding, inspection for insects and disease and dead blooming. Watering is completed sometimes on a daily basis,



depending on rainfall. The heat from a combination of passing vehicles, brick sidewalks and asphalt roadway contributes to the quick evaporation of water.

Maintenance of flowering daffodil bulbs in tree wells along Main Street will be done on a regular basis. In spring, beds will be fertilized and topped with 2" of mulch. Once flowering is complete, bulbs are to be left alone. Trimming of the green leaves cannot be completed until the leaves are yellowed indicating all nutrients from the plant have moved to the bulb of the plant.



Fall decoration setup at Fox Street green space





Fall decoration setup at Fox Street green space



Fall decoration setup at downtown street lights





Fall decoration setup at downtown courthouse



Fall decoration setup at downtown courthouse





Fall decoration setup at downtown light poles



Fall decoration setup at Senior Center





Fall decoration setup at Senior Center



Fall decoration setup at McKinney Center, main door entrance





Fall decoration setup at McKinney Center, gym door entrance



Athletic Fields

The primary focus of athletic field maintenance is to maintain and ensure safe and uniform playing conditions. Maintenance is scheduled with a close eye on field wear and unsafe playing conditions throughout the scheduled sports year. Top-dressing, rolling, and reseeding are performed as needed. A field may be totally renovated if it is deemed to be in unplayable or unsafe condition. Bermudagrass may be used on athletic fields. This aggressive turf grows best in the hot, humid summer months. While Bermudagrass requires higher maintenance levels, it rewards the user with a carpet-like uniform surface. From May through September, Bermudagrass should be mowed two times per week, which helps force horizontal growth, keeping the grass full and thick. In the fall and early spring, mowing once per week is sufficient. In the early fall (about mid to late September), raise mowing height for Bermudagrass to about 1.5" to help store additional carbohydrate reserves, and retain turf canopy as growth slows and the turf cannot recuperate. Bermudagrass should be vertically mowed during the middle of summer, beginning in the second to third year after installation to keep thatch to a minimum. In other areas, Tall Fescue, Kentucky Bluegrass, Perennial Ryegrass or a blend of two or more of these seed types may be utilized, depending upon location, wear and use patterns, and funding available.

Athletic fields are maintained "in season" as follows:

- All fields with lines painted in grass are marked once per week with white lines, with lines painted and clearly visible to referees/umpires. Strings are pulled to assure straight lines
- All infields are marked day of game with 4" lines of white marking lime. Strings are pulled to assure straight lines.
- All divots and holes are fully filled and tamped
- Bermudagrass is mowed up to 2 times per week during peak growing season, (usually May through September) and once per week in April and October.
- All goals are securely anchored, nets fully attached and foul posts straight
- All damaged nets, base anchors, toeplates and homeplates are replaced as needed if safety or functionality is compromised.
- Infield lips are removed prior to start of spring practices to facilitate smooth transitions from skinned infield to outfield grass.
- All game fields are aerated two times per year, with a core aerator. Cores are allowed to dry and are then dragged in to the field.
- All playing fields are scheduled for applications of fertilizer herbicide, pesticide or fungicide treatment each year as needed.



Basketball Court

Once weekly, the basketball courts are either swept or blown off, nets are inspected and replaced if needed, and visible damages are repaired. In addition, the areas around the courts are policed for glass and/or trash.

Regularly scheduled maintenance includes:

- Courts are pressure-washed once each year in the spring.
- Routine maintenance is primarily done between March 1 November 30, and includes sweeping/blowing off of all courts, general inspection, and removal of any trash, graffiti, and inspection for damage to surfaces and fences.
- Fallen leaves are removed between November and January
- Net inspection is done each month, year-round. Any problems are repaired or nets/hardware replaced.
- Surfaces are crack filled when conditions warrant, and re-sealed approximately once every 10 years, if funding is available. For maximum effectiveness, crack filling can only be performed during warm weather months; primarily between the months of May and September.

Drinking Fountains

Drinking fountains are available for use from approximately mid-March through mid-November. Facilities Maintenance staff are responsible scheduling the draining and winterizing of fountains. Some units are "frost free" and may be available year-round.

- Drinking Fountains are cleaned once each week and as needed before any reservations
 or scheduled activity at a specific park location. Routine cleaning includes wiping down
 the bowl with cleaning solution, removing any contaminants, and removal of any trash at
 or around the area.
- Inspection is done by operating the fountain and looking for any leaks, broken equipment, damage, and/or graffiti.
- These tasks are performed on a regular basis between March and November.

Gates/Fences/Bollards

The goal is to provide and maintain appealing and functional gates/fences/bollards in the park and walkway areas, which restrict access to vehicles, therefore potentially reducing vandalism while increasing safety for all park patrons. To do this, gates/fences/bollards are inspected on a



routine basis. Parks are open year-round; therefore, inspection and maintenance is done throughout the year.

 Gates/fences/bollards are inspected with each park cleaning visit and during all park inspection visits. Inspection is done to check for stability, broken equipment, damages, and/or vandalism. If such problems are noted, the Parks and Recreation Director is notified, a work order generated and the problems scheduled for repair or replacement. These tasks are performed on a regular basis year-round on all parks and greenways.

Wooden Footbridges

Wooden footbridges within the parks and the downtown area create access from one location to another typically over a stream or creek. Foot paths should be inspected on a monthly basis for rotted or loose boards that could cause a trip or fall hazard. Hand-level rails should be inspected for rotted or loose boards as well as splinters.

Greenway Trails – Hard Surfaces

The goal is to provide safe, attractive, and functional pathways for recreational, alternative transportation and fitness uses. Users will be provided with smooth, level, and hard surfaces on which to walk, run, skate, and bicycle. These trails will be maintained to allow for travel by individuals of all abilities where appropriate. Maintenance activities will prevent deterioration of the hard surface and will remove obstructions.

- Hard surface trails are inspected every other week, with obstructions such as litter, fallen tree debris, stones, gravel, sand, and grass clippings are removed from the surface.
- Trails should be inspected at least twice a week during the fall when leaves and branches may fall on the trails. They should be blown off during these inspections. Leaves pose a high risk of slip hazard or could disguise or cover other debris that could pose a danger.
- Trails should be inspected post-storms when the likelihood of falling debris might cause trip hazards.
- Snow and mud are removed as soon as possible following completion of other assigned snow routes.
- Entry gates and bollards are maintained and kept secure to prevent unauthorized access to the trail by motor vehicles or other equipment that could damage trail surfaces or interfere with the experience of the trail user.
- Painted lines, signs and other trail markings are inspected and repaired/renovated as needed.



Greenway Trails – Natural Surfaces

The goal is to provide safe and functional pathways for recreational and fitness uses. Trail surfaces are typically dirt, stone or mulch pathways maintained to a width sufficient enough to allow two individuals to pass by one another without having to step off the trail. Due to existing terrain and other conditions, some trails may be narrower, and be designated as single-directional trails. These trails will be maintained to allow for foot travel. Maintenance activities will prevent erosion of the path surface and vegetative overgrowth of the pathway.

- Inspection of natural greenway trails will be performed by department personnel.
- Erosion control designs and devices such as outsloped surfaces, drainage dips, and water bars will be installed and maintained to protect the integrity of the trail and to prolong its useful life.
- Pruning of encroaching vegetation will be performed in a natural manner on an as needed basis. Trail signage will be inspected, maintained and replaced in a timely manner as needed.

Landscaped Areas (Shrubs, Perennials, Ornamental Grasses)

The goal is to ensure that all landscapes in medians, rights-of-way, open spaces and on other public property are maintained in an aesthetically pleasing manner. When new landscapes are planned, trees, shrubs and other plants are chosen that will provide the needed shape, form and size for the area. When the landscapes are in median strips, rights-of-way or near intersections, plant material must be chosen that will not get too tall as to create sight clearance problems. Shrubs, trees and other plant material can be planted in spring between February and June. Fall planting can be accomplished from early September until late December in most years. Once the plant material is installed, (according to standard horticultural methods), a pre-emergent herbicide and mulch is added. These practices should provide optimum growing conditions to provide landscapes that will provide interest for many years.

Perennial plants and ornamental grasses are used in permanent landscapes as companion plants to trees and shrubs. These may include native species, and are usually very hardy and require lower maintenance levels than many shrubs. All landscapes will be maintained in the following manner during the growing season and includes watering (until established), weeding, pruning, mulching, inspection and pest management.



- Landscaped areas are considered properly maintained when they are free or relatively free of weeds, and all plant material kept appropriately pruned so as to avoid sight clearance/lane impediment throughout the growing season. Pruning may include selective cutting or shearing. Plant material will be pruned or renovated at the appropriate time of the year, using correct horticultural pruning practices. When properly trimmed, the plant material will look natural, and be proportionate to the area in which it is growing. If a plant produces blooms, it must be determined whether it is a spring, summer or fall flowering plant in order to prune at the appropriate time so as to not disturb the bloom period.
- Perennials and ornamental grasses will be cut to the ground (or close to the ground) in late winter (typically January) to rejuvenate them for the next season.
- Mulching is completed annually at a depth of not more than 2". Mulch <u>should not</u> be piled at the base of shrubs or trees; mulch rings shall be utilized on all newly planted shrubs and trees to help collect and hold rainwater and supplemental water.
- Inspection for insects and disease is done by trained staff members. Frequency is based upon type of shrub(s) or trees and their propensity for harboring insects or disease, general condition of the planting, and location. All problems are noted and discussed with the Horticulturist at the UT Extension Office, with recommendations for corrective action made within a timely manner.
- Spraying for weeds, insects or disease is done on an as needed basis by qualified personnel only, and must be done when the temperature is below 85° F, and the wind is not blowing.

Mulching

The goal is to ensure that all landscapes in medians, rights-of-way and on other public property are mulched in an aesthetically pleasing manner. Mulch reduces weed growth, insulates during cold and hot weather, conserves moisture and adds aesthetic beauty to provide a finished look to landscapes. When new landscapes are installed, mulch will be added after planting. Existing landscapes will be re-mulched on a regular basis based upon maintenance needs.

Proper techniques include:

- Mulching is completed annually, using mulch approved by the Horticulturist at a depth of not more than 2".
- Mulch should not be piled at the base of shrubs or trees; mulch rings shall be utilized on all newly planted shrubs and trees to help collect and hold rainwater and supplemental water.



Parking Areas

The goal is to provide clean, safe, and accessible parking areas for the public to use. To do this, parking areas are cleaned of any trash on a routine basis. Parks are open year-round; therefore, routine maintenance and cleaning are done on the parking areas throughout the year. Cleaning schedules are based upon park size, frequency of use, and number of amenities within the property.

Routine maintenance includes:

- Emptying trash cans, and replacing the trash can liner
- General cleaning of all trash in open spaces
- graffiti removal and glass removal.

Playground Areas

Playgrounds provide clean, safe and enjoyable experiences for children between the ages of 2-12. To do this, playground areas are cleaned, inspected and maintained on a regular basis.

Playgrounds are open year-round; therefore, routine maintenance and cleaning are done throughout the year, which includes:

- Loose trash pick-up, graffiti and glass removal in and around all play surfaces and fall zones at least once per week; more on high use areas.
- Casual Playground Inspections (checking the play equipment for obvious safety hazards and vandalism) by staff when collecting/checking for trash and hazards.
- Mulch is maintained within the fall zone to a minimum depth of 12" (compacted).
- Mulch is raked back into swing areas, slide exits, and fall zones at least once per month; more frequently if time allows.
- Playground mulch is "fluffed" at least once per year.
- Thorough safety inspections are done on each playground area once per month, following a prescribed checklist for entrapment and entanglement hazards.
- Safety violations and hazards are documented and then immediately addressed and repaired by staff. If an item cannot be immediately addressed, the playground is marked closed with caution tape, or specific (damaged) parts are removed.
- Appropriate signage indicating the target age group for the apparatus is required at each location, and should be clean and easy to read without graffiti or defacing present.
- All playground inspection records are maintained
- Sand boxes are cleaned on a regular basis. Debris such as leaves and sticks should be removed and sand should be topped off at least annually.



Restrooms

The goal is to provide clean, sanitary, appealing and well-supplied restrooms for the public. To do this, restroom cleaning is performed daily from May – September and every weekday each year in all locations. Some restroom locations are open earlier in the spring, close later in the fall, or are open year-round to provide the best possible level of customer service. Ultimate opening/closing dates should take athletic and other events and shelter reservations into consideration, as well as the average temperature to provide maximum customer service, but minimize damage to the facility through the freezing of pipes.

Public use restrooms in parks and public areas are open year-round with the exception of Depot Street Park restrooms, Wetlands Water Park restrooms, Persimmon Ridge Park ball field restrooms and Civitan Pavilion restrooms. Seasonal use restrooms are open April through October every year.

Cleaning standards include:

- Restrooms must be cleaned, sanitized and stocked on a regular basis (Monday through Saturday during May through September and Monday through Friday the rest of the year).
- Cleaning involves sweeping the floor and behind the doors, removing cobwebs, sanitizing all surfaces (toilet, sink, handrails, doors, and walls) and washing the floors. If toilets or sinks are stopped up, and can be unstopped by plunging. Burned-out light bulbs are to be replaced upon notification or inspection. Broken fixtures and other problems should be addressed in a timely manner. All restrooms shall be stocked with toilet paper, soap and paper towels.

Additional restroom maintenance completed by Park Division staff includes:

- Graffiti removal-removed within five (5) days of notification of its existence.
- Spot painting of any graffiti is accomplished upon inspection, with full painting completed as soon as possible.
- Restrooms located near a shelter are spot-checked for cleanliness and toilet paper by the park maintenance crews prior to any shelter reservations at that location. Toilet paper is added if levels are insufficient for the event(s) scheduled at that location.
- Interior of restrooms are pressure washed on an annual basis.
- Upon pressure washing, restroom interiors are painted once every two years
- Fixtures are inspected upon cleaning for any repair needs



• Restrooms are cleaned on a daily basis April through October and on weekdays the rest of the year.

Pavilions and Gazebo

Pavilions and gazebo shall be barrier-free to all patrons and conform to all ADA standards, and be safe, clean and inviting. To do this, pavilions are cleaned on a routine basis, as well as prior to reservations. Pavilions are available for use on a first come first served basis year-round with the exception of the Civitan Pavilion at Persimmon Ridge Park. It can be reserved Memorial Day – Labor Day through the Wetlands Water Park.

Maintenance at pavilions and gazebo include:

- Pavilion, gazebo and picnic tables are pressure-washed at least once a year, more often at high use locations
- Wooden picnic tables are either painted or stained once a year.
- Routine cleaning (as well as cleaning prior to reservations) includes sweeping/blowing off the floor, raking around the perimeter of the pavilion, emptying and wiping off trash cans, picking up loose trash, removing graffiti, cleaning grills and wiping off picnic tables. These tasks are performed on a regular basis between May through September.
- Pavilions and gazebo should be inspected monthly for maintenance and safety issues
- Pavilions and gazebo should be painted once every two years

Sidewalks and Walkways

Sidewalks and walkways may be constructed of concrete, asphalt, or natural materials such as stone. They should be barrier-free and conform to all ADA standards where feasible. Routine maintenance is done on sidewalk areas throughout the year.

Routine Maintenance includes:

- Emptying trash cans in the area (with the exception of the trash cans along Main Street), loose trash pick-up, graffiti and/or glass removal, and checking for vandalism or damage.
- Any damages and/or concerns found during inspections are reported, a work order is generated, and repairs are scheduled.
- Spraying of weeds on the sidewalks in the historic district and throughout downtown should be done once a month.



Signs

The goal is to provide attractive, consistent and correct informational signage throughout the park and greenway network.

Signs are inspected on a routine basis throughout the year. Inspection includes:

- Check for stability, damage and/or vandalism. If such problems are noted, the Parks and Recreation Director is notified.
- Repairs, graffiti removal and/or painting are to be completed by department staff when feasible, giving this work a high priority for completion within 1-5 days when feasible. All sign damage that cannot be completed with in-house staff is contracted to a local sign fabricator for completion.

Tennis/Pickleball Courts

Courts should be safe, clean, and in good condition for the public to use. To do this, tennis courts are cleaned and inspected on a routine basis. Courts are available for use year round, and may be reserved for special events.

Maintenance tasks performed by staff include:

- Courts are pressure washed every year as time allows.
- Routine maintenance is completed weekly April through September, and includes sweeping/blowing off the courts, removal of any trash or graffiti, and checking for damages to surfaces, fences and benches. Damage is to be reported for remedy.
- Net inspection is done each month, year round.
- Net tightening is completed during net inspections, and if needed between inspections as needed.
- Court surfaces are checked annually each spring for cracking which would impede play. Cracks are filled annually between May and September, as the material requires warmhot weather for proper adhesion.
- Courts are overlayed on an approximate 10-year schedule, depending upon funding. Overlays include crack filling, adding several layers of sealant and colorant, and repainting of all lines.
- Leaf removal is done on a bi-weekly basis from November– December, and once in the early spring to remove leaves accumulated during winter. Lastly, the areas around the courts are policed for glass and/or trash. Cracks within the court surfaces are repaired on a priority basis. It is the goal of maintenance personnel to provide safe and aesthetically pleasing playing surfaces at all times.



Trash Cans, Dogipots and Park Litter

Parks and green spaces should have adequate, clean trash cans for the public to use. Trash cans are provided in all parks, near pavilions, along walkways, in park parking lots and near athletic fields and playgrounds. Trash is picked up within parks and trash cans are emptied and cleaned on a routine basis year-round, every weekday April through October and weekly the rest of the year.

Routine maintenance includes:

- Removal of trash can liner, and replacement of liner. Unless there is very little trash in the can, the plastic bag is changed each time the trash is emptied. Small amounts of trash may be picked out of the can, and the plastic bag left.
- Trash cans are wiped down with a cleaner such as Greased Lightening on a monthly basis in high use parks; once every two months in low use locations
- Graffiti is removed within five (5) days of notification of its existence.
- Loose litter in turf areas is picked up according to schedule, as well as just before mowing.
- Staff members involved in picking up trash are supplied with gloves to protect their hands. Appropriate hand washing shall be completed after completing trash collection.
- DogiPot bags are checked on a bi weekly basis and replenished.

Trees

The goal is to provide healthy shade and ornamental trees to city property. Trees maintained by department staff are located in parks, along residential streets, in medians, and in other public spaces. Trees are planted as replacement plantings or as new plantings. Often, as trees die or have to be removed, replacement trees will be ordered and planted. Locations and tree types are selected by the Capital Projects Manager, with input from a variety of sources. Trees are obtained, on the most part, from commercial nurseries and are planted by town personnel. Trees can be dug during dormancy and planted during both spring and fall seasons, ideally from March 1 through May 31 in the spring and from November 1 to December 30 in the fall. Once trees are planted, mulch is added and trees are staked. Pruning is typically not recommended during the first growing season following planting on a daily basis or as needed. Fall planted trees require less watering than trees planted in Spring, but should be monitored and watered as needed during the first year of establishment. Watering may be necessary during the second growing season, particularly for trees on dry sites or during times of drought or very dry conditions.



- Established trees are inspected on average every four years and pruned by town personnel on this same cycle on an as needed basis.
- Downtown trees are inspected and pruned on a yearly cycle.
- Pruning is performed in compliance with the national pruning standards.
- Trees are pruned for the purposes of removing large dead limbs, raising to keep clear of vehicular and pedestrian traffic, and for sight clearance at intersections.
- Topping is not an acceptable pruning method, is injurious to the tree, and is not practiced by the town.
- Cabling, bracing, bark tracing, cavity work and other tree surgery practices will be performed by professional paid contractor.
- Trees will be removed in a safe and expeditious manner and stumps will be removed in a timely manner following tree removal. Stumps will be ground out below grade and the area regraded and seeded by town personnel.
- Remove sucker growth annually

Turf Maintenance

The goal is to ensure that all turfgrass areas are properly mowed and maintained at the highest quality level possible. Turf may be replaced via sod or seed. Proper fertility and pest, weed and plant disease management is important to maintain proper turf health. Regular visual inspections identify pest and disease issues.

Routine maintenance of turf includes:

Mowing heights are established based on area.

- a. Persimmon Ridge Walkway
 Minimum grass height: 4"
 Maximum grass height: 6"
- b. Wetlands Water Park

Minimum grass height: 2"

Maximum grass height: 4"

c. Persimmon Ridge Park Ball Fields

Minimum grass height: 2"

Maximum grass height: 3.5"

d. Persimmon Ridge Park Minimum grass height: 3"



Maximum grass height: 5"

e. 11E Medians

Minimum grass height: 3"

Maximum grass height: 5"

f. Senior Citizen Property

Minimum grass height: 3"

Maximum grass height: 4"

g. Stage Road ParkMinimum grass height: 3"

Maximum grass height: 4"

Mill Spring Park
 Minimum grass height: 3"

Maximum grass height: 4"

i. Downtown Courthouse Parking Lots

Minimum grass height: 3"

Maximum grass height: 4"

j. Parson's Table Bank

Minimum grass height: 3"

Maximum grass height: 4"

k. Depot Street Park

Minimum grass height: 3"

Maximum grass height: 4"

I. Main Street Village Pavilion

Minimum grass height: 3"

Maximum grass height: 4"

m. Old Jonesborough Cemetery, African American Cemetery

Minimum grass height: 4"

Maximum grass height: 5"

n. Detention Ponds

Minimum grass height: 6"

Maximum grass height: 8"

 Library, Oak Hill Schoolhouse, Duncan House, Visitors Center and Town Hall Minimum grass height: 3"

Maximum grass height: 4"

p. Vines Farm Subdivision Park



Minimum grass height: 3"

Maximum grass height: 4"

- q. Tiger Park
 Minimum grass height: 3"
 Maximum grass height: 4"
- r. Lincoln Park

Minimum grass height: 3"

Maximum grass height: 4"

- Mowing and edging of all turf perimeters should occur once week
- Mowers shall have blades that are sharp.
- Mulch mowing is performed in open areas each fall between September and October to grind up fallen leaves, helping to increase organic matter and nutrient levels in the soil
- Aeration: Aeration is most successful after receiving rainfall. Most open spaces are aerated once per year, in spring or fall.
- Renovations/seeding: Most open space areas will use a 90% tall fescue/10 % Kentucky Bluegrass blend. Seed should be applied at a rate of 5-8 pounds/1000 square feet, with a starter fertilizer (10-20-10 or similar) applied at seeding. All seed should be raked/dragged in, with a thin cover of straw to help conserve moisture.
- Edging and string trimming helps detail proper turfgrass maintenance. All curbs, sidewalks, shrub beds and trees should be maintained without damaging the obstacles in which you are edging. Never utilize a string trimmer directly against a tree, especially young trees, as it will damage and likely kill the tree.
- Clippings are cleared and blown from sidewalks, roadways back into the turf to complete the mowing process. All fertilizing should be done in the fall within parks and landscaped areas.

Concessions Area

Concession stands are operated by athletic organizations during their designated season. It is the responsibility of Parks Maintenance crew to open and close the concession area after each athletic season.

Opening

- Concession facilities cleaned, wiped down, and sanitized before handing over to athletic groups at the beginning of the season
- Electrical appliances checked for compliance and repaired if damaged
- Lights checked and repaired as needed
- Appliances cleaned thoroughly before opening



- Circuit breakers tested prior to opening
- Pick up debris daily

Closing

- Equipment cleaned thoroughly
- Electricity should be turned off
- Refrigerators and cables turned off and sealed
- Facility floors, sinks, and counters cleaned thoroughly
- Hoses cleaned and drained
- Kitchen cleaned thoroughly

Miscellaneous Department Responsibilities

Maintenance of Park and Athletic Field Lighting Lights are maintained by Parks staff. Many of the decorative post lights, all flood lights within parks, as well as all of the street lights along roadways and within parks are maintained BrightRidge. The Jonesborough Police Department is to be notified for maintenance of lights or bulb replacement.





Park Preventive Maintenance Calendar

Certain park maintenance tasks take place routinely over the course of the year. In addition to routine maintenance, park crews assist recreation programs with setup and breakdown for special events.

January

- Schedule landscape projects for late winter/early spring
- Prepare late winter annual planters

February

- Prepare ball fields for spring/summer use
- Edge landscape beds along hwy 11-E, Boone Street and in all landscaped areas with an edger
- Spray pre-emergent herbicide

March

- Spray pre-emergent herbicide
- Fertilize turf areas, as needed
- Top off sand for playground sandboxes
- Aerate and dethatch turf areas, as needed
- Add mulch to mulched areas in landscaped spaces
- Add certified playground mulch to fall zones within playgrounds

April

- Continue aeration and dethatching
- Begin weekly mowing schedule
- Spot spray weeds as needed

May

- Prepare and plant annual planters
- Spot spray weeds as needed
- Conduct tree trimming in parks and pedestrian areas

June

- Top off mulch areas as needed
- Aerate turf as needed
- Spot spray weeds as needed

July

• Spot spray weeds in all landscape areas as needed

August

- Spot spray weeds as needed
- Schedule landscape projects for fall

September

- Overseed and topdress turf areas
- Blow off building roofs, clean rain gutters for winter preparation
- Prepare fall annual planters
- Spot spray weeds as needed

October

November

• Prepare holiday annual planters

December

 Cut ornamental grasses along highway 11-E, Boone Street and pedestrian walkways



Preventive Maintenance Schedule for all Park Sites

All Parks: Adding topsoil to dry spots and depression in turf twice annually. Adding perennial ryegrass seed blend to sparse turf areas as needed.

Renovation and Maintenance	
Task	Frequency
Picking up litter throughout park	Daily
Restroom cleaning and restocking	Daily
Planter maintenance	Daily
Building inspection and maintenance	Weekly
Mulch bed maintenance	Weekly
Weed management	Weekly
Mowing, edging and line trimming	Weekly
Inspection and repair of play equipment	Monthly
Park tree maintenance	Monthly
Power wash play courts	April and September
Spray pre-emergent herbicide	February – March
Blow debris off rooftops and rain gutters	September – October
Add topsoil to turf dry spots and depressions	Twice annually
Add perennial ryegrass seed blend to sparse turf areas	April, September
Trim trees	Once annually

Renovation and Maintenance

Work Orders

Park Maintenance staff are asked to observe the conditions of buildings, fields, lights, parks and surroundings within parks to ensure that issues that may need attention are reported.



Weekly Routine Tasks

Park Maintenance

- Pick up loose litter throughout the park
- Report park damage, vandalism, graffiti, etc. to Supervisor
- Spray or manually remove weeds in sidewalk/walkway cracks and planter/mulch beds
- Maintain clean restrooms and report vandalism, damage, graffiti present in restrooms

Maintenance of Landscaped Areas

- Mulched areas and garden beds should be maintained with a clear delineation between the turf and mulch/soil areas at all times. This is accomplished by weed eating with a vertical string.
- <u>Spot spraying</u> with herbicides on a regular basis: fence lines, curbs, sidewalk/walkway cracks, around poles and borders to maintain them in a weed-free condition.
- Monitor staking of newly planted trees for proper support and sufficient irrigation
- Monitor watering of newly planted trees, shrubs and perennials

Playgrounds

- Raking and tilling playground wood-chip surfacing and backfilling low spots around the equipment
- Report damage, vandalism, graffiti, etc. to Supervisor



Depot Street Park

Monthly Safety Inspection Report

Date of Inspection	
Inspected by	
Reviewed by Director (Signature)	
Date	

Playground Surface	Compliant	Not Compliant	Needs Repair	Date Repaired
Mulch is to the top of the playground border				
Mulch material is raked to eliminate compaction and free of debris				
Adequate protective surfacing under and around the equipment				
Area is free of standing water				
Playground borders are free of chipping paint and cracks, in good repair and stakes are flush with top of border				
Comments				
Playground Equipment	Compliant	Not Compliant	Needs Repair	Date Repaired
Check for jagged, exposed or loose screws, bolts or nuts (max of two threads showing on screws, nuts must be curved head)				
Check for broken supports, anchors, rails, steps, rungs, seats, bolts or nuts				



	r			
Check that footings are stable and buried, free of jagged areas				
Check that hooks, hangers, shackles, links, ropes and cables are in good repair, free of rust				
Check that equipment is free of rust, corrosion and chipping paint				
Comments				
Climbing Equipment	Compliant	Not Compliant	Needs Repair	Date Repaired
Check that handrails are secure				
Check that footholds are not worn or slippery				
Comments				
Swings	Compliant	Not Compliant	Needs Repair	Date Repaired
Swings Check that seats are in good repair, free of pinch points, cracks	Compliant			
Check that seats are in good repair, free of pinch points,	Compliant			
Check that seats are in good repair, free of pinch points, cracks Check that S Hooks, chain links and brackets are in	Compliant			
Check that seats are in good repair, free of pinch points, cracks Check that S Hooks, chain links and brackets are in good repair, free of rust Check that posts are stable	Compliant			
Check that seats are in good repair, free of pinch points, cracks Check that S Hooks, chain links and brackets are in good repair, free of rust Check that posts are stable and in good repair Check that overhead brackets where swings attach are not loose and	Compliant			
Check that seats are in good repair, free of pinch points, cracks Check that S Hooks, chain links and brackets are in good repair, free of rust Check that posts are stable and in good repair Check that overhead brackets where swings attach are not loose and affixed to the post	Compliant			



Check that there are not any objects protruding from the slide surface				
Check the ladder for slick spots due to algae/dirt and that it is in good repair				
Check that slide sections are tight				
Check slide surface for debris, cracks				
Comments				
Stepping Structures	Compliant	Not Compliant	Needs Repair	Date Repaired
Individual steppers are secure and solid in the ground				
Check that step surfaces are free of algae and dirt that might make the surface slippery				
Comments				
Signage	Compliant	Not Compliant	Needs Repair	Date Repaired
Restroom signs are appropriately located at entrance to respective bathrooms and are damage free				
Park sign is free of damage				
Comments	1	11		1
Restrooms and Pavilion	Compliant	Not Compliant	Needs Repair	Date Repaired
Walls and ceilings are in safe condition and good repair				
Lights are in working order				



Electric outlet covers are in place				
Floors are inspected for unsafe conditions				
Paper towel and toilet paper dispensers are secured to the wall and in safe, working condition				
All plumbing fixtures are securely fastened to the walls or floor, in a safe and operable condition				
Picnic tables are in good repair, free of refuse and other unfavorables				
Comments				
Other	Compliant	Not Compliant	Needs Repair	Date Repaired
Other Parking lot area is clear of debris and trash and has been blown off	Compliant	Not Compliant		
Parking lot area is clear of debris and trash and has	Compliant			
Parking lot area is clear of debris and trash and has been blown off Trash cans and benches are in good repair, free of rust,	Compliant			
Parking lot area is clear of debris and trash and has been blown off Trash cans and benches are in good repair, free of rust, and are stable Fence is in good repair, free	Compliant			



Stage Road Park

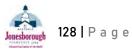
Monthly Safety Inspection Report

Date of Inspection	
Inspected by	
Reviewed by Director (Signature)	
Date	

Playground Surface	Compliant	Not Compliant	Needs Repair	Date Repaired
Mulch reaches the top of the playground border				
Mulch material is raked to eliminate compaction and free of debris				
Adequate protective surfacing under and around the equipment				
Area is free of standing water				
Playground borders and ramps are free of chipping paint and cracks, in good repair and stakes are flush with top of border				
Comments				
Playground Equipment	Compliant	Not Compliant	Needs Repair	Date Repaired
Check for jagged, exposed or loose screws, bolts or nuts (max of two threads showing on screws, nuts must be curved head)				
Check for broken supports, anchors, rails, steps, rungs, seats, bolts or nuts				



	1			
Check that footings are stable and buried, free of jagged areas				
Check that hooks, hangers, shackles, links, ropes and cables are in good repair, free of rust				
Check that equipment is free of rust, corrosion and chipping paint				
Comments				
Climbing Equipment	Compliant	Not Compliant	Needs Repair	Date Repaired
Check that handrails are secure				
Check that footholds are not worn or slippery				
Comments				
Swings	Compliant	Not Compliant	Needs Repair	Date Repaired
Swings Check that seats are in good repair, free of pinch points, cracks	Compliant			
Check that seats are in good repair, free of pinch points,	Compliant			
Check that seats are in good repair, free of pinch points, cracks Check that S Hooks, chain links and brackets are in	Compliant			
Check that seats are in good repair, free of pinch points, cracks Check that S Hooks, chain links and brackets are in good repair, free of rust Check that posts are stable	Compliant			
Check that seats are in good repair, free of pinch points, cracks Check that S Hooks, chain links and brackets are in good repair, free of rust Check that posts are stable and in good repair Check that overhead brackets where swings attach are not loose and	Compliant			
Check that seats are in good repair, free of pinch points, cracks Check that S Hooks, chain links and brackets are in good repair, free of rust Check that posts are stable and in good repair Check that overhead brackets where swings attach are not loose and affixed to the post	Compliant			



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Check that there are not any objects protruding from the slide surface				
Check the ladder for slick spots due to algae/dirt and that it is in good repair				
Check that slide sections are tight				
Check slide surface for debris, cracks				
Comments				
Sandbox	Compliant	Not Compliant	Needs Repair	Date Repaired
Check sand for hidden dangerous objects				
Sand must reach the depth of the sandbox				
Area around the sandbox has been blown off and cleared				
Sandbox has been cleaned of mulch, sticks, leaves and other debris				
Comments				
Restrooms and Pavilion	Compliant	Not Compliant	Needs Repair	Date Repaired
Walls and ceilings are in safe condition and good repair				
Lights are in working order				
Electric outlet covers are in place				
Floors are inspected for unsafe conditions				
Paper towel and toilet paper dispensers are secured to the wall and in safe, working condition				



All plumbing fixtures are securely fastened to the walls or floor, in a safe and operable condition				
Picnic tables are in good repair, free of refuse and other unfavorables, clean				
Comments				
Signage	Compliant	Not Compliant	Needs Repair	Date Repaired
Restroom signs are appropriately located at entrance to respective bathrooms and are damage free				
Park sign is free of damage				
Handicap parking signs are appropriately placed and free of damage				
Park rules sign is appropriately located and free of damage				
Comments				
Other	Compliant	Not Compliant	Needs Repair	Date Repaired
Parking lot area is clear of debris and trash and has been blown off				
Pathways are clear of debris and trash and have been blown off				
Trash cans and benches are in good repair, free of rust, and are stable				
DogiPots are in good repair, stocked with bags and trash can has been emptied				



Comments



Golden Oak Park

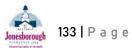
Monthly Safety Inspection Report

Date of Inspection	
Inspected by	
Reviewed by Director (Signature)	
Date	

Playground Surface	Compliant	Not Compliant	Needs Repair	Date Repaired
Mulch reaches the top of the playground border				
Mulch material is raked to eliminate compaction and free of debris				
Adequate protective surfacing under and around the equipment				
Area is free of standing water				
Playground borders and ramps are free of chipping paint and cracks, in good repair and stakes are flush with top of border				
Comments				
Playground Equipment	Compliant	Not Compliant	Needs Repair	Date Repaired
Check for jagged, exposed or loose screws, bolts or nuts (max of two threads showing on screws, nuts must be curved head)				
Check for broken supports, anchors, rails, steps, rungs, seats, bolts or nuts				



Check that footings are stable and buried, free of jagged areas				
Check that hooks, hangers, shackles, links, ropes and cables are in good repair, free of rust				
Check that equipment is free of rust, corrosion and chipping paint				
Comments				
Climbing Equipment	Compliant	Not Compliant	Needs Repair	Date Repaired
Check that handrails are secure				
Check that footholds are not worn or slippery				
Comments				
Swings	Compliant	Not Compliant	Needs Repair	Date Repaired
Swings Check that seats are in good repair, free of pinch points, cracks	Compliant			
Check that seats are in good repair, free of pinch points,	Compliant			
Check that seats are in good repair, free of pinch points, cracks Check that S Hooks, chain links and brackets are in	Compliant			
Check that seats are in good repair, free of pinch points, cracks Check that S Hooks, chain links and brackets are in good repair, free of rust Check that posts are stable	Compliant			
Check that seats are in good repair, free of pinch points, cracks Check that S Hooks, chain links and brackets are in good repair, free of rust Check that posts are stable and in good repair Check that overhead brackets where swings attach are not loose and				
Check that seats are in good repair, free of pinch points, cracks Check that S Hooks, chain links and brackets are in good repair, free of rust Check that posts are stable and in good repair Check that overhead brackets where swings attach are not loose and affixed to the post	Compliant			



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Check that there are not any objects protruding from the slide surface				
Check the ladder for slick spots due to algae/dirt and that it is in good repair				
Check that slide sections are tight				
Check slide surface for debris, cracks				
Comments				
Sandbox	Compliant	Not Compliant	Needs Repair	Date Repaired
Check sand for hidden dangerous objects				
Sand must reach the depth of the sandbox				
Area around the sandbox has been blown off and cleared				
Sandbox has been cleaned of mulch, sticks, leaves and other debris				
Comments				
Restrooms and Pavilion	Compliant	Not Compliant	Needs Repair	Date Repaired
Walls and ceilings are in safe condition and good repair				
Lights are in working order				
Electric outlet covers are in place				
Floors are inspected for unsafe conditions				
Paper towel and toilet paper dispensers are secured to the wall and in safe, working condition				



All plumbing fixtures are securely fastened to the walls or floor, in a safe and operable condition Picnic tables are in good repair, free of refuse and other unfavorables, clean Comments				
Stepping Structures	Compliant	Not Compliant	Needs Repair	Date Repaired
Individual steppers are secure and solid in the ground				
Check that step surfaces are free of algae and dirt that might make the surface slippery				
Comments				
Signage	Compliant	Not Compliant	Needs Repair	Date Repaired
Restroom signs are appropriately located at entrance to respective bathrooms and are damage free				
Park sign is free of damage				
Handicap parking signs are appropriately placed and free of damage				
Park rules sign is appropriately located and free of damage				
Comments				
Other	Compliant	Not	Needs	Date



Parking lot area is clear of debris and trash and has been blown off		
Pathways are clear of debris and trash and have been blown off		
Trash cans and benches are in good repair, free of rust, and are stable		
DogiPots are in good repair, stocked with bags and trash can has been emptied		
Comments		



Persimmon Ridge Park Playground

Monthly Safety Inspection Report

Date of Inspection	
Inspected by	
Reviewed by Director (Signature)	
Date	

Playground Surface	Compliant	Not Compliant	Needs Repair	Date Repaired
Mulch is to the top of the playground border				
Mulch material is raked to eliminate compaction and free of debris				
Adequate protective surfacing under and around the equipment				
Area is free of standing water				
Playground borders are free of chipping paint and cracks, in good repair and stakes are flush with top of border				
Comments				
Playground Equipment	Compliant	Not Compliant	Needs Repair	Date Repaired
Check for jagged, exposed or loose screws, bolts or nuts (max of two threads showing on screws, nuts must be curved head)				
Check for broken supports, anchors, rails, steps, rungs, seats, bolts or nuts				



Check that footings are stable and buried, free of jagged areas				
Check that hooks, hangers, shackles, links, ropes and cables are in good repair, free of rust				
Check that equipment is free of rust, corrosion and chipping paint				
Comments				
Climbing Equipment	Compliant	Not Compliant	Needs Repair	Date Repaired
Check that handrails are secure				
Check that footholds are not worn or slippery				
Comments				
Comments Slide	Compliant	Not Compliant	Needs Repair	Date Repaired
	Compliant			
Slide Check for gaps and rough	Compliant			
Slide Check for gaps and rough edges Check that there are not any objects protruding from the	Compliant			
Slide Check for gaps and rough edges Check that there are not any objects protruding from the slide surface Check the ladder for slick spots due to algae/dirt and	Compliant			
Slide Check for gaps and rough edges Check that there are not any objects protruding from the slide surface Check the ladder for slick spots due to algae/dirt and that it is in good repair Check that slide sections are	Compliant			



Lincoln Park

Monthly Safety Inspection Report

Date of Inspection	
Inspected by	
Reviewed by Director (Signature)	
Date	

Playground Surface	Compliant	Not Compliant	Needs Repair	Date Repaired
Mulch reaches the top of the playground border				
Mulch material is raked to eliminate compaction and free of debris				
Adequate protective surfacing under and around the equipment				
Area is free of standing water				
Playground borders and ramps are free of chipping paint and cracks, in good repair and stakes are flush with top of border				
Comments				
Playground Equipment	Compliant	Not Compliant	Needs Repair	Date Repaired
Check for jagged, exposed or loose screws, bolts or nuts (max of two threads showing on screws, nuts must be curved head)				
Check for broken supports, anchors, rails, steps, rungs, seats, bolts or nuts				



Check that footings are stable and buried, free of jagged areas				
Check that hooks, hangers, shackles, chain links, ropes and cables are in good repair, free of rust				
Check that equipment is free of rust, corrosion and chipping paint				
Comments				
Climbing Equipment	Compliant	Not Compliant	Needs Repair	Date Repaired
Check that boulders and stepping stumps are secure and in place				
Check that footholds are not worn or slippery				
Comments				
Swings	Compliant	Not Compliant	Needs Repair	Date Repaired
Check that seats are in good repair, free of pinch points, cracks				
Check that S Hooks, chain links and brackets are in good repair, free of rust				
Check that posts are stable and in good repair				
Check that overhead brackets where swings attach are not loose and affixed to the post				
Comments				
Slides	Compliant	Not Compliant	Needs Repair	Date Repaired



Check for gaps and rough				
edges Check that there are not any objects protruding from the slide surface				
Check the ladder for slick spots due to algae/dirt and that it is in good repair				
Check that slide sections are tight				
Check slide surface for debris, cracks				
Comments				
Sandbox	Compliant	Not Compliant	Needs Repair	Date Repaired
Check sand for hidden dangerous objects				
Sand must reach the depth of the sandbox				
Area around the sandbox has been blown off and cleared				
Sandbox has been cleaned of mulch, sticks, leaves and other debris				
Comments				
Restrooms and Pavilion	Compliant	Not Compliant	Needs Repair	Date Repaired
Walls and ceilings are in safe condition and good repair				
Lights are in working order				
Electric outlet covers are in place				
Floors are inspected for unsafe conditions				
Paper towel and toilet paper dispensers are secured to				



the wall and in safe, working condition				
All plumbing fixtures are securely fastened to the walls or floor, in a safe and operable condition				
Picnic tables are in good repair, free of refuse and other unfavorables, clean				
Comments				
Signage	Compliant	Not Compliant	Needs Repair	Date Repaired
Restroom signs are appropriately located at entrance to respective bathrooms and are damage free				
Park sign is free of damage				
Handicap parking signs are appropriately placed and free of damage				
Park rules sign is appropriately located and free of damage				
Comments				
Other	Compliant	Not Compliant	Needs Repair	Date Repaired
Parking lot area is clear of debris and trash and has been blown off				
Pathways are clear of debris and trash and have been blown off				
Trash cans and benches are in good repair, free of rust, and are stable				



DogiPots are in good repair, stocked with bags and trash can has been emptied		
Comments		



Tiger Park

Monthly Safety Inspection Report

Date of Inspection	
Inspected by	
Reviewed by Director (Signature)	
Date	

Playground Surface	Compliant	Not Compliant	Needs Repair	Date Repaired
Turf is blown off, free of debris				
Area is free of standing water				
Turf is in good condition, free of damage				
Comments				
Playground Equipment	Compliant	Not Compliant	Needs Repair	Date Repaired
Check for jagged, exposed or loose screws, bolts or nuts (max of two threads showing on screws, nuts must be curved head)				
Check for broken supports, anchors, rails, steps, rungs, seats, bolts or nuts				
Check that footings are stable and buried, free of jagged areas				
Check that hooks, hangers, shackles, links, ropes and cables are in good repair, free of rust				



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Check that equipment is free of rust, corrosion and chipping paint				
Comments				
Climbing Equipment	Compliant	Not Compliant	Needs Repair	Date Repaired
Check that handrails are secure				
Check that footholds are not worn or slippery				
Comments				
Swings	Compliant	Not Compliant	Needs Repair	Date Repaired
Check that seats are in good repair, free of pinch points, cracks				
Check that S Hooks, chain links and brackets are in good repair, free of rust				
Check that posts are stable and in good repair				
Check that overhead brackets where swings attach are not loose and affixed to the post				
Comments				
Slide	Compliant	Not Compliant	Needs Repair	Date Repaired
Check for gaps and rough edges				
Check that there are not any objects protruding from the slide surface				
Check the ladder for slick spots due to algae/dirt and that it is in good repair				



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Check that slide sections are tight				
Check slide surface for debris, cracks				
Comments				
Stepping Structures	Compliant	Not Compliant	Needs Repair	Date Repaired
Individual steppers are secure and solid in the ground				
Check that step surfaces are free of algae and dirt that might make the surface slippery				
Comments				
Signage	Compliant	Not Compliant	Needs Repair	Date Repaired
Restroom signs are appropriately located at entrance to respective bathrooms and are damage free				
Park sign is free of damage				
Comments				
Restrooms and Pavilion	Compliant	Not Compliant	Needs Repair	Date Repaired
Walls and ceilings are in safe condition and good repair				
Lights are in working order				
Electric outlet covers are in place				
Floors are inspected for unsafe conditions				
Paper towel and toilet paper dispensers are secured to				



the wall and in safe, working condition				
All plumbing fixtures are securely fastened to the walls or floor, in a safe and operable condition				
Picnic tables are in good repair, free of refuse and other unfavorables				
Comments				
Ball Fields	Compliant	Not Compliant	Needs Repair	Date Repaired
Check for divots/holes, rocks in field areas to eliminate any danger in trip hazards.				
Signage is in working order				
Dugouts, benches, bleachers are in good order with no loose bolts, seats or other equipment failure				
Dugouts, bleacher areas are blown off, free of debris and trash				
Other	Compliant	Not Compliant	Needs Repair	Date Repaired
Parking lot area is clear of debris and trash and has been blown off				
Trash cans and benches are in good repair, free of rust, and are stable				
Fence is in good repair, free of openings, sharp edges				
Comments				



Inventory of Parks

Mill Spring Park
Gazebo
Restrooms
Slemons House
Parking lot
Footbridge
Stage Road Park
Playground
Walking trail
Pavilion
Restrooms
Fencing
Signage
Parking lot
Extensive landscaping
Tennis/Pickleball court
Playground
Wetlands Water Park
Fencing
Signage
Parking lots
Extensive landscaping
Building
1. Admissions
2. Breezeway
1. Café
2. Customer Service Office
3. Locker Room



- 4. Tube Room
- 5. Exterior Storage Room
- 6. Pump Room
- 7. Exterior Pump Area
- 8. Women's Restroom
- 9. Men's Restroom
- 10. First Aid Room
- 11. Dining Area
- 12. Lifeguard Room
- 13. Lifeguard Restroom
- 14. Storage Room
- 15. Administrative Office
- 16. Administrative Restroom
- 17. Extensive Landscaping
- 18. Deck Area and Chairs
- 19. Five Slides
- 20. Pool
- 21. Lazy River
- 22. Footbridge
- 23. Volleyball Court
- 24. Parking lot

Persimmon Ridge Park

- Hiking trails
- Parking lots
- Walking trail
- Walking trail culvert
- Athletic Fields
- **Civitans Pavilion and Restrooms**
- Footbridges (3)



Athletic fields concessions stand and pavilion

Athletic fields men's restroom

Athletic fields women's restroom

Athletic organization's storage

Field 3 press box

Field 2 press box

Parks Maintenance office and storage

Parks Maintenance men's restroom

Parks Maintenance women's restroom

Basketball court

Employee fitness center

Campground caretaker cabin

Campground

Disc golf course

Signage

Barkley Creek Park

Walking trail	
Pond	
Footbridges (2)	
Landscaping	
Signage	

WC Rowe Park

Parking lot	
Chuckey Depot	
Chuckey Depot caboose	
Walking trail	
Extensive landscaping	
Fence	
Signage	

Jimmy Neil Smith Park

Extensive landscaping



Walking t	rail
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Signage

Wooden staircase

Golden Oak Park

Signage

Fence

Parking lot

Walking trail

Pavilion

Restrooms

Playground

Depot Street Park

Fence
Signage
Restrooms
Pavilion
Playground
Parking lot
Basketball half court
Horseshoe pits/
Lincoln Park
Signage
Fence
Parking lots
Pavilion
Pavilion men's restrooms
Pavilion women's restroom
Pavilion family restroom

Bocce ball courts

Horseshoe courts

Pickleball court



Shuffleboard court
Amphitheatre
Education Center
Education Center men's restroom
Education Center women's restroom
Community garden beds
Extensive landscaping
Playground
Walking trail
Tiger Park
Signage
Fencing
Parking lots
Pavilion
Men's restrooms
Women's restroom
Family restroom
Soccer Fields
Football field
Pickleball court
Shuffleboard courts
Benches, trash receptacles, tables, bleachers
Rubberized Track
Playgrounds – Athletic area, K – 5, CDC and Pre-K
Walking trails



Inventory of Facilities

Chuckey Depot
Signage
Parking lot
Caboose
Wooden platform and ramp
Wooden stairs (2)
Walking trail
Extensive landscaping
McKinney Center
Signage
Parking lot
Extensive landscaping
Jonesborough Repertory Theatre
Employee Fitness Center
Parking lot
Jackson Theatre
Downtown Courthouse Parking Lot Restrooms
Parking lot
Signage
Landscaping



Landscaped Open Spaces (Outside of Parks)

Medians on 11-E	
Triangle at Town Gateway	
Town Hall	
Post Office	
Veterans Park	
Visitors Center	
Washington Co/Jonesborough Library	
Lost State Scenic Walkway	
Downtown Courthouse Parking Lot	
Dogwood Lane	



TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

DATE: April 14, 2025 AGENDA ITEM #: 7-0

SUBJECT: Rental Fees for Parks & Recreation and Wetlands Water Park

BACKGROUND:

Parks and Recreation Director Chris Kudera is requesting approval of the following rental pricing plans:

1. Cabana Rental Fee at Wetlands

Requesting approval for the implementation of cabana rentals at Wetlands Waterpark for the upcoming season. These rentals will provide guests with a private, shaded area that includes seating and a table enhancing the overall guest experience while also creating an additional revenue option for the park.

It is proposed to rent for the full-day use of a cabana (10' x 14') as follows: Monday - Thursday: \$50.00 Friday and Saturday: \$75.00 Sunday: \$60.00 (due to the park opening later on Sundays)

Please note that the cabana rental prices will not include the general admission to the park. Parks and Recreation staff believe this amenity will be well received by our guests and further our goal of improving services and comfort at Wetlands Waterpark.

2. Tournament Field Rentals at Persimmon Ridge Park

Requesting approval for the implementation of a rental fee for Baseball/Softball Fields and Field Lighting (Tournament Use).

Currently, the Town does not have a formal process in place for renting our athletic fields. As it stands, individuals or organizations can host tournaments on our fields, charge entry or participation fees, and make a profit - while the Town incurs all expenses, including field maintenance, utilities, and restroom access. This creates an unsustainable situation and an inequitable use of public resources.

Parks and Recreation staff recommend establishing the following rental rates: Baseball/Softball Fields (Tournament Use): \$25/hour Field Lighting (If Needed): Additional \$10/hour This process will apply only to those who wish to reserve a field in advance, particularly for tournaments or organized events. We will continue to operate under a first-come, first-serve policy for general public use, ensuring continued open access for residents who are not seeking to make reservations.

We've recently seen an increase in individuals and organizations reaching out to the Town specifically requesting to host tournaments or reserve space in advance. Implementing this rental structure will allow us to better manage these requests, protect Town assets, and recover costs.

Language regarding a full rental plan for all courts and general field use is currently being developed and will be presented next month for your review. This phased approach allows us to address the most immediate concerns while continuing to build a sustainable long-term plan.

If the board is not favorable to the rental rates there is not a reason to spend time on full rental plans to come back before the board.

RECOMMENDATION:

- 1. Approve the Cabana Rental Fee at Wetlands as presented.
- 2. Approve the Persimmon Ridge Park Field Rental pricing as presented, with the full rental plan being submitted to the Board at the next board meeting.



TOWN OF JONESBOROUGH

123 Boone Street Jonesborough, TN, 37659 **Telephone**: 423-753-1030

Memo

To: Glenn Rosenoff From: Christopher Kudera CC: Nick Bogle

Date: 4/8/25

Re: Wetlands Waterpark - Cabana Rental Pricing

I am writing to request approval for the implementation of cabana rentals at Wetlands Waterpark for the upcoming season. These rentals will provide guests with a private, shaded area that includes seating and a table—enhancing the overall guest experience while also creating an additional revenue stream for the park.

We are proposing the following rental rates for full-day use of a cabana (10' x 14'):

- Monday Thursday: \$50
- Friday & Saturday: \$75
- · Sunday: \$60 (due to the park opening later on Sundays)

Please note that cabana rental prices will not include general admission to the park.

We believe this amenity will be well received by our guests and further our goal of improving services and comfort at Wetlands Waterpark.



TOWN OF JONESBOROUGH

123 Boone Street Jonesborough, TN, 37659 **Telephone**: 423-753-1030

Memo

To: Glenn Rosenoff

From: Christopher Kudera

CC:

Date: 4/8/25

Re: Request to Implement Tournament Field Rentals

Currently, the Town does not have a formal process in place for renting our athletic fields. As it stands, individuals or organizations can host tournaments on our fields, charge entry or participation fees, and make a profit—while the Town incurs all expenses, including field maintenance, utilities, and restroom access. This creates an unsustainable situation and an inequitable use of public resources.

We recommend establishing the following rental rates:

- Baseball/Softball Fields (Tournament Use): \$25/hour
- · Field Lighting (If Needed): Additional \$10/hour

This process will apply only to those who wish to reserve a field in advance, particularly for tournaments or organized events. We will continue to operate under a first-come, first-serve policy for general public use, ensuring continued open access for residents who are not seeking to make reservations.

We've recently seen an increase in individuals and organizations reaching out to the Town specifically requesting to host tournaments or reserve space in advance. Implementing this rental structure will allow us to better manage these requests, protect Town assets, and recover costs.

Language regarding a full rental plan for all courts and general field use is currently being developed and will be presented next month for your review. This phased approach allows us to address the most immediate concerns while continuing to build a sustainable long-term plan.

TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

DATE: April 14, 2025

AGENDA ITEM #:

7-P

SUBJECT: Pay Increase & Bonus Structure for 2025 Wetlands Water Park Season

BACKGROUND:

Parks and Recreation Director Chris Kudera is proposing a new hourly pay rate for Wetland employees to be approved by the Board. Furthermore, the current Bonus Structure has been updated and is proposed for approval as well.

A detailed memorandum on the proposed hourly pay rate for employees and new bonus structure is attached and provided as part of the agenda packet.

HR Director Michelle Stewart has reviewed the proposal and with Wetlands utilizing a new system this year, Homebase for employee time and payroll tracking, that Parks and Recreation staff will be able to pull the information easily so there won't be extra work on payroll relative to bonuses.

RECOMMENDATION:

Approve the new hourly rate for Wetlands employees and new bonus structure for the 2025 season, as presented.

TOWN OF JONESBOROUGH

123 Boone Street Jonesborough, TN, 37659 **Telephone**: 423-753-1030

Memo

To: Glenn Rosenoff From: Christopher Kudera CC: Nick Bogle Date: 4/4/25

Re: Wetlands Waterpark 2025 Pay Increase and Bonus Structure

As you may recall, in 2024 we adjusted wages for café, admissions, and customer service employees to \$10 per hour and provided a \$1 per hour increase for lifeguards. Currently, our lifeguards earn \$11 per hour, but with surrounding areas increasing their pay rates—Johnson City now pays \$13.50—we believe it is essential to remain competitive in the market to attract and retain qualified staff.

We are requesting a \$1 per hour increase for lifeguards, bringing their wage to \$12 per hour, and an increase for Head Guards from \$12 to \$13 per hour.

Additionally, what sets us apart from other pools is our **bonus structure**, which has been a key factor in recruitment and retention. We propose updating the structure so that all bonuses for all employees will start at **\$1 per hour worked**. Bonuses are provided at the end of the season. Below is the proposed updated structure:

Previous Bonus Structure:

- GRADE 6 \$300 performance bonus incentive at the end of the season
- GRADE 5 \$250 performance bonus incentive at the end of the season
- GRADE 4 \$1.00 per hour worked bonus incentive at the end of the season
- GRADE 3 \$0.75 per hour worked bonus incentive at the end of the season
- GRADE 2 \$0.50 per hour worked bonus incentive at the end of the season
- GRADE 1 \$0.25 per hour worked bonus incentive at the end of the season



2025 Bonus Structure:

Tier 1: 98% on time rate or better, no corrective actions, and no missed days. Earn \$1 per hour worked

Tier 2: 96% on time rate or better, no corrective actions, and no missed days. Earn \$0.75 per hour worked

Tier 3: 94% on time rate or better, no corrective actions, and no missed days. Earn \$0.50 per hour worked

Tier 4: 90% on time rate or better, no more than one corrective action, and one missed day. Earn \$0.25 per hour worked

Tier 5: 85% on time rate or better, no more than one corrective action, and two missed days. Earn \$0.10 per hour worked

Our clock in system, Homebase, tracks the on-time, and missed shifts for us.

Pay Increases for Additional Certifications

To further incentivize professional development and improve our programming, we propose offering a **\$0.50 per hour increase** for lifeguards who obtain their **Certified Swim Instructor (CSI) Certification** through the Red Cross. This certification will allow our staff to provide high-quality swim instruction, enhancing the services we offer to the community.

We appreciate your consideration of these adjustments to ensure Wetlands Waterpark remains competitive while continuing to provide a safe and enjoyable environment for our patrons. Please let us know if you have any questions or need further information.

TOWN OF JONESBOROUGH BOARD OF MAYOR AND ALDERMEN AGENDA PRESENTATION

DATE	April 14, 2025	AGENDA ITEM #:	7-Q

SUBJECT: Sidewalk Along West Main Street

BACKGROUND:

The Board of Mayor and Aldermen received a request to replace the sidewalk on West Main Street from Second Avenue to Washington Drive. It has certainly been the desire of the Town to replace this section of sidewalk and has been talked about for some time; however, there is no formal plan at this time to replace this section of sidewalk. At issue is the engineering and design, as well as cost.

There are numerous problems with this section of sidewalk. I am a firm believer that for every problem, there is a solution. In this case, some of the solutions may require an outside contractor as there are some solutions that may be outside our staff's capability to repair.

The first issue is the power poles. There are three power poles located in the sidewalk and one just behind the sidewalk. Depending on the depth we excavate, some of these poles may have to be replaced.

The very first pole, just west of Second Avenue, is a riser pole. A riser pole is a power pole that has conduit strapped to it. This is the main point where the underground power comes up out of the ground from the downtown historic district and back to overhead power. If this pole has to be replaced, it will be very costly and time consuming.

The remaining poles may or may not have to be replaced. Again, it will depend on the depth of excavation and Brightridge will have to evaluate each pole.

In speaking with a BrightRidge engineer, he stated we could not just move three poles back as they had to be aligned; therefore, they may have to go several blocks to move these poles to keep them aligned. I don't think we would want to move the poles between Washington and Oak Grove as it would require us to redo the new sidewalk in this section of West Main Street.

The next issue is the alignment of the stairs in front of Academy Hill. The only way to realign these stairs would be to removed them all the way back to the front of the building and re-configure the steps. This would obviously be nearly cost prohibitive to the Town. I understand these stairs are currently not being used. In that case, we could probably pour a wall from the bottom step to the top of the new sidewalk. Should Academy Hill decide in the future to utilize these stairs, they would have to re-configure the stairs.

There is also a small set of steps to the west of the Academy Hill stairs. It is my understanding that these steps are used; therefore, we would have to re-configure these steps. In using the term "re-configure the steps" it means that we typically have to go further onto private property and take the existing steps out in order to make them work with the new sidewalk level.

Another, and one of the biggest issues, is the stack-stone wall at the corner of West Main Street and Washington Avenue. I have had numerous conversations with Dr. William Kennedy about this wall. Dr. Kennedy has made it clear that this wall is not to be disturbed or damaged. The problem is it appears to be resting on the current sidewalk.

If we lower the sidewalk at this intersection, I don't know how we do that and not disturb this wall. If we do damage the wall, our staff does not possess the expertise to make any repairs. Also, if we can stabilize this wall and remove the sidewalk, how to we install a permanent support underneath it. Do we pour a concrete wall underneath the stack-stone wall down to the new sidewalk. I don't think this would be very aesthetically pleasing.

Finally, we could just remove the top layer of the current sidewalk and pour a new concrete sidewalk in place. We would still need to raise the sidewalk at the intersection of Second Avenue and install a catch basin due to drainage. This solution does not lower the sidewalk to street level, but it would by far be the most cost effective.

Todd Wood has agreed to meet with me at the site on Tuesday, April 15, to brainstorm and review any option we may have available with respect to making this section of sidewalk better than it is currently. Again, that may be lowering the sidewalk to street level, or pouring it in place.

Once we have a plan or two to review, I can work on cost estimates and bring it back to the Board of Mayor and Alderman. I can try to have those by the May meeting; however, it could possibly be the June meeting. It depends on how quickly Todd Wood can get plans put together after our meeting on Tuesday.

And as always, I am open to any other suggestions the Board of Mayor and Aldermen may have.

RECOMMENDATION:

Direct staff to develop plans for this section of sidewalk with cost estimates, and defer any further action until the Board of Mayor and Aldermen receives and reviews the plan(s).