

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

MEETING NOTICES

MONDAY, MAY 12, 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

CONSENT AGENDA

1. Approval of Minutes
2. Approval of Bills
3. Town Administrator Report
4. Operations Manager Report
5. Committee Reports
6. Supervisor Reports
7. Job Description – Events Manager
8. Declaration of Town Equipment as Surplus

AGENDA

1. Financial Report
2. Communications from the Mayor
 - a. Proclamation – Honoring Chris Furches
 - b. Committee Appointments
 - 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 Special Event Application requests:
 1. Wizardly World of Jonesborough
 2. Jeep Fest
 3. Pumpkin Fest
 - B. Discussion and possible action concerning an Outdoor Use Permit for Neuma Coffee, LLC, 105 Fox Street;
 - C. Discussion and possible action concerning the State Highway Maintenance Contract with the Tennessee Department of Transportation;
 - D. Discussion and possible action concerning approval of the Snow Hut Contract for the 2025 Water Park Season;
 - E. Discussion and possible action concerning approval of the Bid for the Tiger Way Signalization Project at SR-34 (US-11E) ;
 - F. Discussion and possible action concerning approval of the Bid for the Charlie Hicks and Bumpass Cove Pump Stations as part of the County Water Line Projects;
 - G. Discussion and possible action concerning approval of an Automatic Aid Agreement between the Jonesborough Fire Dept and Washington County–Johnson City EMS;
 - H. Discussion and possible action concerning approval to replace the West Main Street Sidewalk from Second Ave to Washington Drive
 - I. Discussion and possible action concerning approval of two job descriptions for the McKinney Center - Arts & Culture Education Assistant and Story Town Assistant and a funding plan;
 - J. Discussion and possible action concerning approval of the FY25-26 Employee Insurance Plan;
 - K. Discussion and possible action concerning approval of a job description and funding of a new Utilities Maintenance Supervisor position;
 - L. Adjournment.

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

Consent Agenda

DATE: May 12, 2025 **AGENDA ITEM #:** 1

SUBJECT: Approval of Minutes

Attached for BMA approval is the minutes of the April 14, 2025 – Regular Meeting and the April 21, 2025 – Called Meeting / Budget Workshop

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

APRIL 14, 2025

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, April 14, 2025, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Chuck Vest called the meeting to order. Alderman Dickson led the group in an opening Prayer, and Alderman Causey 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 presented a Proclamation Honoring Jimmy Neil Smith, founder and president emeritus of the International Storytelling Center and creator of the National Storytelling Festival, proclaiming April 13 – April 19, 2025 as Jimmy Neil Smith week. Mayor Vest said bench dedication ceremony will be held at 2:00 p.m., Wednesday, April 16th on the plaza of the International Storytelling Center; and a separate celebration of life will be held from 3:00 p.m. – 5:00 p.m. at the Jackson Theatre.

Insert Proclamation

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

1. Approve the minutes for the March 17, 2025 BMA Regular meeting, and the March 27, 2025 BMA FY2025-2026 Budget Workshop meeting.
2. Approve the following bills for payment:

Insert Payment

3. Approve the following Operations Manager Report:

Insert Report

4. Approve the following Committee Reports: Jonesborough Planning Commission, Jonesborough Design Review Commission, McKinney Center Advisory Committee, and Historic Zoning Commission.

5. Approve the following Supervisor Reports: Fire Department, McKinney Center, McKinney Center Program Manager, Digital Media Manager, Marketing Manager, Director of Tourism and Main Street, Building Inspector, Utility Manager, Water Quality, Water Distribution, Wastewater, Water Treatment, Police Department, Jackson Theatre Operations Manager, Jackson Theatre Assist Manager, Jackson Theatre Technical Director, and Parks and Recreation.

Mayor Vest said there was one addition to the agenda under New Business for an Amendment to the Municipal Code related to a Community Theatre beer permit, and called for a motion. Alderman Wolfe made the motion add to the agenda under New Business for an amendment to the Jonesborough Municipal Code related to a Community Beer permit, Alderman Dickson seconded the motion and it was duly pass.

The next item on the agenda was the approval of the Financial Report. Alderman Wolfe asked Town Recorder Janet Jennings about the new software system switch operation. Janet Jennings said the Town's financial software is currently being implemented, and that it will be offline from April 23rd to April 25th. Ms. Jennings said the new system will go live on Monday, April 28th with every aspect of the finance and water bills will be switched over to the new system. Alderman Dickson made the motion to approve the Financial Report as presented. Alderman Countermine seconded the motion and it duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest announced that Chief Matt Rice was awarded Police Chief of the Year by the East Tennessee Constables Association. Mayor Vest asked Jimmy Nease to forward to accept the Employee of the Month Award. Mayor Vest read the following:

Insert Nomination Letter

Mayor Vest asked Jimmy Nease if he had any comments. Jimmy Nease expressed his appreciation for being nominated as Employee of the Month.

Mayor Vest presented a Proclamation Celebrating Jonesborough Kiwanis International Day, to members present representing the Jonesborough Kiwanis Club.

Insert Proclamation

Mayor Vest presented a Proclamation and a Key to the City, to Abigail Grace Utterback, Miss Historic Jonesborough 2025.

Insert Proclamation

Mayor Vest presented a Proclamation and Key to the City, to Isabella Abram, Miss Historic Jonesborough Teen 2025.

Insert Proclamation

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. Arron Bible, 106 Woodrow Ave, and Dana Helvey, 100 Woodrow Ave, addressed the Board with his concerns regarding the appearance of two major exotic invasive plants, Japanese Knotweed (*Fallopia japonica*) and the Tree of Heaven (*Ailanthus altissima*) that threaten the Town's parks, infrastructure, and homes.

Alderman Communications was the next item on the agenda. Mayor Vest asked the Aldermen if they had any comments. Alderman Countermine said the Public Bench Dedication in memory of former Mayor and Storytelling Festival Founder Jimmy Neil Smith, will be held on Wednesday, April 16th at 2:00 p.m., at the ISC Plaza; and the new Donald Davis Storybook Trail book unveiling will be held on Wednesday, April 23rd at 5:30 p.m. at Storytelling Park. Alderman Wolfe said he was grateful for the citizens who work to make the Town better and recognized Amber Crumley for being a good representative of the Jackson Theatre.

Town Attorney Comments was the next item on the agenda. Mayor Vest asked Town Attorney Jim Wheeler if he had any comments. Jim Wheeler said he is continuing to work on the JRT (Jonesborough Repertory Theatre) discussions, and needs to meet in Executive Session with the Board regarding litigation after the adjournment of this meeting.

The next item was consideration of to approve on first reading an Ordinance amending Title 2, Chapter 2, of the Jonesborough Municipal Code, adding a new Section 2-226, Community Theatre beer permit, and to renumber the other section sequentially, as presented. Mayor Vest called for a motion. Alderman Wolfe made the motion to approve on first reading the Ordinance amending Title 2, Chapter 2, of the Jonesborough Municipal Code, adding a new Section 2-226, Community Theatre beer permit, and to renumber the other section sequentially, as presented. Alderman Countermine seconded the motion and it was duly passed.

INSERT ORDINANCE

The first item under New Business was approval of Initial Resolution No. 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. The 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, \$250,00 - Bypass Pump at Water Treatment Plant Intake, \$14,730 - Costs of Issuance, for a total of \$2,469,730. 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. Mayor Vest called for a motion. Alderman Wolfe

made the motion to approve Initial Resolution No. 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, as presented. Alderman Countermine seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was approval of Resolution No. 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. The Resolution authorizes 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, \$250,00 - Bypass Pump at Water Treatment Plant Intake, \$14,730 - Costs of Issuance, for a total of \$2,469,730. 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. Mayor Vest called for a motion. Alderman Wolfe made the motion to approve Resolution No. 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, as presented. Alderman Dickson seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was approval of Resolution No. 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. This is the 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 BMA on October 16, 2023. Mayor Vest called for a motion. Alderman Dickson made the motion, seconded by Alderman Countermine, to 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. The motion was duly passed.

INSERT ORDINANCE

The next item on the agenda was approval of a 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. The Town 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 (Tennessee Department of Environment and Conservation) 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. Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the Multi-Jurisdictional Agreement between the Town of Jonesborough and Washington County, as presented. Alderman Dickson seconded the motion and it was duly passed.

INSERT AGREEMENT

The next item on the agenda was approval of a contract to provide utility bill printing and mailing services. 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; and 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. Alderman Causey asked if funds are in the budget to pay for this cost. Town Recorder Janet Jennings said that the contract will not be in effect until July 1, 2025. Mayor Vest called for a motion. Alderman Wolfe made the motion to approve staff to contract with Divcodata to provide utility bill printing and mailing services, in accordance with pricing provided in their proposal. The motion was seconded by Alderman Countermine and duly passed.

The next item on the agenda was approval of an Outdoor Use Permit Application for Michelle Hamilton, owner of Gallery Petite, 109 East Main Street, to place a 2-seater bench in front of the business and a wood/chalk board sandwich sign to be located to the sidewalk with adequate space for pedestrians. The bench and sandwich board sign has been approved by the Historic Zoning Commission, the hold-harmless agreement has been signed, and proof of insurance listing the Town as other insured has been provided. The plan has been reviewed by the Building Inspector, who has reported that

measurements were made and there is more than adequate spaced for pedestrians to utilize the sidewalks including wheelchair access. Mayor Vest called for a motion. Alderman Countermine made the motion to approve the Outdoor Use Permit Application for Gallery Petite for both the bench and sandwich board, as presented. The motion was seconded by Alderman Wolfe and duly passed.

The next item on the agenda was approval for the purchase of 702 black garbage totes with Town logo stamped in white from Rehrig in the amount of \$40,505.58. 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. Alderman Causey asked if there were funds available in the Solid Waste budget to purchase the totes. Town Administrator Glenn Rosenoff said there would be an amended budget for the Solid Waste Department. Operations Manager Craig Ford said they could order 100 totes now and order the remaining replacement totes after July 1st in the new FY26 budget. Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the purchase of 100 black garbage totes with the Town logo stamped in white, and with the remaining replacement totes being purchased after July 1, 2025. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was the Jackson Theatre and Stage Door (Theatre) 121 and 125 West Main Street Alcohol Sales Policy. Alderman Causey asked this policy be tabled until second reading is passed for the amendment to the Jonesborough Municipal Code Title 2, Chapter 2, adding a new Section 2-226, Community Theatre beer permit. Board members discussed the policy and Town Attorney Jim Wheeler said that alcohol cannot be served at the Jackson Theatre and Stage Door until the Ordinance is passed on second and final reading. The policy will be considered at a special called meeting to be held on Monday, April 21, 2025 at 6:30 p.m.

The next item on the agenda was approval of Resolution No. 2025-11 for Community Development Partners, Inc. to provide Administrative Consultant Services as part of the State or Federal infrastructure funding from USDA-Rural Development as part of the new Water Treatment Plan and water transmission line. Mayor Vest called for a motion. Alderman Dickson made the motion, seconded by Alderman Countermine, to approve Resolution No. 2025-11 for Community Development Partners, Inc. to provide Administrative Consultant Services as part of the State or Federal infrastructure funding from USDA-Rural Development as part of the new Water Treatment Plan and water transmission line, as presented. The motion was duly passed.

INSERT RESOLUTION

The next item on the agenda was approval of Resolution No. 2025-12 for GRW Engineers, to provide Engineering Services as part of the State or Federal infrastructure funding from USDA-Rural Development as part of the new Water Treatment Plan and

water transmission line. Mayor Vest called for a motion. Alderman Countermine made the motion, seconded by Alderman Wolfe, to approve Resolution No. 2025-12 for GRW Engineers, to provide Engineering Services as part of the State or Federal infrastructure funding from USDA-Rural Development as part of the new Water Treatment Plan and water transmission line, as presented. The motion was duly passed.

INSERT RESOLUTION

The next item on the agenda was approval of the bid from Cummins Sales and Service in the amount of \$631,000.00 for the purchase of four generators and automatic transfer switches for the raw water intake, Water Treatment Plant, Rock House BPS, and the Woodlawn BPS from the project identified as "Transfer Generators and Transfer Switches, GRW Project No. 7606-41". Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the bid from Cummins Sales and Service in the amount of \$631,000.00 for the purchase of four generators and automatic transfer switches for the raw water intake, Water Treatment Plant, Rock House BPS, and the Woodlawn BPS, to be funded through USDA Disaster Grant funds, as presented. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was the Revised and Restated Lease Agreement with Jonesborough Locally Grown starting with the new fiscal year July 1, 2025. Mayor Vest called for a motion. Alderman Countermine made the motion, seconded by Alderman Wolfe, to approve the Revised and Restated Lease Agreement between the Town of Jonesborough Board of Mayor and Aldermen and Jonesborough Locally Grown, Inc, as presented. The motion was duly passed.

INSERT AGREEMENT

The next item on the agenda was approval of a bid for from TNT Heating and Air in the amount of \$14,900 for the purchase of a 3.5 Ton HVAC Unit for the new Street/Solid Waste/Parks & Recreation Building currently under construction. Mayor Vest asked about receiving only one bid. Operations Manager Craig Ford said bids were advertised and sent out to companies and only two were received. Craig Ford said the second company did not follow the bid instruction and submitted an incomplete bid. Alderman Causey asked about the funding for the bid. Craig Ford said the funding will be covered from the remaining balance of the insurance proceeds. Mayor Vest called for a motion. Alderman Causey made the motion to approve awarding the bid to TNT Heating and Air for the 3.5 Ton HVAC Unit at a total cost of \$14,900, as presented. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was the adoption of the Parks and Recreation Master Plan 2025. Rachel Conger of Community Development Partners 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). 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. Mayor Vest called for a motion. Alderman Dickson made the motion to adopt the Parks and Recreation Master Plan 2025 as recommended by the Parks and Recreation Advisory Committee. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of Rental Fees for Parks and Recreation and Wetlands Water Park. The proposed rental pricing plan is as follows:

1. Cabana Rental Fee at Wetlands

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.

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

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.

Mayor Vest called for a motion. Alderman Wolfe made the motion, seconded by Alderman Dickson, to approve the Cabana Rental Fee at Wetlands Water Park, as presented, and the Persimmon Ridge Park Field Rental pricing, as presented, with the full rental plan being submitted at the next BMA meeting. The motion was duly passed

The next item for discussion was the proposed new hourly pay rate for the Wetlands Water Park employees and bonus structure for the 2025 season, as follows:

Head Guards - \$13.00 per hour

Lifeguards - \$12.00 per hour

Lifeguards who obtain their Certified Swim Instructor (CSI) Certification through the Red Cross - a \$0.50 per hour increase

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

The Water Park clock-in system, Homebase, tracks the on-time, and missed shifts.

Mayor Vest called for a motion. Alderman Countermine made the motion to approve the new hourly rate for Wetlands Water Park employees and new bonus structure for the 2025 season, as presented. Alderman Wolfe seconded the motion and it was duly passed.

The next item on the agenda concerned the replacement of the sidewalk along West Main Street. Mayor Vest asked Frank Collins, Academy Hill Condos HOA President, 312 West Main Street, for his comments. Frank Collins said the sidewalk along West Main Street is in a deteriorated condition and sections of it are very rough and crumbling, and asked that the sidewalk be upgraded and replaced. Mayor Vest directed staff to develop plans for the West Main Street sidewalk with cost estimates, to bring back to the Board for review and approval.

There being no further business the meeting was duly adjourned, and the Board of Mayor and Aldermen went into Executive Session.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN
CALLED MEETING / BUDGET WORKSHOP

APRIL 21, 2025

The Board of Mayor and Aldermen (BMA) met in a Called Meeting / Budget Workshop on Monday, April 21, 2025 at 6:30 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Vest called the meeting to order. Alderman Dickson led the group in an opening Prayer, and Alderman Countermine 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 Recorder Janet Jennings, Operations Manager Craig Ford, and Town Attorney Jim Wheeler.

Mayor Vest called for Public Comments and there were none.

The first item on the agenda was the Jackson Theatre and Stage Door (Theatre) 121 and 125 West Main Street Alcohol Sales Policy. The Jackson Theatre and Stage Door (Theatre) have already received a Liquor by the Drink LBD Special Legislative License issued by the Tennessee Alcoholic Beverage Commission (ABC) on February 28, 2025. The Jackson Theatre Board met on April 2, 2025, and is recommending approval of the proposed Alcohol Sales Policy. The Policy would apply to alcohol sales as permitted through the acquired ABC License; and would apply to on-premises sale of beer as defined in the Municipal Code under Title 2, Chapter 2, if approved by the Jonesborough Beer Board. Mayor Vest called for a motion. Alderman Wolfe made the motion to approve the "Jackson Theatre and Stage Door (Theatre) 121 and 125 West Main Street Alcohol Sales Policy", as presented. Alderman Countermine seconded the motion and it was duly passed.

INSERT POLICY

The next item on the agenda was a Budget Workshop for the General, Water/Sewer, Solid Waste, and Drug funds for Fiscal Year 2025-2026. The General Fund was reviewed by Janet Jennings, Finance Director. Ms. Jennings passed out budget information sheets to Board members in regard to the General Fund for their review and discussion at the next scheduled budget meeting. Board members held a discussion in regard to the FY-26 budget information, and no formal action taken.

There being no further business the meeting was duly adjourned.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

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

DATE: May 12, 2025 **AGENDA ITEM #:** 2

SUBJECT: Approval of Bills

Attached for BMA approval are the list of bills for April 2025.

Check Register - General Fund - April 2025

04/01/25	112603 - void	(\$3,740.99)
04/04/25	112678 - 112781	\$194,780.20
04/04/25	112782 - 112786	\$7,819.84
04/07/25	112787	\$4,170.48
04/11/25	112788 - 112859	\$120,987.05
04/15/25	112860	\$31,432.32
04/15/25	112651	(\$5.00)
04/15/25	112861	\$8,263.44
04/17/25	112862 - 112885	\$27,745.86
04/21/25	112799 - void	(\$26,605.00)
04/21/25	112886	\$26,605.00
04/22/25	112887 - 112903	\$22,593.62
		\$414,046.82

Check Register- Water Fund April 2025

04/04/25	68774 - 68810	\$222,444.08
04/04/25	68811	\$1,491.98
04/07/25	68795 - void	(\$1,292.04)
04/07/25	68812	\$4,444.79
04/11/25	68813 - 68861	\$286,477.84
04/15/25	68862	\$70,489.67
04/15/25	68863	\$1,942.20
04/17/25	68864 - 68876	\$279,152.77
04/22/25	68877 - 68886	\$17,672.97
04/30/25	68887	\$80,868.87
		\$963,693.13

Check Register -Sanitation Fund - April 2025

04/04/25	10729 - 10735	\$3,760.75
04/04/25	10736	\$49.02
04/07/25	10737	\$903.64
04/11/25	10738 - 10745	\$6,240.90
04/17/25	10746	\$105.43
04/22/25	10747	\$11,748.08
		\$22,807.82

MEMORANDUM

To: Glenn Rosenoff, Town Administrator

From: Craig Ford, Operations Manager

Ref: March 2025 Monthly Report

Date: May 06, 2025

The alley between 117 and 119 East Main Street was completed this month. This alley was nearly unusable prior to the demolition and preparation completed by the Street Department. A private contractor poured the alley in concrete and completed it with an exposed aggregate finish. Both the Street Department and the contractor did a phenomenal job.

The building materials have finally been ordered for the new Street/Solid Waste/Recreation Building. Dwight Minnick, with Builder's First Source finally completed specifications of the materials list and the trusses to go overhead.

The materials for the office walls have been delivered. We will work on this project during inclement weather. It will be later before we receive the floor trusses.

A private contractor cleaned the gutters and downspouts at the ISC building. We are hoping this stops the ceiling leak inside the building. I am working on gutter guards for the building, and we are still hoping to have these drains and downspouts treated by the CIPP team.

The HVAC Engineer has begun work on the HVAC bid. According to him, it will most likely be late fall before the new geothermal units are installed. I am working on an interim plan to cool this building during the summer months. So far, I have not been able to develop an interim plan.

The cost of placing temporary cooling in this building is prohibitive. We have an estimate for one unit at \$6,000.00 per month and we would need four to five of these units. We would also have to complete wiring and plumbing for these units.

There are two windows in each of the parlors upstairs. We can purchase four window air conditioning units for \$549.00 each. Each unit will cool 700 square feet. Two units in each parlor would be the equivalent of 1,400 square feet.

One parlor is 1,200 square feet; however, with the ceiling height, it is 24,240-cubic feet due to the high ceilings. The second parlor is 1,672 square feet and 28,424 cubic feet. Again, the parlor is larger than the two window units, but at this point, I do not know what else to do to help the ISC building and staff through the summer.

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. The Historic Zoning Commission denied the request. I have sent all documentation regarding this site to you awaiting further instruction.

I worked with Todd Wood on the West Main Street sidewalk plan. There is an agenda presentation for this item.

I continue to work and have meetings with Todd Wood on the continuation of the First Frontier walkway project. I have reviewed and approved plans with Todd on the Spring Street, Franklin Avenue, and Depot Street plans. He is now working on quantities for me in order that I can draft bid specifications for this next phase.

I directed the Street Department to remove the junipers from the two small medians on Jackson Boulevard, between John Sevier and Forest Circle. Those have been removed and are awaiting new plants. The Street Department also removed four stumps from the long median in order that those trees could be replaced.

We ordered 100 of the new black garbage totes. The totes are supposed to arrive May 13, 2025. It is the plan to place them in the historic district as there are only 100 of them. We will place the totes we pick up in storage for use until more new totes are ordered.

We were finally able to get the Police Training Building painted to match the JRT storage warehouse. It looks really good. I am attaching a photograph.

Finally, I worked on a street inventory for paving by physically driving our streets. The Washington County Highway Department may have some time available this year to do some paving for the Town. The County's Public Works Committee has to approve the streets they pave for us.

I am attaching a copy of this street list. We obviously cannot pave all these streets. I wanted to get the list to the BMA as we will need to prioritize a paving list during the budget process. Members of the BMA will have an opportunity for input on the paving list with respect to priority.



April 29, 2025

Richard Thompson, Highway Superintendent
Washington County Highway Department
608 Depot Street
Jonesborough, TN. 37659

Mr. Thompson,

I hope your receipt of this correspondence finds you doing well. The Town of Jonesborough is seeking approval from the Washington County Public Works Committee for paving assistance from the Washington County Highway Department. The Town realizes you may or may not be able to accommodate this request based upon your schedule and workload; however, we understand approval must come from the Public Works Committee before paving can be completed for the Town.

Could you please forward this request to the Chairman of the Committee for inclusion at the next Public Works Committee meeting?

The Town is submitting the following list for approval for paving should your schedule allow:

1. Boone Street
2. Sabine (Boone to College)
3. College Street (Sabine to Oak Grove) (D – Mix)
4. High Street (D-Mix)
5. First Avenue (College to High Street) (D-Mix)
6. Cherokee Street (Main Street to 11-E) (D-Mix)
7. Christopher Taylor Lane
8. McCoy Circle
9. Second Avenue (Main Street to Depot)
10. Depot Street
11. John Green Road
12. Duel Lane
13. Turnpike Court
14. Correll Lane (D-Mix)
15. Cemetery Lane (D-Mix)
16. McCall Avenue (D-Mix)
17. Watauga
18. Washington (D-Mix)
19. Angle Street
20. Locust Street

21. N Third Avenue
22. Charlem Hills Road (D-Mix)
23. Charlem Court
24. Persimmon Ridge Park
 - a. Gillespie Building
 - b. Public Safety Training – Street and Parking Lot
 - c. Ball Field Parking Lot
25. Golden Rod
26. Sweetgrass Lane
27. Thistledown Circle
28. Thistledown
29. Meadow Creek Lane to Ida Sue
30. Lorena Lane (North of Meadow Creek Lane)
31. Mountain Creek Court to Circle
32. New Hope Road
33. Rocky Hollow
34. Skyline (Appx. ½ of road)
35. Hales Court
36. May Drive (Numerous utility cuts)
37. Spring Street
38. Stage Road
39. Chimney Top Lane
40. Bethany Drive
41. Persimmon Lane
42. Oyce Rowe Court
43. Teague Court
44. Providence Court
45. Jenny Lane
46. Forest View Drive
47. Fourth Avenue
48. Patten Drive
49. Borowood Court
50. Woodrow Avenue
51. South Cherokee to New Street
52. Fox Street
53. Parsons Circle
54. Jefferson Drive (D-mix)
55. Longview Avenue (D-mix)
56. Union Church Road
57. Royal Oaks Drive
58. Headtown Road
59. Presidential Drive
60. Tobie Drive

- 61. Holmes Road
- 62. Broyles Drive
- 63. New Halifax Subdivision (Alleys – Binder)

Should you have any questions, please do not hesitate to contact me. Thank you in advance for any assistance you may provide in this matter.

Craig Ford
Operations Manager
Town of Jonesborough

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

Consent Agenda

DATE: May 12, 2025 AGENDA ITEM #: 5

SUBJECT: Committee Reports

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

JONESBOROUGH BOARD OF ZONING APPEALS

MINUTES – February 18, 2025

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

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

1. Public Comments – There were no comments

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

The motion to approve the minutes of the January 21, 2025 meeting as presented was made by Jim Rhein, seconded by Robin Harpe, and was passed unanimously.

3. Variance Request to the Front Yard Setbacks at 414 Spring Street

Shaun McCullom, Property Owner

Presented by: Jordan Carr, Arrowhead Home Improvements

Jordan Carr, contractor representing Shaun McCullom, requested a 5-foot front yard variance to construct a single-family dwelling for property located at 414 Spring Street.

The zoning is R-1 (Low Density Residential) which requires a 30-foot front yard setback. The tract is abutting the railroad to the rear, and the rear has topographical challenges due most in part to the elevations between the railroad right-of-way and the rear property line; and with the property containing topographical challenges to the rear and moving the single-family dwelling more toward the road, which is the porch part of the structure, staff recommends approval of the variance request due to the challenges outlined above. With the granting of a 5-foot setback variance, the proposed deck would be setback 25 foot from the front property line and will not pose a safety issue.

Chairman Foster read the staff recommendation for the approval the front yard setback variance of 5-foot due to the topographical constraints identified in the rear yard in association with elevation changes presented with the railroad right of way connection to the rear yard property line. 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 approve the front yard setback variance of 5-foot due to the topographical constraints identified in the rear yard in association with elevation changes presented with the railroad right of way connection to the rear yard property line, as presented. Richie Hayward seconded the motion and it was duly passed.

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

JONESBOROUGH PLANNING COMMISSION

MINUTES – March 18, 2025

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

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

Members Absent: Josh Conger

Staff Present: Glenn Rosenoff, Donna Freeman

1. Public Comments – There were no comments.

2. Approval of Planning Commission Minutes – Meeting of February 18, 2025

There were two corrections to the Planning Commission minutes of February 18, 2025. Bill Graham made the motion to approve the February 18, 2025 Planning Commission meeting minutes with the two corrections duly noted, seconded by Richie Hayward, and duly passed.

Approval of Design Review Commission Minutes – Meeting of February 18, 2025

The motion to approve the minutes of the Design Review Commission meeting of February 18, 2025 was made by Bill Graham, seconded by Richie Hayward and duly passed.

3. Reduction of Cash Bond for Elite Development Group, LLC (Wendy's)

A Cash Bond for Elite Development Group LLC was issued in the amount of \$35,160.00 for Wendy's at 300 East Jackson Boulevard. The site was inspected by Kevin Fair on March 4, 2025, and he is recommending reducing the bond to \$7,032.00 or holding onto 20% until the grass is established. He states that the retention pond, and landscaping was installed per the plans.

Chairman Foster read the staff recommendation to approve reducing the Cash Bond for Elite Development Group LLC to \$7,032.00 for Wendy's project, as presented. Chairman Foster said that at the back of the property where trees were cut down, the brush has not been removed, and it needs to be cleaned up, and

recommended changing the bond to 30% (\$10,548) until it is cleaned up. Chairman Foster asked the Commissioners if they had any questions or comments, and with there being none, called for a motion.

Motion: Terry Countermine made the motion to approve the Cash Bond for Elite Development Group, LLC to 30% as recommended by Chairman Foster, seconded by Jim Rhein, and duly passed.

4. Mobile Food Unit Regulations, Concept of External Sidewalk Extensions, Traffic Impact Study

Town Administrator Glenn Rosenoff presented Mobile Food Unit (MFU) Regulations, Concept of External Sidewalk Extensions, and Traffic Impact Study for Commissioners for their review and discussion. Commissioners made suggestions for changes to the MFU, External Sidewalk Extensions, and Traffic Impact Study. There being no formal action to be taken, these items will be brought back to the Planning Commission for further discussion and review before being finalized to go to the Board of Mayor and Aldermen for their approval.

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

May 15, 2025

Subject: Approval of Minutes

McKinney Center Advisory Committee Meeting

Thursday, April 17, 2025, 3:30pm

McKinney Center – in Person

Agenda Presentation

1. Call to Order: Anne G'Fellers-Mason, Nancy Kavanaugh, Michelle Treece, Nori Shaw, Sharon Squibb, Breanna Walker-Schadler, Martha Blaser, Skye McFarland, Kay Grogg, Ernest McKinney
 - Not Present: Adam Dickson, Theresa Hammons, Pauline Douglas
2. Approval of Minutes: Sharon Squibb motioned to approve March minutes. Michelle Treece seconded. All approved.
3. Directors' Report:
 - i. As of 4/7/25 we have over 284 registrations and 32 classes have made. We are focusing on pushing summer camps.
 - ii. The Appalachian Highlands art show went very well. We sold 9 pieces and made \$540 in profit.
 - iii. We will have our student art show on May 8th 6-7pm. AC members are invited to come May 5th to vote on their top 3 children and top 3 adult pieces.
 - iv. We are up to 99 members. Our goal for the year is 100.
 - v. We raised \$2,366.50 on Ernest McKinney Day of Giving.
 - vi. The Washington County Exhibit was April 10th 5-7pm and had 365 people in attendance.
 - vii. We have 10 tickets left to the mingle. Everything is confirmed for the night and ready to go.
4. Outreach:
 - i. For outreach in April, Skye and the AmeriCorps Volunteers plan to be at Easter Eggstravaganza.
 - ii. Our up coming volunteer needs include volunteers for Easter, volunteers and wine for the mingle, and food donations for Ms. Browns.
5. StoryTown:
 - i. The March show was very close to selling out.
 - ii. We have received \$3,650.00 in donations.
 - iii. We have sold 6 half season passes.
 - iv. The April show has sold 43 tickets as of 4/17/25.
 - v. There will be a special listening day for Jimmy Neil Smith on May 13th at the senior center.

- vi. Play-in-a-week is fully funded after receiving several generous donations.
- 6. Visitation:
 - i. The total visitation for March was 1,363.
 - ii. We had 452 general visitors in March.
 - iii. We had 623 students in March
 - iv. We had 9 rentals in the month of March with an income of \$940.00.
- 7. Old Business:
 - i. AC members are invited to come anytime on May 5th to come vote on student art for electrical wraps.
 - ii. Skye has several meetings planned in JC with community leaders, i.e. housing, to get outreach to kids who need it most.
 - iii. A member mentioned looking at the McKinney Centers creative plan.

Meeting adjourned at 4:15pm.

HISTORIC ZONING COMMISSION

Jonesborough Visitor's Center
117 Boone Street, Jonesborough, TN

March 27, 2025 – 6:00 PM

Minutes

Members Present: Frank Collins, Marcy Hawley, Herman Jenkins, Michael Kieta, Rebecca Moss, Nita VanTil, Colton Brasure, Chad Hylton, Matt Kehn, Dr. Bill Kennedy (Advisor)

Members Absent:

Call to Order

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

Public Comments

There were no public comments.

Item I: - New Historic Zoning Commission Members

New commissioners, Colton Brasure and Matt Kehn were welcomed to the Commission. The BMA unanimously approved their appointments at their March 17, 2025 meeting.

Item II: - Training Session

The third HZC training session presented by Dr Bill Kennedy was held. The session covered Advertising Standards and Guidelines.

Item III: - New Business

a) 109 E. Main St. – Owner: Brittney Vest

Presenter: Austin Brown

Discussion: Requested approval of Salon V sign design and placement. The Griffin Art Studio and Richard Phillips Attorney signs will be resized to match the size of the Salon V sign. This will allow the three signs to be stacked vertically and fit within the 7.5' from the ground requirement. The order of the signs from top to bottom will be Salon V, Griffin Art Studio, Richard Phillips Attorney. The signs will be a vinyl covering over an ACM panel.

Motion: Nita Van Til made a motion, seconded by Rebecca Moss, to approve the Salon V sign as presented. Motion carried unanimously.

b) 109 E. Main St. – Owner: Michelle Hamilton

Presenter: Austin Brown

Discussion: Requested approval on the Gallery Petit sign design and placement. There is an existing protruding sign on the building that will have new vinyl placed with the Gallery Petit logo. Mr. Brown also presented a mock-up of the overdoor sign for Gallery Petit. The overdoor sign will have a transparent background with the same logo as the protruding sign.

Motion: Rebecca Moss made a motion, seconded by Michael Kieta, to approve the round Gallery Petit sign as presented.

Discussion: The background color for the round sign and adding the overdoor sign to the motion were discussed. There was also discussion that a different font color on the overdoor sign may need to be considered to make the business name visible (Gallery Petit) with a transparent background.

Revised Motion: Rebecca Moss revised the previous motion to approve the round sign as presented and approval for the overdoor transparent sign with the ability to adjust font color as needed for visibility. Michael Kieta seconded the motion. Motion carried unanimously.

c) 109 E. Main St. – Owner/Presenter: Michelle Hamilton

Discussion: Requested approval to place a wooden chalkboard sandwich board. The border of the sandwich board will be yellow.

Motion: Michael Kieta made a motion, seconded by Nita Van Til, to approve the sandwich board as presented. Motion carried unanimously.

d) 107 Fox St. – Owner: Sherry Dean

Presenter: Frank Collins

Discussion: The five “No Parking Signs” that were attached to the shutters have been removed. The owner asked for guidance from HZC for solutions to the parking problem. She is open to having parking stripes painted and no parking messages in the parking spaces, posting signs, and putting barriers in parking spots such as orange cones or other barriers. Commission suggested looking at stripping spaces (dark green) and possibly adding “Reserved” along with the unit number on the pavement. The owner was encouraged to seek guidance from the Police Chief, Matt Rice and/or Attorney Jim Wheeler before proceeding.

Item IV: Unfilled HZC Positions

Discussion: The duties of the Secretary of the Historic Zoning Commission are to ensure that the Certificate of Appropriateness forms are completed and signed at each meeting.

Motion: Frank Collins nominated Rebecca Moss to serve as Secretary, seconded by Nita Van Til. Motion carried unanimously.

Item V: Old Business

1. Training Plan

Discussion: The next training session is Thursday, April 24. 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: Commissioners would like to get the wooden “Welcome to Historic Jonesborough signs back. Some of the signs were removed while work was being completed.

Item VI: Approval of Minutes: March 13, 2025

Motion: Nita VanTil made a motion, seconded by Michael Kieta, to approve the March 13, 2025 minutes as presented. The motion passed unanimously.

Adjourn

Motion: Herman Jenkins made a motion to adjourn the meeting, seconded by Nita Van Til. The motion passed unanimously.

HISTORIC ZONING COMMISSION

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

April 10, 2025 – 6:00 PM

Minutes

Members Present: Frank Collins, Herman Jenkins, Chad Hylton, Rebecca Moss, Nita VanTil, Matt Kehn

Members Absent: Marcy Hawley, Michael Kieta, Colton Brasure

Call to Order

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

Additions to the Agenda

Frank Collins moved to table the First Avenue – Behind the Eureka Hotel discussion to the April 24, 2025, meeting to allow proper notice to be sent to adjoining property owners; adding 105 Fox St bench discussion; and 100 N. Cherokee exterior paint request to the agenda. Nita Van Til seconded the motion. Motion passed.

Public Comments

There were no public comments.

Item 1: - New Business

1. First Avenue – Behind the Eureka Hotel – Presenter: Craig Ford

Frank Collins stated that this discussion will be moved to the April 24, 2025 meeting to allow proper notice to be sent to adjoining property owners.

2. 105 Fox St – Business Owner/Presenter: Noah Davis

Discussion: Requested approval to put a wood bench (church pew) in front of his business to allow for outside seating. In addition, a request was made to allow moving two indoor tables and two chairs per table on nice days. On the days the tables were outside the pew would be moved indoors. The tables are small round, marble topped.

Motion: Nita VanTil made a motion, seconded by Chad Hylton, to approve one wooden bench (pew) or two small tables with four chairs outside the business as presented. Motion passed.

3. 100 N. Cherokee – Owner: Don Bacon

Discussion: Requested approval to paint the exterior of his home green. The home is currently cream colored. Mr. Bacon was unable to attend, and no color samples were provided prior to the meeting.

Motion: Nita Van Til made a motion, seconded by Rebecca Moss, table the discussion until a paint sample is available. Motion passed.

Item II: Expedited

1. 105 Fox St – Business Owner: Noah Davis

Discussion: Business owner requested approval to paint the business name, Neuma Coffee, on glass door. The request met the criteria for expedited approval. Approval granted by Chair Frank Collins and Vice Chair Nita Van Til.

Item III: Sandwich Board Discussion

Discussion: Chair Frank Collins shared photos of existing sandwich boards in Jonesborough. A variety of sandwich boards are currently being used, some have a historic look and feel (wood/chalkboard) while others are plastic, and in late 2024, HZC agreed that the standards and guidelines for portable signs needed to be updated. Herman Jenkins stated that while Zac Jenkins was on the HZC there was discussion of allowing business owners two years to replace the non-complying boards. Frank Collins will contact Zac to find out if notice was given to business owners.

It was agreed that the business owners with plastic/dry eraser boards that don't fall in the guidelines and were not approved by the HZC be contacted. Matt Kehn will contact the Ice Cream store and Frank Collins will contact the Eureka Inn.

Nita Van Til will draft revisions to the guidelines and share with the commission for review.

Item IV: Old Business

1. Training Plan

Discussion: The next training session is Thursday, April 24. 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: Concerns about not having adequate time to review all agenda items shared. There are times when an item is added to the agenda at the meeting, not allowing the commissioners enough time to review the request.

The meeting agenda is now posted on the front page of the Jonesborough town website. Brandi Miller will request that the agenda also be placed on the "agenda" section of the HZC so it can be found more easily.

3. Demolition by Neglect Update - 208 W Woodrow Ave – "Historic Church"

Contact has been made. It was reported that they do have a plan for the building. We will continue to receive updates.

4. Approval of Minutes - March 27, 2025 Minutes

Motion: *Nita VanTil made a motion, seconded by Rebecca Moss, to approve the March 27, 2025 minutes as presented. The motion passed unanimously.*

Chair Frank Collins adjourned the meeting.

HISTORIC ZONING COMMISSION

Jonesborough Visitor's Center
117 Boone Street, Jonesborough, TN

April 24, 2025 – 6:00 PM

Minutes

Members Present: Frank Collins, Marcy Hawley, Herman Jenkins, Michael Kieta, Rebecca Moss, Nita VanTil, Colton Brasure, Matt Kehn, 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 I: - Training Session

The third HZC training session presented by Dr Bill Kennedy was held. The session covered Demolition by Neglect and Property Designation.

Item II: - New Business

a) Enclosure on First Ave. – Owner: Town Property

Presenter: Craig Ford

Discussion: The Town of Jonesborough will be constructing a dumpster pad at the end of First Avenue behind the Eureka Hotel. The dumpster pad will be installed on the Town's right-of-way and will serve the Jackson Theatre, Stage Door and JRT. According to Town Ordinance 8-218 subsection (2) the ordinance states, "Screening of collection containers must also be approved by the Historic Zoning Commission if the container is within the historic district." The Town will utilize the red or brown brick indicative of the brick sidewalk colors downtown and a black metal powder-coated gate. The enclosure will be approximately 18-feet wide by 16-feet deep by 8-feet tall and will accommodate two 8-yard dumpsters. In preparation for Mr. Ford's presentation, HZC mailed a letter to the six adjoining property owners.

Commissioners shared concerns about the location of the structure negatively impacting the Historic District and neighborhood, smell, public dropping trash outside of the structure and increased varmints. Item 14.7 from the Historic Zoning Standards and Guidelines for H-1 Overlay states that *the Commission shall consider the effect of the proposed location of such a structure. The Commission reserves the right to deny approval if, in the judgment of a majority of Commissioners hearing the proposal, the proposed location would make the proposed structure appear to dominate the primary structure or negatively impact the overall historic or physical character of the property.*

Chair Frank Collins reminded the Commissioners that, according to the Guidelines for New Construction (page 28 of the Building Standards and Guidelines for the H-1 Overlay Zone) the HZC does not evaluate interior construction or the intended use of proposed buildings or structures. The HZC does not evaluate the location. *Primary consideration is given to c) The general compatibility of exterior design arrangement, texture, and materials, proposed to be used".* These guidelines concern exterior construction.

Motion: Herman Jenkins made a motion, seconded by Colton Brasure, to deny the request as presented because of the negative impact it would have on the historic district and neighborhood.

Discussion: The Commissioners would like to see a mock-up of the site to better understand the impact it would have on the proposed location and the impact it would have on the accessibility of the area. The Commissioners would like additional locations to be reviewed.

Motion carried unanimously.

b) 122 E. Main St. – Owner/Presenter: Brian Ponder

Discussion: Requested approval on creating a doorway from the existing window on the East side of the building and adding a metal staircase with a platform that will reach the new door. The metal will be black to match the fence and stair treads will be a composite material. The stairway will start beyond the existing door on the East side of the building with a 4-foot landing over the garage and a 10-foot ramp on the with rail (matching the fence) on the garage. Drawings were shared at the meeting.

Motion: Matt Kehn made a motion, seconded by Colton Brasure, to approve making the existing window a doorway and the metal staircase as presented. Motion carried unanimously.

c) 100 N. Cherokee St. – Owner/Presenter: Don Bacon

Mr. Bacon was unable to attend the meeting, so the topic was not discussed.

Item III: Demolition by Neglect Update:

- a) 208 W Woodrow Ave – “Historic Church”** – Frank Collins has been working through Gordon Edwards to contact the responsible parties.

Item IV: Approval of Minutes: April 10, 2025

Motion: Nita VanTil made a motion, seconded by Michael Kieta, to approve the April 10, 2025 minutes as presented. The motion passed unanimously.

Adjourn – Chair, Frank Collins, adjourned the meeting.

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

Consent Agenda

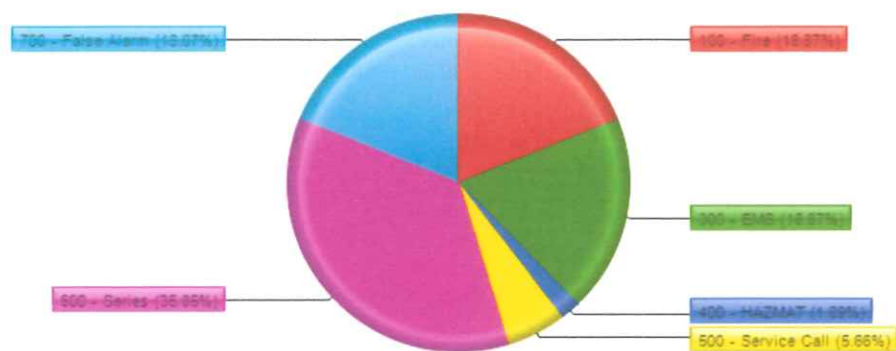
DATE: May 12, 2025 AGENDA ITEM #: 6

SUBJECT: Supervisor Reports

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

Fire Incident Type Breakdown

Incident Type Group	
100 - Fire	10
300 - EMS	10
400 - HAZMAT	1
500 - Service Call	3
600 - Series	19
700 - False Alarm	10
	53



Incident List by Alarm Date/Time

Incident Number	Alarm Date	Alarm Time	Location	Incident Type Code	Incident Type	NFIRS Number
25056892	4/1/2025 2:26:11 PM	2:26 PM	177 QUAIL RIDGE WAY	745	Alarm system activation, no fire - unintentional	0000203
25057671	4/2/2025 2:31:38 PM	2:31 PM	158 STAGE RD	561	Unauthorized burning	0000204
25058088	4/3/2025 2:34:18 AM	2:34 AM	1531 E JACKSON BL	412	Gas leak (natural gas or LPG)	0000205
25058497	4/3/2025 2:45:05 PM	2:45 PM	1239 OLD BOONES CREEK RD	142	Brush or brush-and-grass mixture fire	0000206
25058572	4/3/2025 4:18:41 PM	4:18 PM	122 TIPTON RD	311	Medical assist, assist EMS crew	0000208
25058600	4/3/2025 5:00:15 PM	5:00 PM	104 McCarty Church RD	142	Brush or brush-and-grass mixture fire	0000209
25058603	4/3/2025 5:08:08 PM	5:08 PM	136 CLYDE MILLER DR	151	Outside rubbish, trash or waste fire	0000210
25058701	4/3/2025 8:24:59 PM	8:24 PM	E JACKSON BL	322	Motor vehicle accident with injuries	0000211
25059162	4/4/2025 1:38:38 PM	1:38 PM	693 N CHEROKEE ST	553	Public service	0000212
25059381	4/4/2025 8:10:12 PM	8:10 PM	3 CROOKED CREEK CT	745	Alarm system activation, no fire - unintentional	0000213
25059725	4/5/2025 1:01:03 PM	1:01 PM	1009 HAWS DR	553	Public service	0000214
25059820	4/5/2025 5:13:17 PM	5:13 PM	181 SIMMERMAN RD	600	Good intent call, other	0000215
25059905	4/5/2025 8:24:59 PM	8:24 PM	225 BRANDONWOOD DR	622	No incident found on arrival at dispatch address	0000216
25059959	4/5/2025 10:15:13 PM	10:15 PM	149 WOODLAND CR RD	600	Good intent call, other	0000217
25060024	4/6/2025 12:35:34 AM	12:35 AM	281 BULLDOG MILLER RD	151	Outside rubbish, trash or waste fire	0000218
25060281	4/6/2025 3:34:33 PM	3:34 PM	187 BAILEIGH LYNN LP	600	Good intent call, other	0000219
25060287	4/6/2025 3:57:44 PM	3:57 PM	218 LAKERIDGE DR	611	Dispatched & canceled en route	0000220
25060744	4/7/2025 11:16:30 AM	11:16 AM	1701 OLD BOONES CREEK RD	324	Motor vehicle accident with no injuries.	0000221
25061517	4/8/2025 2:46:19 PM	2:46 PM	219 CHIMNEY TOP LN	600	Good intent call, other	0000222
25061724	4/8/2025 9:36:04 PM	9:36 PM	LEESBURG RD	324	Motor vehicle accident with no injuries.	0000223
25061798	4/9/2025 1:10:54 AM	1:10 AM	6 LAUREL TRCE	745	Alarm system activation, no fire - unintentional	0000224
25062231	4/9/2025 1:42:01 PM	1:42 PM	1122 MILLER DR #303	746	Carbon monoxide detector activation, no CO	0000226
25063014	4/10/2025 4:31:39 PM	4:31 PM	2059 HIGHWAY 11 E	611	Dispatched & canceled en route	0000227
25063202	4/11/2025 1:58:06 AM	1:58 AM	446 HEATHER VIEW DR	746	Carbon monoxide detector activation, no CO	0000228
25063612	4/11/2025 4:52:33 PM	4:52 PM	220 N SECOND AVE	322	Motor vehicle accident with injuries	0000229
25064671	4/13/2025 5:54:32 PM	5:54 PM	4207 GREENWOOD DR	746	Carbon monoxide detector activation, no CO	0000230
25064685	4/13/2025 6:37:15 PM	6:37 PM	122 TIPTON RD	311	Medical assist, assist EMS crew	0000231
25064877	4/14/2025 4:26:39 AM	4:26 AM	HIGHWAY 11 E	322	Motor vehicle accident with injuries	0000232
25064930	4/14/2025 7:36:52 AM	7:36 AM	BRANDONWOOD DR	322	Motor vehicle accident with injuries	0000233
25065021	4/14/2025 10:11:55 AM	10:11 AM	610 HAIRETOWN RD	611	Dispatched & canceled en route	0000234

25065123	4/14/2025 12:51:42 PM	12:51 PM	102 HAIRETOWN RD	111	Building fire	0000235
25065846	4/15/2025 3:04:22 PM	3:04 PM	548 HEADTOWN RD	151	Outside rubbish, trash or waste fire	0000236
25066281	4/16/2025 9:08:45 AM	9:08 AM	1529 W MAIN ST	140	Natural vegetation fire, other	0000237
25066638	4/16/2025 6:27:28 PM	6:27 PM	100 BILL JACKSON RD	138	Off-road vehicle or heavy equipment fire	0000238
25067076	4/17/2025 12:23:06 PM	12:23 PM	200 JOHN FRANCE RD	745	Alarm system activation, no fire - unintentional	0000239
25067281	4/17/2025 6:07:00 PM	6:07 PM	1113 PERSIMMON RIDGE RD #206	622	No incident found on arrival at dispatch address	0000240
25067682	4/18/2025 12:40:08 PM	12:40 PM	CLINTON DR	142	Brush or brush-and-grass mixture fire	0000241
25067714	4/18/2025 2:06:15 PM	2:06 PM	105 BILL BOOTH RD	611	Dispatched & canceled en route	0000242
25067722	4/18/2025 2:16:42 PM	2:16 PM	208 W COLLEGE ST	600	Good intent call, other	0000243
25067898	4/18/2025 8:21:06 PM	8:21 PM	228 TELFORD RD	151	Outside rubbish, trash or waste fire	0000244
25068729	4/20/2025 1:23:41 AM	1:23 AM	1538 E JACKSON BL	622	No incident found on arrival at dispatch address	0000245
25069177	4/20/2025 9:11:38 PM	9:11 PM	302 SUMMIT DR	611	Dispatched & canceled en route	0000246
25069522	4/21/2025 11:41:36 AM	11:41 AM	1959 HIGHWAY 81 S	622	No incident found on arrival at dispatch address	0000247
25070334	4/22/2025 4:08:12 PM	4:08 PM	418 W COLLEGE ST	611	Dispatched & canceled en route	0000248
25070431	4/22/2025 8:05:20 PM	8:05 PM	183 OLD STATE ROUTE 34	622	No incident found on arrival at dispatch address	0000249
25071104	4/23/2025 7:13:12 PM	7:13 PM	CONLEY RD	622	No incident found on arrival at dispatch address	0000250
25071142	4/23/2025 8:07:18 PM	8:07 PM	1601 E JACKSON BL	745	Alarm system activation, no fire - unintentional	0000251
25071616	4/24/2025 12:25:11 PM	12:25 PM	146 CUTTING EDGE CT	611	Dispatched & canceled en route	0000252
25072564	4/25/2025 5:32:56 PM	5:32 PM	3358 GREENWOOD DR	322	Motor vehicle accident with injuries	0000253
25074247	4/28/2025 1:11:03 PM	1:11 PM	684 OLD STATE ROUTE 34	611	Dispatched & canceled en route	0000254
25074252	4/28/2025 1:18:24 PM	1:18 PM	684 OLD STATE ROUTE 34	744	Detector activation, no fire - unintentional	0000255
25075614	4/30/2025 1:22:45 PM	1:22 PM	351 BUGABOO SPRINGS RD	745	Alarm system activation, no fire - unintentional	0000256
25075944	4/30/2025 9:38:48 PM	9:38 PM	220 MILLER RD	322	Motor vehicle accident with injuries	0000257

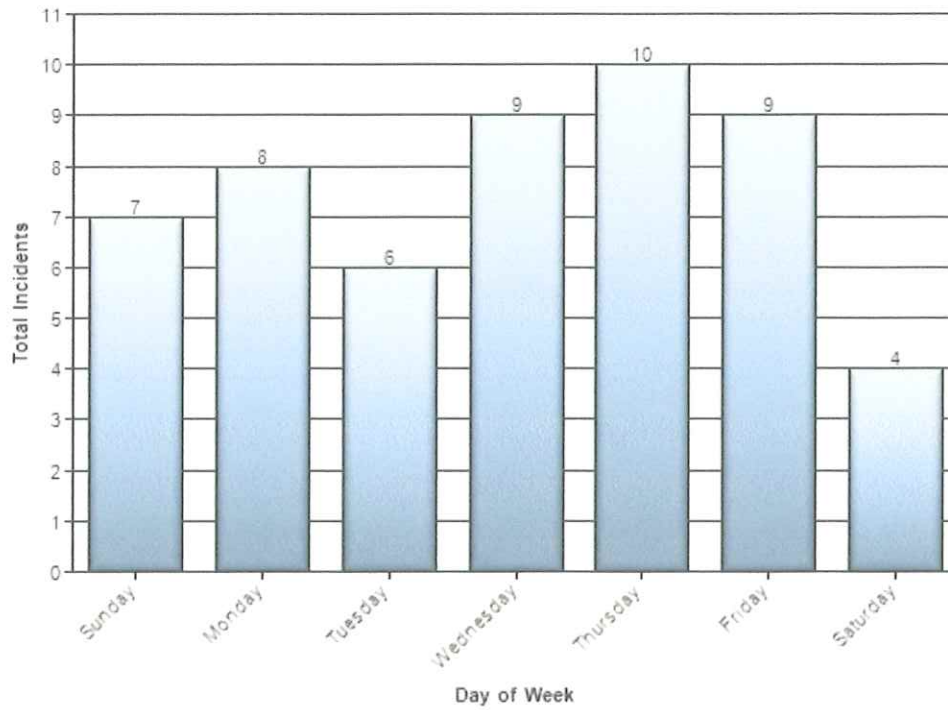
District	Incident Type Code	Alarm Date	Incident Number	NFIRS Number	Addresses Combined More
City					
	140				
		4/16/2025 9:08:45 AM	25066281	0000237	1529 W MAIN ST
	372				
		4/3/2025 8:24:59 PM	25058701	0000211	E JACKSON BL
		4/11/2025 4:52:33 PM	25063612	0000229	220 N SECOND AVE
	412				
		4/3/2025 2:34:18 AM	25058088	0000205	1531 E JACKSON BL
	553				
		4/4/2025 1:38:38 PM	25059162	0000212	693 N CHEROKEE ST
		4/5/2025 1:01:03 PM	25059725	0000214	1009 HAWS DR
	561				
		4/2/2025 2:31:38 PM	25057671	0000204	158 STAGE RD
	600				
		4/6/2025 3:34:33 PM	25060281	0000219	187 BAILEIGH LYNN LP
		4/8/2025 2:46:19 PM	25061517	0000222	219 CHIMNEY TOP LN
		4/18/2025 2:16:42 PM	25067722	0000243	208 W COLLEGE ST
	611				
		4/22/2025 4:08:12 PM	25070334	0000248	418 W COLLEGE ST
	622				
		4/20/2025 1:23:41 AM	25068729	0000245	1538 E JACKSON BL
		4/22/2025 8:05:20 PM	25070431	0000249	183 OLD STATE ROUTE 34
		4/17/2025 6:07:00 PM	25067281	0000240	1113 PERSIMMON RIDGE RD #206
	715				
		4/23/2025 8:07:18 PM	25071142	0000251	1601 E JACKSON BL

	746				
		4/9/2025 1:42:01 PM	25062231	0000226	1122 MILLER DR #303
County					
	141				
		4/14/2025 12:51:42 PM	25065123	0000235	102 HAIRETOWN RD
	158				
		4/16/2025 6:27:28 PM	25066638	0000238	100 BILL JACKSON RD
	142				
		4/3/2025 2:45:05 PM	25058497	0000206	1239 OLD BOONES CREEK RD
		4/3/2025 5:00:15 PM	25058600	0000209	104 McCarty Church RD
	151				
		4/3/2025 5:08:08 PM	25058603	0000210	136 CLYDE MILLER DR
		4/6/2025 12:35:34 AM	25060024	0000218	281 BULLDOG MILLER RD
		4/18/2025 8:21:06 PM	25067898	0000244	228 TELFORD RD
		4/15/2025 3:04:22 PM	25065846	0000236	548 HEADTOWN RD
	311				
		4/3/2025 4:18:41 PM	25058572	0000208	122 TIPTON RD
		4/13/2025 6:37:15 PM	25064685	0000231	122 TIPTON RD
	322				
		4/14/2025 4:26:39 AM	25064877	0000232	HIGHWAY 11 E
		4/25/2025 5:32:56 PM	25072564	0000253	3358 GREENWOOD DR
		4/14/2025 7:36:52 AM	25064930	0000233	BRANDONWOOD DR
		4/30/2025 9:38:48 PM	25075944	0000257	220 MILLER RD
	324				
		4/7/2025 11:16:30 AM	25060744	0000221	1701 OLD BOONES CREEK RD
		4/8/2025 9:36:04 PM	25061724	0000223	LEESBURG RD
	600				

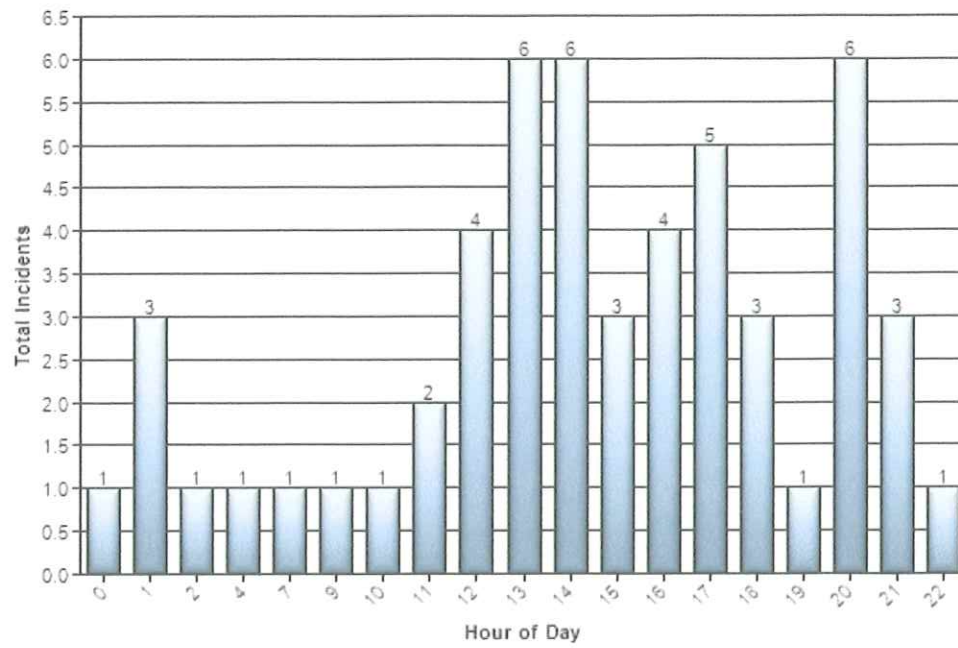
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		4/5/2025 10:15:13 PM	25059959	0000217	149 WOODLAND CR RD
	611				
		4/28/2025 1:11:03 PM	25074247	0000254	684 OLD STATE ROUTE 34
		4/14/2025 10:11:55 AM	25065021	0000234	610 HAIRETOWN RD
		4/18/2025 2:06:15 PM	25067714	0000242	105 BILL BOOTH RD
		4/24/2025 12:25:11 PM	25071616	0000252	146 CUTTING EDGE CT
		4/10/2025 4:31:39 PM	25063014	0000227	2059 HIGHWAY 11 E
		4/20/2025 9:11:38 PM	25069177	0000246	302 SUMMIT DR
	622				
		4/5/2025 8:24:59 PM	25059905	0000216	225 BRANDONWOOD DR
		4/23/2025 7:13:12 PM	25071104	0000250	CONLEY RD
		4/21/2025 11:41:36 AM	25069522	0000247	1959 HIGHWAY 81 S
	744				
		4/28/2025 1:18:24 PM	25074252	0000255	684 OLD STATE ROUTE 34
	745				
		4/17/2025 12:23:06 PM	25067076	0000239	200 JOHN FRANCE RD
		4/30/2025 1:22:45 PM	25075614	0000256	351 BUGABOO SPRINGS RD
	746				
		4/13/2025 5:54:32 PM	25064671	0000230	4207 GREENWOOD DR
Inside City of Johnson City					
	142				
		4/18/2025 12:40:08 PM	25067682	0000241	CLINTON DR
	611				
		4/6/2025 3:57:44 PM	25060287	0000220	218 LAKERIDGE DR
	748				
		4/1/2025 2:26:11 PM	25056892	0000203	177 QUAIL RIDGE WAY

		4/4/2025 8:10:12 PM	25059381	0000213	3 CROOKED CREEK CT
		4/9/2025 1:10:54 AM	25061798	0000224	6 LAUREL TRCE
	7/11				
		4/11/2025 1:58:06 AM	25063202	0000228	446 HEATHER VIEW DR

Monthly Breakdown of Incidents



Hourly Breakdown of Incidents



Theresa Hammons, McKinney Center Director, Monthly Report – April 2025

What a rollercoaster of a month April has been! We have had several wonderful and successful events. We have lost close friends to the McKinney Center. We briefly and chaotically lost our AmeriCorps Volunteers with no notice. However, we are hopefully coming out of the tunnel. Sometimes I wish my staff, and I were not so sensitive, and we could keep our feelings separate from our work. What I have recently realized is that the McKinney Center is successful because we do care so deeply. We care a great deal about our volunteers, our students, our teachers, our members, and our community overall. People like those of us here at the McKinney Center do not get into non-profit type work because we think it will make us rich. We do it because we want to be effective in people's lives. We want to improve our communities and make it a wonderful place for everyone to live. It is when we see people improve their lives, find happiness, make connections, feel heard, learn new things. That is what keeps us coming back to workday after day.

This month has been difficult for my staff. Like the rest of the community, we felt the loss of Jimmy Neil Smith. A dear volunteer and supporter, Teresa Bryant, has developed a terminal illness. We lost a Radio Show cast member and McKinney family member, Rochelle Conley. Most recently, we lost beloved artist and supporter, Charles Jones, to heart complications. While things have been a bit emotional this month, we have a lot to celebrate.

Spring 2025 Classes – I was a bit worried about spring 2025 classes because registration was incredibly slow. We ended the semester with 290 registrations and thirty-three classes and workshops made. To compare, in the spring of 2023 we also had 290 registrations and in spring 2024 we had 258 registrations. I would have liked to see our registration numbers surpass 2023, but at least we did not see a decrease.

Ms. Brown's End of the Year Program will take place on May 8, 6 – 7pm. We will celebrate our students' hard work during the spring semester during this reception.

Summer 2025 Camps – Again, I feel like registrations for summer are going slow. We have had a large number of scholarship requests. Now two of our pottery camps are full. We still have about thirty spots available between Play-In-A-Week camp, 3 Artsploration camps, and one pottery camp. We have really promoted summer camps.

I have written press releases. Processed scholarship applications, created a special scholarship program for students impacted by Hurricane Helene, met with potential camp sponsors and assisted in securing \$700 in sponsorships for camps.

Berea College Traditional Arts and Crafts Grant – I wrote and submitted the BC TACG grant for the fourth year in a row. This year I asked for three years' worth of funding instead of one year at a time. I am hoping that this will be successful. This grant financially supports the cost of instructors and supplies for classes such as Basket Weaving, Canning and Food Preservation, Growing Herbs for your Kitchen, Chair Weaving, and all our summer camps.

Lee County Middle School Enrichment Students – I worked with a Lee County, VA, teacher to plan an art day in Jonesborough. Instructor, Kay Grogg, did a Cyanotype workshop with the students. AmeriCorps Volunteers Martha and Nori assisted. I escorted the students downtown and gave them a concise history and tour of the main street. We visited the Griffin Gallery and the Petite Gallery. They stopped for ice cream before heading home. To prepare for this visit, the students had to turn in photographs for the workshop. I sent these photos

to Mrs. Grogg for her to turn into negatives for the workshop. Many of the students submitted their completed artwork to their “Kalidescope” program at their schools.

Ernest L. McKinney Day of Giving – We were successful in raising \$2,616.50 through our efforts. The money raised will support scholarships.

Washington County Public School Art Reception – We hosted this event for the third year in a row for WCDE. We have almost four hundred people in attendance. Seven schools participated. I collaborated with the school representative to iron out planning.

Masterpiece Mingle – Masterpiece Mingle was our big focus during the month of April. I worked extremely hard communicating with artists to secure artwork for this year’s event. Nori Shaw called businesses downtown to secure great silent auction items. Rick, his crew and members of the Street Department and Water Department helped us get the panels into the auditorium. As a team we cleaned the building, reviewed printed materials such as posters and the program. Skye secured volunteers. I worked with David Crockett Culinary Arts Class regarding the venue, Main Street regarding the cash bar, and the musicians. It is always a huge team effort.

Budget, Building, and Grounds – Rick fixed the door at the Gillespie Building that opened into the kitchen that we use for our canning classes. Our HVAC has had some minor repairs. The roof has a leak, and Rick has worked with someone to get the area fixed. During the last hard rain, water came through the transom window above the auditorium doors. We had to get a large Rubbermaid tote to catch the rain and use towels to soak up the water. I have ordered a few things for the building like a new ice scoop and a new popcorn scoop. I ordered a new desk chair for Anne. I also did an office supply order for my staff and me.

Radio Show – The Radio Shows in March and April were both highly attended. We meet as a team each month, sometimes more often, to discuss the Radio Show needs and how to support it. During the month of April, I have turned in invoices for the Radio Show writers and production crew. I also review press releases and information that goes out about the Radio Show each month.

UMOJA has reached out to schedule the play, **CROWNS**, again. Anne and I have looked at dates for 2026. UMOJA is also interested in scheduling the play at the Jackson Theatre. We will try to schedule a meeting with Amber asap.

“Can’t Get Away with It” – This is the title to Anne’s new play that we will be doing in August. Skye created a poster graphic. As a team we looked at the graphics and gave opinions. I have read the script and gave a few ideas. We have also found our first sponsor for the play. Anne has held auditions for the cast, and we are excited about this new program. Tickets will go on sale soon.

Jimmy Neil Smith Bench Dedication – After Jimmy Neil’s passing, I asked Cameo Waters if we should get town staff together to plan ongoing activities that will remember Jimmy Neil. The Community Engagement Directors, Chris Kudera, Mary Reagan, Cameo Waters, and Amber Crumley got together with Glenn and brainstormed some ideas. The ideas we thought we could do quickly and in conjunction with Jimmy Neil’s birth date was a Proclamation and a Bench dedication. This took all our departments working together to accomplish. It went well. We also have a Story-gathering initiative we are all working on.

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. We have had around twenty artists submit their applications. We will be doing a marketing push in a week or so to recruit more artists for this event.

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.

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 twenty 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.

AmeriCorps and Part-time Positions – As soon as I heard that our AmeriCorps Program was eliminated, I began to work with Glenn on viable solutions. Luckily, and thankfully, we have support to create two part-time positions between now and June 30th. We desperately need to develop a solution going forward. Bre Walker-Shadler will be taking maternity leave at the end of July. With the loss of our temporary positions, I will be down ½ our staff. We have been training Martha Blaser to take over some of Bre's responsibilities. This change is quite a blow to our ability to program and plan. I know there are so many needs across the town departments, but I am praying that we will find a way to keep our two positions, even part-time.

Other Tasks:

- Approved a gift certificate for the MOTS fundraiser and the Senior Center Wellness Fair.
- Turned in paperwork to close out the AmeriCorps Program; exit review, in-kind form, volunteer forms, impact surveys, etc.
- Met with artist Meghan Ortiz about a potential exhibition.
- Purchased a table for the Pinnacle Awards.
- Reviewed Pinnacle Award nominations.
- Prepare agenda and preside over Weekly Staff Meetings.
- Prepare agenda and preside over Advisory Committee Meeting.
- Attend Main Street meeting.
- Attend a JAMSA meeting.
- Attend monthly meetings with the Marketing Team.
- Created and sent out Membership newsletters.
- Attended Tourism Strategic Planning Session.
- Prepared and coded invoices.
- Sent Sheri Course Storm deposit information from classes.
- Attended Supervisor Meeting.
- Communicating with instructors about classes, promoting classes, etc.

April 2025 Monthly Report, Skye McFarland

Outreach For the month of April, we have had one person event for Easter Eggstravaganza in downtown Jonesborough on April 19th. We had interactions with about 555 people during this event. I worked with Martha to come up with a craft, order supplies, and facilitate the craft. I also, with help from our AmeriCorps Volunteers, worked to contact private schools, Johnson City Schools, and Washington County Schools to get out our flyer about Summer Camp. This month I have worked to post each day about summer camp, the mingle, the fall market, auditions for the true crime play, and created videos when appropriate.

Facebook- Page Follows: 5.5K

Page Follows: 58

Instagram- Followers: 2053

Reach: 6992

YouTube- Subscribers: 265

Watch Time: 15.9 Hours

New Subscribers: 1

Month	Number	Digital	Paper	
January		36,755		36,755
February		30,044	70	30,114
March	1517	66397	30	67,944
April	555	85398	6040	91993
May				0
June				0
July				0
August				0
September				0
October				0
November				0
December				0
				226,806

Volunteers During this month, our volunteers have helped with the Easter Eggstravaganza event, donating wine for our Artists' Reception for the Masterpiece Mingle, and helping during the Masterpiece Mingle event. We also had a few volunteers that attended to help with the StoryTown Radio Show at the end of last month. For these events I have email our

volunteers multiple times to ask for help, emailed key clubs to ask for help at the events, and made a video to post on social media to ask for help with Mingle. I also have maintained contact with those who sign up to help to give them details on events. Right now our volunteer chart does not reflect the inclusion of Masterpiece Mingle as I write this we have not hosted this event yet, but I imagine it will add at least 20 hours from our volunteers.

	McKinney	StoryTown	Total
January	14	152	166
February	14	102	116
March	20	128.5	148.5
April	18.5		
May			
June			
July			
August			
September			
October			
November			
December			
			430.5

Community Engagement Sub-Committee This sub-committee met on March 27th on Zoom. Our committee discussed upcoming events, outreach, past events, and reworked our Mission Statement since we have recently changed our name. Our new mission statement reads, "The McKinney Center's Community Engagement Committee strives to foster recognition of the different voices in our community by optimizing a meaningful network, building sustainable relationships, embracing uniqueness, and strengthening the celebration of our differences through programming and events."

Marketing & Miscellaneous Videos: I created small promotional videos for Summer Camp and Masterpiece Mingle for social media. I also filmed along with our AmeriCorps, Nori, for the Living Here, Booker T. Washington Exhibit. We interviewed Shirley Ernest, Elmer Gillespie, and Sue Gillespie. I also created a video for the introduction of Ernest McKinney Day and a slideshow for Ernest McKinney Day.

Photography: This month I took photos of the Lee County Fieldtrip at the McKinney Center, Canning class, and the Masterpiece Mingle Artists' Reception. As classes are coming to a close, I was taking less photos for those, but this will ramp back up during Summer Camp in June.

Graphics: In April I have created many different Masterpiece Mingle graphics for posting, including sponsors and the program. I also designed many graphics for Ernest McKinney Day of giving. I designed weekly graphics for the StoryTown Radio show and created a May Radio Show poster. I created a graphic to post online and post on our door for Good Friday. I created graphics to advertise for the Can't Get Away With This play, Jimmy Neil Smith Listening Day, the McKinney Center Fall Market, and gift certificates for other fundraisers.

Other tasks this month have included live streaming videos on Ernest McKinney Day of Giving. Also, during the week of the Masterpiece Mingle Fundraiser I have helped to lay out artwork with Bre, hang the show with Martha, create programs and name tags, create a layout and layout map for our volunteers with an artists' guide.

Breanna Walker-Schadler April Monthly Report- McKinney Center

Classes & Special Events:

Our semester long classes are beginning to wrap up. Sharon Squibb taught her final sessions of Adventures in Drawing and Intermediate Watercolor – ONLINE. Sydney Jackson taught the final sessions of Homeschool Art Adventures, Art Adventures, and Creative Constructions. She finished the last session of Young Potters. Robin Castania finished teaching her sewing and canning courses. Jess Parks finished the final sessions of her Clay – Beginning Wheel class. Beverly Thomas Jenkins finished teaching her Flower Painting & Vase Mosaic class. Donna Byrd finished her oil painting class. LeVonne Kaltenmark finished teaching her Beginning Basket Weaving class. Kara Bledsoe taught a three week Fairy Garden Bell course and will teach another three week class in May. Kay Grogg taught her two cyanotype workshops. Christy Shivell taught a two week garden herb class. Karen Hitchcock taught Glass Fusion Garden Stakes class. Roxanne McDaniels, Rheva Myhre, and Jonathan Edens continued to teach private lessons in April. We had nine private lesson students in April. Earlene Hopkins will continue to teach Dance Discovery and Gyrokinesis into May. Kay will teach Advanced Cyanotype in May. We had 343 students in April.

Our annual Ernest McKinney Day of Giving was hosted online on April 4th. We ended the event was \$2,716.50 in donations. We hosted the Washington County Spring Art Reception at the McKinney Center on April 10th from 5-7pm. We had over seven schools contribute and had 365 guests in two hours! The tourism department used our auditorium on April 11th for Music on the Square Fundraiser and had 90 visitors. We had 39 visitors at the Mingle Artist Reception on April 24th, 5-7pm. The Masterpiece Mingle, on April 25th, was sold out! We had 160 people in attendance, including guests, the band, catering, staff, and volunteers! StoryTown Radio Show held their April performance “Say What Now? Tales of Communication & Miscommunication” with Jonathan Edens on April 28th. We had a full house with over 100 people in attendance. Anne held the first session of auditions for “Can’t Get Away with This” the night of April 30th and will have another night May 1st. There were 1,081 general visitors for April.

Rentals:

We had 7 rentals in the month of April. A community member held a birthday party on the 12th and paid a total of \$180.00 for the event. The Balladeers held a family game night in the auditorium the evening of the 12th and paid the nonprofit rate of \$260 for four hours. The Washington Co. Sheriff’s Department held their monthly behavioral health meeting the morning of April 16th, and it was comped. David Crockett High School held a banquet for their student council the night of April 29th, and paid a community partner rate of \$60.00. A church group held service in the auditorium for three Sundays and a paid \$292.50 for all three events. We had 367 rental visitors in April. Total rental income for April was \$792.50.

We put a rental ad in an upcoming edition of the herald & Tribune. We requested to put an ad in the 2025 Simple Elegance Bridal magazine. I finished a human interest rental press release, with quotes from renters, and Isabel Hawley sent it out the morning of April 25th.

Front Desk:

I spend most of my shift physical at the front desk greeting people and answering the phone. Most of the questions this month pertained to the radio show, rentals, summer camps, and the Masterpiece Mingle. I worked with Roger to set up the classrooms every morning. I worked with the AmeriCorps Volunteers by leaving them notes for my absences and explaining how to make sure everything is ready for the day. I have spent time going over the class set up notebook that I am creating for everyone to refer to when I am out of the office.

MBM Support:

For Spring classes, we have had over 32 classes make and have had 290 registrations. Plenty of adult and kids classes have made for the spring semester. We are shifting our focus towards summer camp since most of the classes are wrapping up. Kara Bledsoe and Kay Grogg each have short classes to teach in May. The teacher payment schedule, teacher payment excel, and teacher letter of agreements have all been updated throughout the month. Weekly schedules and the host schedule are reviewed weekly to reflect these changes as well. Teacher payments for the month of April have been submitted.

Summer camps were released in March. We have been pushing them by promoting them online, via email, and with physical flyers. We have had over 50 registrations, and 4 summer camps have made.

I spent time throughout the month working on the May host schedule. Some private lesson instructors had changes to their availability, so it took several days to get new schedules ready for May. The May host schedule and weekly calendars were sent out on April 29th.

Donations:

We received \$4,534.50 in donations in April.

Martha Blaser – April 2025 Monthly Report – McKinney Center

McKinney Center:

- Student Art Show
 - Made and printed labels for the artwork
 - Hung artwork on walls where it was planned to go
- 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
 - Continued to work on research for the BTW School tour
 - Worked on planning timeline for project progress
 - Continued working on a binder for my research for staff to use
 - Scheduled tour of the Chester Inn
- Easter Eggstravaganza
 - Prepared for and attended event on 4/19 from 12-3pm
 - Worked with Skye to plan and test kids craft before the event
- Masterpiece Mingle
 - Called local artists to ask for donations for the Masterpiece Mingle
 - 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
 - Helped Skye and Bre decide where to place artwork
 - Hung artwork with Skye week of event
 - Made number labels and hung with artwork
 - Numbered programs
 - Worked with Skye, Bre, Nori, and Anne to set up the silent auction
 - Attended Artist Reception on 4/24 from 5-7pm
 - Attended Mingle on 4/25 from 7-9pm
- Meetings
 - Attended Advisory Committee meeting on 4/17
 - Attended weekly staff meetings
 - Attended Marketing Meeting on 4/17
 - Held meetings on 4/2 and 4/30 for my Booker T. Washington Tour project
 - Attended safety training courses throughout the month

Outreach:

- Delivered StoryTown Radio Show and Masterpiece Mingle posters to businesses in downtown Jonesborough and Johnson City
- Planned kids' craft for Easter event
- Started working with Skye to plan for the upcoming outreach events

Noriah Shaw, April Monthly Report- McKinney Center

Outreach:

This month, I printed and distributed copies of StoryTown Radio Show posters in downtown Jonesborough and Johnson City, as well as distributed summer camp flyers to local private schools. Another way I contributed to outreach this April is by making social media posts. I created and uploaded six 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. 255 views over the month of April. During the month of April, I also assisted with Jonesborough's Easter Eggstravaganza event, in which Martha, Skye and I set up a table in the Christopher Taylor Cabin and assisted children in making an Easter themed craft! We were also able to share what we do at the McKinney Center with many parents and families during this event.

StoryTown:

This month, I produced April'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 April'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 April, I also hosted three different interviews with alumni of Booker T. Washington School, including Elmer Gillespie, Sue Gillespie, and Chuck Pace. These interviews are to be shared during the Booker T. Washington Alumni exhibit we're hosting September of 2025.

Meetings:

During the Month of April I attended four weekly staff meetings, an office safety training meeting, a community engagement meeting, our monthly advisory committee meeting, a marketing meeting, and Jonesborough's monthly JAMSA meeting.

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 at the moment, I gather their information and leave a note for Bre to reach back out to them.

Special events:

This April, we attended the Jonesborough's Easter Eggstravaganza event, as mentioned above. During this event, we set up a table and assisted children with a craft, as well as shared information about our programs and events with parents. Another event we hosted this month was the reception for our Washington County Schools art exhibit. I assisted with set-up and take-down for this event, as well as served as a greeter. This was also an opportunity for me to distribute information on our summer camps to parents and families who attended. This month, we also prepared for and hosted our annual Masterpiece Mingle and Reception Event. During the artist reception I assisted with set-up and take-down, kept refreshments stocked, and greeted attendees. In preparation for Masterpiece Mingle, I assisted with collecting art and auction donations, as well as setting up and taking down the event itself. During the event, I assisted attendees with trading their art and navigating the showroom. The last event we held this month was our monthly Storytown Radio show. I assisted with this event by printing scripts, attending production meetings, attending and assisting with set up for rehearsal, and assisting on the evening of the event itself. During this event, I ran concessions and member benefits, and assisted with set-up and take-down.

April 2025 Monthly Report, Anne G'Fellers-Mason

Program Manager

StoryTown Radio Show/StoryTown Initiative

As of this report, we have sold/reserved 74 tickets for the April 28th Radio Show. We have sold a total of 31 season passes/half season passes. Half Season Passes went on sale on April 1st. It's \$45 for the remaining seven shows of the season. We've raised \$3,650 in sponsorship money for 2025 so far.

2025-2026 Highlights/Planning

The TAC review panel for the Arts Access grant for the Radio Show was April 21st. We should know in the coming months whether we receive any funding. I did learn that we were given a Medium compliancy rating in that category as opposed to High.

Auditions for "Can't Get Away with This," the play about the death of Officer Hood are set for April 30th and May 1st. The script is finished, and it has the blessing of Officer Hood's great granddaughter Patricia Riddle. I would love to hold a memorial for him in tandem with the play. He is the only Jonesborough policeman to be killed in the line of duty. We received a \$1,200 sponsorship for the play.

Story Collecting

We scheduled a special Jimmy Neil Smith Listening Day for May 13th at the Senior Center to collect stories about him. As of now, no one has signed up to share that day, but I will also be making a concerted effort to contact people with stories and memories about him and record them. We will host a StoryTown Radio Show all about Jimmy Neil Smith in the 2026 season. We are peppering memories of him into this season's Radio Shows.

Summer Camp

Play in a Week Camp is set for June 2-June 7. We have seven registrations, so the camp has made with nine spaces still available. Thanks to generous donations from the community, including First Horizon Bank and Renasant Bank, the camp has been funded at the full \$3,500.

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: 170 in the last thirty days

Social Media Posts

Facebook last 28 days

Page Followers: 1,610

Page Following: 451

Most interacted with Post – Boosted ad for April show (37,668 views, 15,114 post reach),
Announcement for “Can’t Get Away with This” auditions (3,298 views and 1,993 post reach)

Views: 52,773

Post reach: 18,745

New Page Followers: 16

Interactions: 914

Link clicks: 63

Instagram last 30 days

Followers: 853

Views: 5,068 (49.4% followers, 50.6% non-followers)

Content Interactions: 423

Profile Visits: 47

The Jimmy Neil Smith Bench memorial announcement had 115 views. The 3 week reminder post for the April show had 70 views.

YouTube last 28 days

Subscribers: 18

Views: 509

Watch Time: 1.1

New Subscribers: 0

Impressions: 158

Numbers for Month

StoryTown Volunteers: 3 (Number of volunteer hours, 1)

Interactions: Marketing Team – 2, Writer’s Group – 2, Jimmy Neil Smith Memorial Mtg – 4, JAMSA Meetings – 31, StoryTown Production Meeting – 4, TAC Arts Access Grant Panel – 16, Community Outreach Committee – 3, Advisory Committee - 5, Langston Collaboration – 7, Misc - 3

Total for Month – 80

2025 BUILDING PERMITS REPORT

	# PERMITS	AMOUNT	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	0	1
March	13	1,608,839.08	13,717.34	2	7	3	1	0
April	13	1,478,238.21	12,799.09	2	2	8	0	1
May								
June								
July								
August								
September								
October								
November								
December								
TOTALS	67	\$11,405,710.54	\$98,566.77	28	13	20	2	4

Year-To-Date

New House Permits	Monthly Total	Year-To-Date
New House Permit Fees	400,000.00	\$7,452,116.00
Commercial Permits	3,525.00	\$63,544.50
Commercial Permit Fees	915,325.00	\$3,586,228.76
Renovations, Additions Permits	7,789.33	\$30,679.24
Renovations, Additions Permit Fees	162,913.21	\$367,365.78
	1,484.76	\$4,343.03

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	13	1,478,238.21	12,799.09
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	67	\$11,405,710.54	\$98,566.77

**TOWN OF JONESBOROUGH
2025 BUILDING PERMITS**

	DATE	OWNER	ADDRESS	TYPE OF CONSTRUCTION	PROJECT COST	PERMIT FEE
APRIL						
	4/7/25	Fitz Chiropractic	807 E Jackson Blvd, Suite 2	Sign	325.00	11.83
	4/8/25	AES Mechanical	1498 E. Jackson Blvd	HVAC Unit Swaps	115,000.00	977.50
	4/11/25	Angela Barnett	315 Spring Street	Accessory Bldg	8,000.00	68.00
	4/11/25	Anthony Leonard	1400 Rocky Hollow Road	New Roof	15,537.21	132.06
	4/15/25	Renew Solar Solutions	370 Goldenrod Drive	Solar Panels	98,876.00	840.45
	4/16/25	Jessica Delarosa	180 Mountain Creek Court	Back Deck	9,000.00	76.50
	4/23/25	Whitney Riddle	617 Cherry Marie Drive	House	200,000.00	1,700.00
	4/23/25	Whitney Riddle	625 Cherry Marie Drive	House	200,000.00	1,700.00
	4/28/25	Dwayne Cochran		Plan Review	0.00	125.00
	4/25/25	Adam Boles	1151 Meadow Creek Lane	New Deck wRoof	22,000.00	287.00
	4/25/25	David Leonard	1119 Miller Drive	Back Deck	2,000.00	17.00
	4/29/25	Jonathan Coe	1495 East Jackson Blvd	Starbucks Interior	800,000.00	6,800.00
	4/30/25	JT Little, Kathy Ayers	11124 Lemongrass	Renovation	7,500.00	63.75
				TOTAL	\$1,478,238.21	\$12,799.09

Monthly Report May 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
- Took Photos of the Health Expo

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
- Uploading Annes monthly blog to the tourism website

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
- Went and spoke to John Battle High School class
- Attended the Tourism Strategic Sessions

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

State of the Town, County, and City

- Worked with the Mayor to create the presentation given during the event
- Ran sound and helped with getting the AV system running for the event

Brews and Tunes

- Working on the posters for this years series
- Working on Schedule card design to match poster

May the 4th Day

- Created the program for the event
- Attended the meetings for the event
- Promoted the event on the newsletter and websites
- Created the Bounty Hunt flyers hung at the different stores downtown

Easter

- Set up and ran the movie shown at the park during the Parks and Recreation sensory event
- Took photos of the sensory event during the egg hunt and bird house building activities
- Created the Easter Program

Boardroom Sound

- Working on troubleshooting before a new system is approved and installed
- Spoke to Unbound Digital about submitting a proposal for the boardroom sound

Parks and Recreation/Wetlands

- Meeting with the Director of P&R to go over marketing efforts for the upcoming year
- Updating Wetlands with this years season passes, swim lessons and rentals

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
- Adding a gallery page to the website
- Working on adding the Jackson to the .org website
- Promoting the upcoming events on the newsletter
- Created a Google Analytics account to track visitors on the website
- Added the Jackson video to the About page and YouTube for visitors to watch

Google Analytics

- Monitored the Google analytics for the .org, .com, McKinney, Jackson and Wetlands site
- Easter has 1,418 views
- Our ad that is running through Advanced Travel has reached over 1000 people
- For the month of April we had 23,548 views total for the website
- The Town Employment page has 1,504 views for the month
- The Senior Center reached 851 views for the month of April

Jonesborough



DEPARTMENT of PUBLIC SAFETY

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

Jonesborough Department of Public Safety April 2025 Monthly Report

- CITATIONS & ARRESTS**

Offenses	Count
Sex Offenses, Forcible	1
Weapon	1
Burglary	1
Larceny/Theft	1
Assault	2
Extortion/Blackmail	1
Miscellaneous (TIBRS Group B)	3
Miscellaneous (Department Only)	11
Total:	21

Memos	Count
Assisting Other Agency	1
Event After Action Report	5
Field Interview	9
K9 Deployment	4
K9 Training	3
Lost/Stolen License Plate	1
Miscellaneous Information	21
Officer Assistance Form	1
Property Damage/Misc	11
Sensitive Information Report	1
Trespass Warning	2
Total:	59

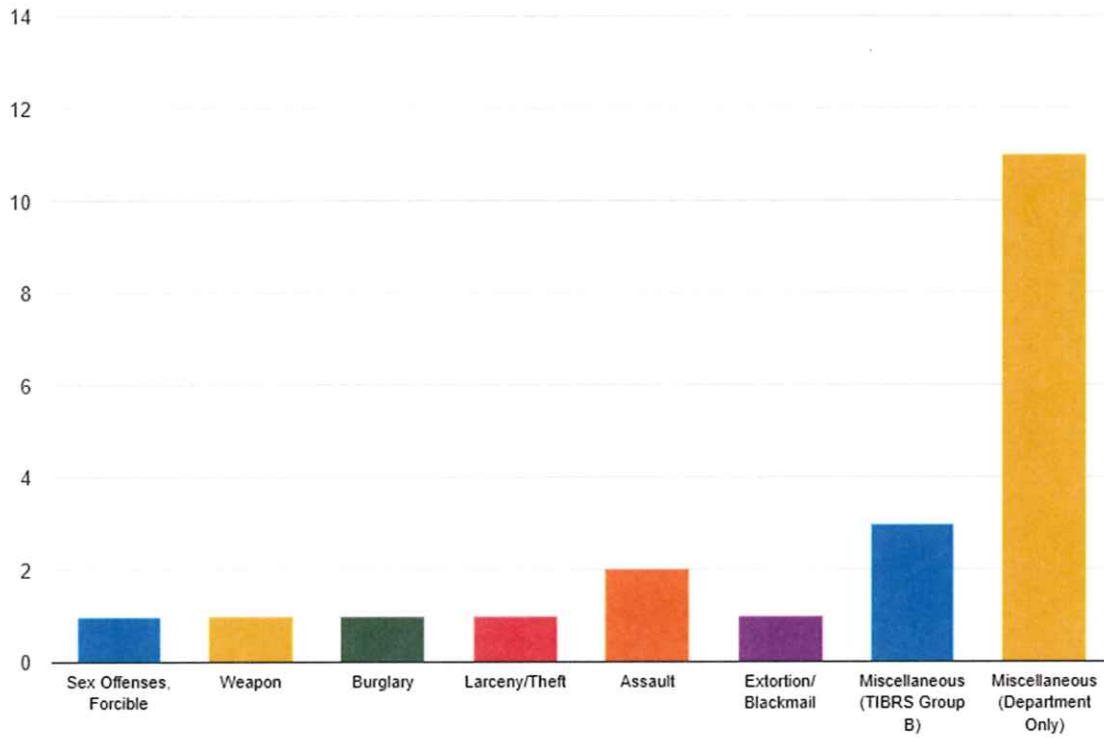
Arrests	Count
Adult (On-View Arrest)	3
Adult (Summoned/Cited)	38
Adult (Taken Into Custody)	3
Juvenile (Summoned/Cited)	1
Total:	45

Crashes	Count
Injury possible	1
Property damage (over \$ threshold)	10
Property damage (under \$ threshold)	11
Total:	22

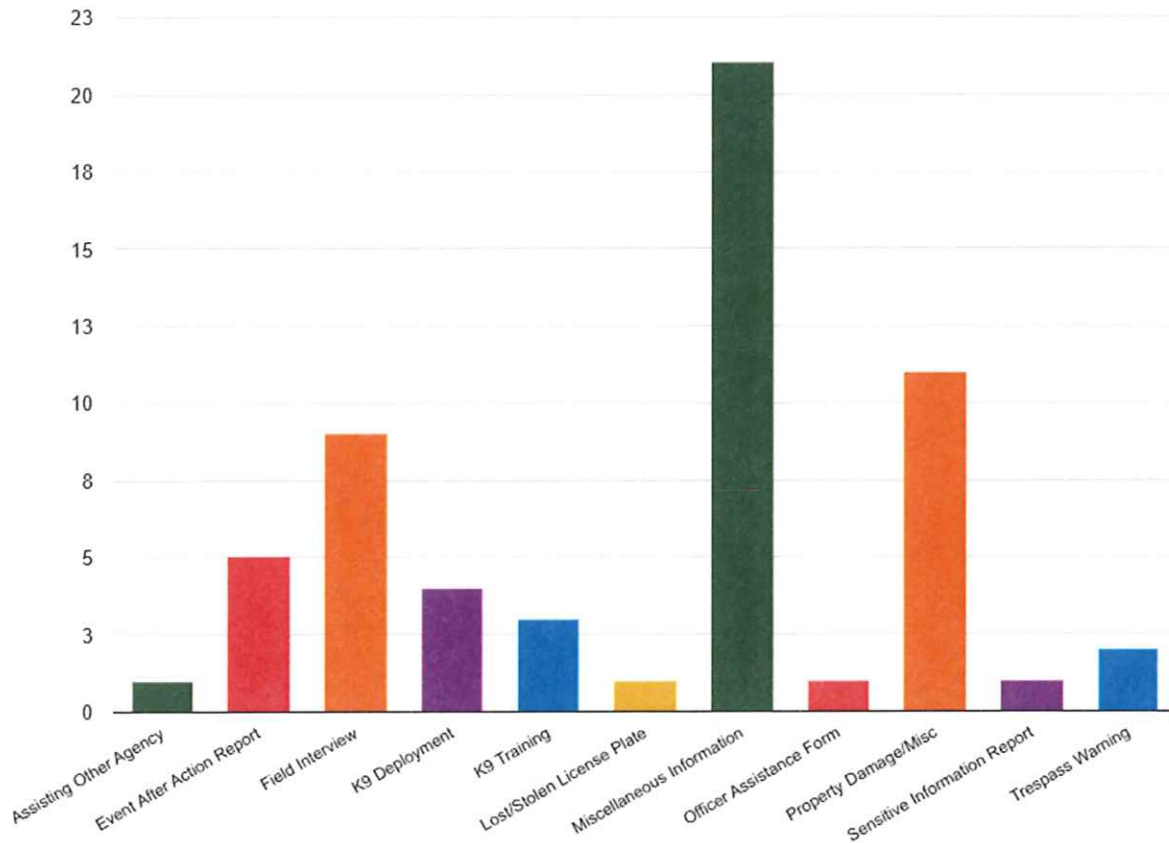
Non-Investigatory Crashes	Count
Injury possible	1
Property damage (over \$ threshold)	1
Property damage (under \$ threshold)	2
Total:	4

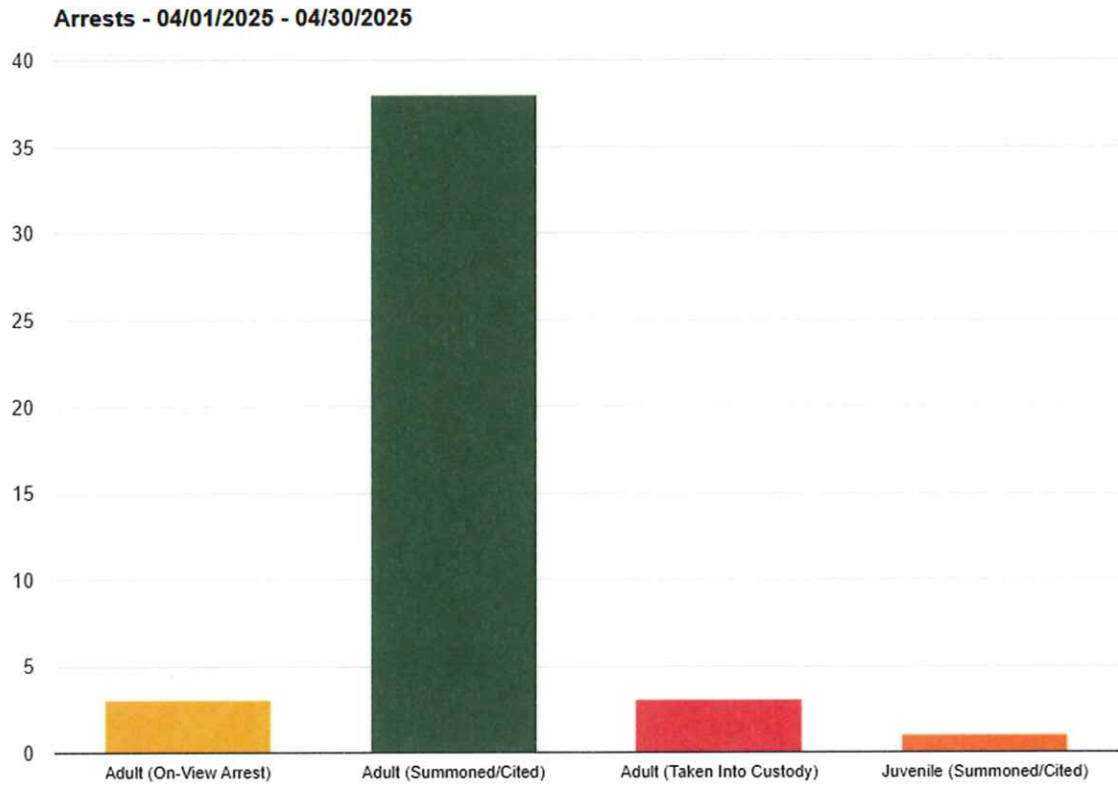
Tickets	Count
Traffic (Municipal Court)	279
Traffic (Washington County Juvenile Court)	2
Traffic (Washington County Sessions Court)	1
Traffic Charges (Municipal Court)	563
Traffic Charges (Washington County Juvenile Court)	5
Traffic Charges (Washington County Sessions Court)	2
Tow	9
Warning	127
Total:	418

Incidents - 04/01/2025 - 04/30/2025



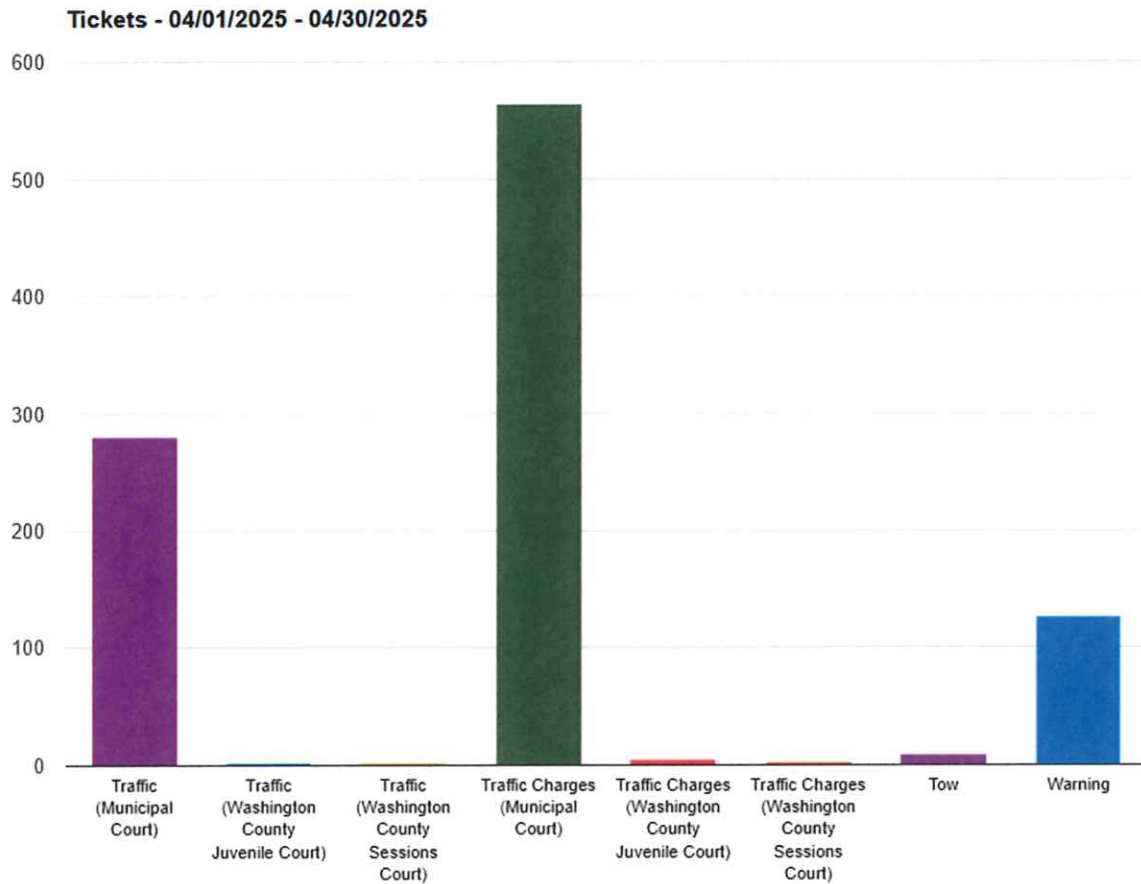
Memos - 04/01/2025 - 04/30/2025





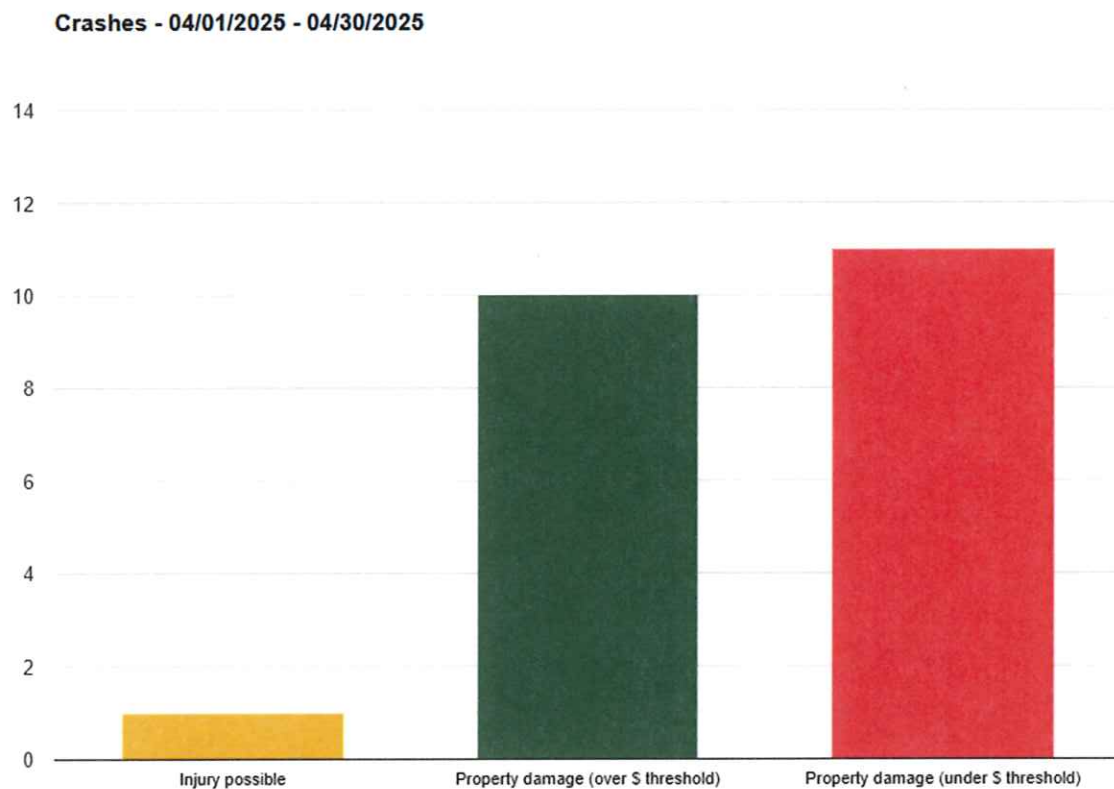
- **CRIMINAL INVESTIGATIONS**

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



- **MOTOR VEHICLE CRASHES**

A total of **(27)** crashes were reported and investigated for the month of April. Most crashes occurred on East/West Jackson Blvd; most crashes were over \$400 in damage with some resulting in a possible or confirmed injury.



- **CANINE**

For April, K9, *Cygan's* was involved in (0) deployments and (16) training hours. K9, *Falco's* was involved in (4) deployments and (16) training hours. K9, *Daryl* was involved in (0) deployments and (18) training hours.

- **RESERVES**

The reserve officer hours were not reported this month, but will be in the next month's report.

- **CODE ENFORCEMENT**

There was (0) ordinance violation issued during the month of April.

- **DISPATCH TRANSACTIONS FOR JCPD**

For April, our dispatchers assisted Johnson City Police Department with approximately (13) transactions.

- **OTHER CALLS FOR SERVICE**

There were (1410) CAD Entries for the month of April.

Visitors Center April Report – May 7, 2025

At the Visitors Center, we've been replenishing our inventory in anticipation of departmental spending being cut off for the fiscal year. We've ordered stock of some of our more popular books, food, and snacks to hopefully get us through the summer.

Gift shop revenue is up in March and April versus March and April of 2024, and we've made sure to carry some vendors and products that are a little different from what we've done in the past; our customers are seeming to approve of our newer items.

Rentals are still doing good business, with our revenue this year outpacing our February, March, and April from 2024 by about \$500. Last year was our best for rental revenue since 2018, and this year is poised to continue that trend upward.

During most events, Cameo and I have made sure to at least sell soft drinks, water, and t-shirts, and that decision has been a large boost our revenue compared to what we would normally do only having the physical gift shop location.

During our last huge storm, we had a sizable leak from an HVAC drainage, for some reason. That has nothing to do with storm drainage, but here we are. Rick and Ron were able to stop the bleeding until Phil's Heating and Air were able to permanently fix it. We were also able to get rid of our very heavy brown plastic tables and replace them with lighter, white ones to match the rest of our stock. We were able to donate the old ones to both Ellen Stafford of Jonesborough's Dollhouse and the train museum at ETSU.

Sincerely,

Matt Gulley, Visitors Center Manager



Updates and Projects

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

Main Street and Downtown

Had numerous meetings with JAMSA assisting with event submissions, marketing, and event planning assistance. Below I will include an event/marketing report on all that we did for the Star Wars event. These reposts take a lot of time so we don't do them for every event, but I am happy to put it together anytime you'd like.

2025 Star Wars Support to JAMSA

Ticketing

- March 31st tickets input into system
- April 25th, we emailed 127 people, which is all previous ticket purchasers who haven't bought yet
- May 2nd another reminder went out to previous purchasers as a last-minute reminder

Website and newsletter

- April 4th updated to website calendars
- April 4th webpage updated
- April 28-May 4th on Main Street Newsletter 368 people opened the newsletter with 10 people directly clicking through on the newsletter
- Nearly 800 people viewed the webpage
- 1,291 people in our area searching for the May the 4th event through Google

Marketing Efforts

- April 4th press release went out
- 9 posts on Facebook, 6 posts on Instagram, 7 stories on Instagram, 7 stories on FB
- May 2 WJHL interview
- News Paper Articles Ran:
 - April 4th Greeneville Sun
 - April 9th H&T
 - April 25th H&T
 - Week of April 4th WJHL

- April 21st Event Created: - Co-Hosts: Historic Jonesborough, Main Street Jonesborough, JAMSA (still hasn't accepted)

On social media we have received **75,655 views** and **49,101 reached**, and **394 direct clicks to buy tickets**.

If JAMSA were to hire a group out to do this work for them below is what that cost would be ot them:

Event Logistics \$3,300–\$4,800

Ticketing \$950–\$1,400

Website & Newsletter \$500

Marketing & PR \$1,800–\$2,550

Total \$6,550–\$9,250

Tourism

I have been working closely with NETTA, Visit JC, and the County Commission to see how we can create a plan for county-wide lodging tax to be spent.

We were awarded a grant for the State and NETTA to host a short-term rental workshop in Jonesborough. The program included 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 had a total of 30 signed up.

We had around 10 submittals for the Pinnacle Awards that will take place in late May and am very helpful we will bring home some big awards for the Town.

We also hosted a day of strategic sessions with the Tennessee Department led by Zach Ledbetter, Director of Outreach & Engagement for the Tennessee Department of Tourist Development. This session was similar to the one we held with the TN Main Street Program in December, but with an added focus on tourism, as well as identifying departmental needs, gaps, and assets. Below is a breakout of the focus groups:

Start	Description
8:30-10:00	Meet with the Tourism staff – overview and visit expectations
Stakeholder Meetings	(Focus Groups)
10:00am-10:45am	Attractions/Main Street/Businesses
11:00am – 12:15pm	Town Staff
12:15pm-1:00pm	Lunch
1:00pm-1:45pm	BMA
2:00pm-3:30pm	Tourism staff along with “core” stakeholders
The last session ended with discussion on how to fill the gap of lack in the number of staff within this department and a bit too heavy of a focus on	

Marketing

The marketing focus for the month was heavy for Parks and Rec., Wetlands, Easter, MOTS Fundraiser.

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

Social Insights

60,892 unique people reached

17 follows/likes came from these ads, this month 9 follows/likes came from the video

The carousel general branding v1 remained the top-performing creative: 60,513 impressions, 1,931 link clicks, 3.195 LC CTR

Display Insights

Run Dates: 12/10 - 06/09

Objective: Brand Awareness

Geos: Ashville NC DMA, Tri Cities DMA, Knoxville DMA, Charlotte DMA, Chattanooga DMA, Raleigh DMA

Affinity & In Market Audiences

Affinity Audience: Users with long-term interests and lifestyle habits related to your product or service. Think of them as passionate enthusiasts.

In-Market Audience: Users actively researching or considering a purchase in your category. They have higher intent and are closer to making a decision.

Display is performing great, CTR is well above benchmark (0.08%)!

Events

I spent most of my month working on events- mainly spending time on MOTS fundraiser, Easter, Star Wars, JBO Days.

This month we found ourselves overwhelmed with the amount of event assistance and marketing work needed from outside organizations. The team got together and decided to create a marketing/event request form for JAMSA to fill out. The link can be found here:

<https://townofjonesborough.regfox.com/special-event-marketing-request>

April 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 (4/2)
- Attended Main Street Board Meeting
- Attended the National Main Street Conference in Philadelphia
- Had Zoom meetings with AdvanceTravel to assess results for all the marketing campaigns we're running
- Attended multiple JAMSA Star Wars event committee meetings

Marketing

- Booked 5 TV Spots with WJHL for events happening in Jonesborough (Jackson Theatre, Easter Eggstravaganza, McKinney Center, etc.)
- Submitted 3 awards for Pinnacle Awards (Northeast TN Tourism Awards)
- Had marketing meetings with Amber, Lori, Cameo, Mitchell, and Jessica to discuss social media & marketing for The Jackson Theatre
- Sent Press Releases ~15 for events in Jonesborough (McKinney Center, Jackson Theatre, Easter, Heritage Alliance, Star Wars, Short Term Rental Workshop, etc.)
- Met with Garden Club Board members twice to talk about posters, a press release, & marketing collateral
- Designed and distributed Table Tents with town events happening in May
- Worked with Advance Travel on collateral needed for our big marketing campaign (highlighting Music on the Square & Brews and Tunes)
- Worked the MOTS Fundraiser 4/11
- Took and edited photos for McKinney Center's Masterpiece Mingle
- Worked the Easter Event on 4/19
- Gathered Marketing Statistics to put together for JAMSA to present to them post-Star Wars Event
- Created all Arbor Day 2025 graphics and posts for Parks & Rec.
- Attended John B. Battle High School to present and did a hands-on activity about Jonesborough Tourism

- Organized and did a live Daytime Tricities at the Jackson Theatre
- Attended and took minutes at Tourism Strategic meetings all day on 4/28

Social Media

- Created many general Jonesborough social media posts and reels.
- Created and posted ~12 posts for JAMSA's Star Wars Event
- Created and posted for MOTS Fundraiser
- Created and posted for Easter Event and Sensory Easter Event
- Created many posts for Historic Jonesborough & Main Street Jonesborough socials
- Updating the Jonesborough Civic Page with water utility updates, trash updates, and traffic advisories
- Created many social posts for Parks & Rec. pages (Facebook & Instagram)
- Updated Civic FB page with April Employee of the Month

Social Media Statistics

Historic Jonesborough Facebook & Instagram:

Views

Views ⓘ	509,909
3-second views ⓘ	1,241
1-minute views ⓘ	1
Watch time ⓘ	4h 38m
Reach ⓘ	188,210

Interactions

Content interactions ⓘ	8,453
Link clicks ⓘ	6,735

Audience

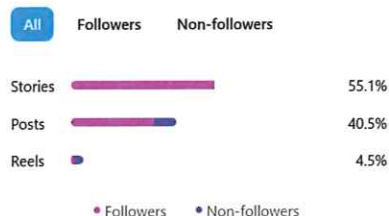
Follows ⓘ	272
Unfollows ⓘ	42
Net follows ⓘ	230

Views ⓘ

41,761
Views



Followers	81.1%
Non-followers	18.9%
Accounts reached	9,030

By content type



Main Street Facebook & Instagram:

Discovery

 Post reach	22,523
 Post engagement	7,345
 New Page Followers	18,819

Interactions

 Reactions	1,186
 Comments	117
 Shares	94
 Photo views	2,161
 Link clicks	425

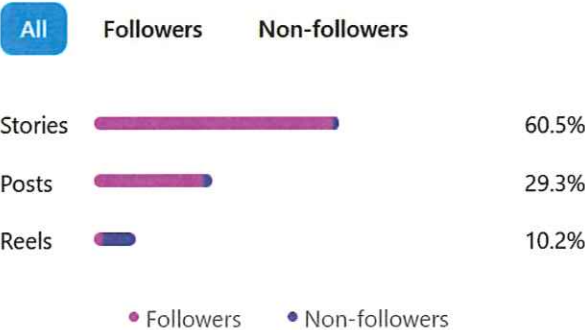
Views ⓘ

16,767

Views

Followers	89.4%
Non-followers	10.6%
<hr/>	
Accounts reached	3,654

By content type



Utility Manager Monthly Report

APRIL 2025

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

Distribution department installed 10 new service taps and repaired 30 service leaks for the month of April. Water Distribution has also done 4-meter box replacements and located 300 TN 811 one calls.

Water Quality Department read 13,730 meters and set up 2 new service meters for the month of April. The Water Quality Department cut off 120 meters with 61 of those for nonpayment. 16 meters have been serviced and 14 locations entered into harmony. The Water Quality Department had a total of 15,424 total actions taken in the month of April. The Water Quality Department completed all scheduled flushing for the month of April.

Water Plant processed 78.555 million gallons of water with a daily average of 2.618 million gallons per day in the month of April. 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 April. Wastewater had three releases due to infrastructure breaks and no overflows in April. 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 operate in April. The month of April experienced 13 days of precipitation for a total of 3.61 inches. The need for further I&I work is still apparent. Current data indicates a daily inflow rate between 30-45 %. For April, this rate was 34%, equating to an average of nearly 227,000 gallons daily.

County water line construction crew is finishing up the Jackson Bridge Rd project and will be starting on the Taylor Bridge Rd project this month.

G.I.S, G.P.S & Inspection 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 by 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 the GPS program. Currently we are looking at 10-15 years before the water system is completely mapped.

We had a productive April 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 125 of 143 easements have been signed for the 24" Transmission line installation. Artie White & Tammy White 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

Utility Manager

GIS MANAGER

May 2025 Monthly Report

- Intake Facility Debris Removal - Just Junk It will complete debris removal, access roads to river and back of intake facility property. Restoration work (seed & straw) will begin following access road completion.
- Hwy 81 N BPS - Traxon's projected start date is Monday May 12th. The substantial completion date for this project is Aug 3rd. Mr. Hilborn said the pump would take 16 weeks once the shop drawing is approved (GRW sent the shop drawing back to pump manufacturer Monday 4/7). With that being said, Traxon will not meet the substantial completion date of Aug 3rd due to the 16-week lead-time for the booster pump.
- GIS Survey - Will begin the Saylor's Place subdivision GPS and ArcGIS mapping.
- ArcGIS Address Layer - Create an address and parcels layer within the Jonesborough ArcGIS map.
- Attend OpenGov GIS connection, authentication & asset data meeting on Tuesday May 6th to prepare the Cartegraph Asset Management Classic and ArcGIS Integration.
- EMS Station 2737 Hwy 11E - Check-in with Chris Kistner (Mitch & Cox) to see if they have received delivery of the precast doghouse type meter vault for the 6-inch fireline. I will provide inspection of the meter vault installation, chlorination, hydrostatic testing and tie-in of the 6-inch waterline at the new EMS facility.

Town of Jonesborough
Water Quality Department
Monthly Report
APRIL 2025

<u>Meters Read:</u>	<u>Meters Cut On:</u>	<u>Meters Cut Off:</u>	<u>Meters Rechecked:</u>
13,730	203	59	42

<u>Meter Maintenance:</u>	<u>Non-Payment :</u>	<u>Customer Inquiries:</u>
	61	130

18 Meters Marked

16 Meters Serviced

14 Locations Entered in Harmony

<u>Water Line Flushing:</u>	<u>Service Line Leaks:</u>	<u>Reports & Spreadsheets:</u>
144	33	471

<u>Valve Maintenance:</u>	<u>Water Line Locates:</u>
34 Valves exercised	19

<u>Dispatch & Service Calls:</u>	<u>WQ SET TAPS:</u>
448	2

Total Actions Taken:
15,424



TOWN OF JONESBOROUGH

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

Monthly Report April 2025

Water Distribution

Complaints Total - 5 6 - Total Complaints Last Month

Taps Installed - 10 29- Total Taps Last Month

Tennessee One Call - 300 312 - Total Last Month

This Month there were 300 locations marked on our Water System for proposed work such as Telephone Co, Gas co, Cable co, and Power Board.

Water Leaks Total-30 26 - Total Last Month

Down Meters Installed Total - 2 0 - Last Month

Meter Box Replaced Total - 4 4 - Total Last Month

Paving Locations - 0 0- Total Last Month

Yard Work Clean Total - 225 65- Total Last Month

1. Yards to sow (100 to sow)
2. Work on the Grant Funding with GRW Engineering for water line replacement.

GPS Project Goals

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

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

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

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

Linear feet of water line GPS- 906,626'

Miles of water line GPS- 171 miles

Meters GPS- 3,946

Valves GPS- 767

Hydrants GPS-193

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

GPS- The Town of Jonesborough water system is approximately 35% mapped, with approximately 1,848,000 feet of water line in the ground. The Goal is to get all water lines, valves, hydrants, and meters mapped in a GIS format that can be used on an IPAD for reference online size and valve location. This will reduce time spent on leak 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 short-handed 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 Crockett 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 April 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. Town crew has also concentrated some efforts toward helping the fire department with flushing 29 fire hydrants within the county. The Town also made a directional bore across hwy 11E for crosspoint church to help out the sewer department with a forced main sewer line.

Upcoming Line Extensions Town Crew

Yankee camp Rd- 300' of 6" DI

Drain Lane 350' of 2"

John France Rd – Connecting both ends 1600' of 6" Ductile Iron

Headtown rd – 300' 6" Ductile Iron

Completed Line Extensions Town Crew

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

Telford School- 199 feet of 6" ductile iron- Completed

Dave Fender Rd – 199 feet of 6" ductile iron- Completed

Upcoming Line Extensions County Crew

- Taylor Bridge Road Beginning first week of May
- Jackson Bridge – Completed "Except for Bridge Crossing to be completed by contractor"

For the month of April County Construction Crew

The county construction crew has concentrated on installing the finishing touches on the 6" ductile iron pipe on Jackson Bridge rd. This month they laid approximately 1100 feet and made the directional bore across hwy 107 to connect the line to the existing 8" Ductile iron, the crew has also concentrated its efforts to get the entire job site cleaned up with topsoil where needed seed and straw. Driveway crossings were also paved this month. This completes the pipe work on the project except for the bridge crossing which the contractor will come in and complete.



TOWN OF JONESBOROUGH

123 BOONE STREET
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TELEPHONE (423) 753-1030
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Wastewater – April 2025 Monthly System Operations Summary

Date: May 8, 2025

Customer Calls:

Total: 10 Resolved: 10

TN811: Taken: 426 Required Action: 166

Sewer Taps:

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

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

Projects Completed:

1. Walnut Grove Driveway Repair
2. Tap Repairs – W. Main, N. Lincoln, Charlem Hills, S. 3rd
3. Pump Station Repairs
4. Force Main Break Walnut Grove

Projects Underway:

1. CIPP – Bowman & John Greene
2. Pump Station Repairs
3. Camera Inspect – Skyline Landing

System Maintenance:

Line Cleaning: 3000'	Line Inspections: 3000'	System Repairs: 1
Station Repairs: 3	Station Cleaning: 23	STEP Unit Repairs: 0

Overflows/Releases/Bypasses:

Release – 4/1/25 – 725 Middays Rest – Contractor dug through the force main
Release – 4/22/25 - Skyline Landing – Manholes not sealed (Contractor)
Release – 4/28/25 – 1204 Walnut Grove – Force main break

Town of Jonesborough Environmental Services Department Monthly Report	April 1, 2025 thru April 30, 2025
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Wastewater Plant: The WWTP is operating well. The Diesel Redundancy Pump did operate in April. The month of April experienced 13 days of precipitation for a total of 3.61 inches. The need for further I&I work is still apparent. Current data indicates a daily inflow rate between 30-45%. For April, this rate was 34%, equating to an average of nearly 227,000 gallons daily.

Wastewater Plant Compliance – April 2025

Parameter	Result	Limit	Violation Y/N
CBOD Monthly	5mg/l – 28lb/d	21mg/l – 167lb/d	N
CBOD Weekly	6mg/l – 30lb/d	25mg/l – 208lb/d	N
CBOD Daily	8mg/l – 96%Rmv	30mg/l – +40%Rmv	N
Ammonia Mo.	2.4mg/l – 11lb/d	8mg/l – 67lb/d	N
Ammonia Wk.	1.4 mg/l – 7.5lb/d	12mg/l – 100lb/d	N
Ammonia Day.	11.5 mg/l	16mg/l	N
TSS Monthly	7mg/l – 35lb/d	30mg/l – 250lb/d	N
TSS Weekly	8mg/l – 51lb/d	40mg/l – 304lb/d	N
TSS Daily	12mg/l – 94%Rmv	45mg/l – +40%Rmv	N
E. coli Monthly	1.2/100ml	126/100ml	N
E. coli Daily	4.1/100ml	941/100ml	N
Chlorine	0.87 mg/l	2.0mg/l	N
Sett. Solids	0.1ml/l	1.0ml/l	N
Diss. Oxygen	8.6 mg/l	6.0mg/l Minimum	N
pH	7.5su/7.9su	6su – 9su min/max	N

Please note that the information provided in the compliance table is accurate through 4/30/25

Sewer Construction/Collection System: Three Releases occurred during April due to contractor activities in Skyline Landing and a force main break in Walnut Grove. Numerous pump station repairs, tap repairs, along with pump station cleanings, were completed in April.

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.

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

04/01/2025 to 04/30/2025 as of 5/8/2025
...Powered By eWorkOrders.com

Status: 2-Closed

Department: Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	291
WW-Requested Work	27
WW-Corrective	19
WW-Construction Work	5
Total Work Orders:	342

Work Orders By Type

09/01/2017 to 04/30/2025 as of 5/8/2025
...Powered By eWorkOrders.com

Status: 0-Open

Department: Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	83
WW-Requested Work	5
WW-Construction Work	3
Meter - Backflow	6
Total Work Orders:	97

	Current Month	Previous Month	% Change
Work Orders Generated	384	332	+13%
Percentage of Completion	89%	86%	+3%
Work Orders Completed	342	286	+16%

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

Jonesborough Water Treatment Facility

Monthly May 5, 2025

For the week of May 5, 2025, the total amount of water processed was 78.555 million gallons for the total gallons produced of April, 2025; with a daily average of 2.618 million gallons, a maximum of 2.902 million gallons, and a minimum of 2.467 million gallons.

This is the weekly report for the week of May 5, 2025. As of May 5, 2025, The sampling for the monthly BacT testing will start this week and continue the SOC. . The state report, the MOR was delivered on May 5, 2025.... The water intake dive inspection—waiting for the film—recommendations and the finished cleaning. The security camera locations are progressing—still need the 1 Persimmon water tank for completion. I have heard back from Bio-nomics about the dewatering of the lagoon—waiting for a bid.. and the did contact me last week. The cleaning of the riverbank is progressing well last week and to continue—river road is restored.. The 2025 CCR was completed this week and sent to TDEC for review. The state sampling of SOC state testing has started last week and the PFOS sampling was finished last week.

.This concludes this report for May 5, 2025. R. Jones—Jonesborough Water Plant. Looking at bids to complete the intake inspection and diving.

Supervisor Report for February 2025

Senior Center

The Center membership is 2,222, even with our membership drive approaching, we still have new people joining daily. We will run our membership drive June 16th-June 30th.

We hosted our annual Spring Expo and Health Fair in April. We had over 40 vendors and 300 attendees at our event. Participants were able to interact with representatives from medical, health, real estate, banking, etc. offering great resources for the senior community.

Our cooking class included making food from Greece, homemade pita bread, hummus and Greek pasta salad. Our hiking group returned to the Red Liner's went to Rocky Fork State Park and completed a five-mile hike. We launched our Walk Across America challenge and 50 of our members are competing in this challenge to increase physical fitness and become more active. Prizes to be awarded to top finishers.

Our new Program Coordinator, Jennifer Davis, is doing an excellent job promoting Senior Center activities, programs and services via Facebook. She has really increased our social media presence and is capturing our programming in a creative and interactive way.

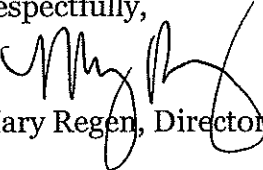
The Senior Center staff participated in the annual First Tennessee Area Agency on Aging and Disability conference held at Meadowview Convention Center. The conference was a one-day event with different senior specific sessions focused on senior nutrition, finance, protecting seniors from scams, creative senior center programming and emergency preparedness for older adults. This event is something we look forward to each year and it serves as a great team building event. One of our members, Mike Willis, won the Kathy Whitaker Service Award for his volunteer work. Mike served on our three-time Brain Games team, and he currently is the Northeast TN representative for the Executive Committee for Department of Disability and Aging.

Some Senior Center maintenance projects include new mulch being put down at the Senior Center, a special thank you to Parks and Recreation for coordinating the Washington County inmate crew to spread 16 pallets = 1,200 bags of mulch. The Senior Center grounds look wonderful. Additionally, the carpet in the Senior Center was professionally cleaned in April.

Lincoln Park

All Lincoln Park programs have returned to include, pickleball, bocce ball, shuffleboard, Lincoln Loopers, art in the park, meditation and new for this year, cornhole. The University of Tennessee Extension Master Gardeners have been working in beds, and we are already getting harvested items. We have several gardening classes coming up in May, led by Adam Watson, with UT Extension. A couple of the Senior Center staff and volunteers helped at Parks and Recreation's sensory Easter event. Held at Lincoln Park the event was a huge success with great participation from the community and I had several people tell me they were so thankful that there was an event for kids with special needs.

Respectfully,



Mary Regen, Director





Jackson Theatre- Operations Manager

Monthly Report for April 2025

Staffing:

- Continue to have Nathan train for sound/lights/load-in and out. He has helped to relieve a bit of the strain on Mike by showing movies a few times a month. Mike is also working to get John Saylor in to train on running movies. This is a huge help for Mike and frees him up a bit on weekends.

Programming:

- We hosted GRAMMY winners, Steep Canyon Rangers, this month. We had a great turnout and sold 232 in attendance for that show.
- We hosted two nights of storytelling with Donald Davis. This event has typically been held at the Jonesborough Visitors Center, so we were excited to partner up with the Department of Tourism to have it at the Jackson. This was great revenue for the theatre since we have a percentage split with Mr. Davis.
- Gift certificate sales are still going very well; we have sold nearly \$1,324.00 in gift certificates.
- We have raised \$1,464.00 in our online donation campaign.
- Gained three event sponsors:
 - Historic Jonesborough Arts Foundation and Howard & Rebecca Alexander for Steep Canyon Rangers
 - Wolfe Development for The Bellamy Brothers
- Booked all movies shown at the Jackson in April.
 - April 3 at 7 PM - ET (1982) *80's Classics Series*
 - April 4 at 7 PM - The Lost Boys (1987) *Monthly Horror*
 - April 5 at 3 PM - The Searchers (1956) *Western Series*
 - April 5 at 7 PM - Unforgiven (1992) *Western Series*
 - April 6 at 3 PM - Wicked (2024) *Family Series*
 - April 10 at 7PM - The Legend of Bagge Vance (2000) *Celebrating the Masters Tournament*
 - April 11 at 7PM - The Secret Life of Pets (2016) *Celebrating National Pet Day*
 - April 13 at 3 PM - The Lorax (2012) *Family Series - Celebrating Earth Day April 22nd*
 - April 15 at 7 PM - Titanic (1997) - *Titanic Day!*

- April 17 at 7 PM – Easter Parade (1948) *Celebrating Easter*
- April 19 at 3 PM – The Peter Rabbit (2018) *Family Series – Celebrating Easter*
- April 19 at 7:30 PM at Lincoln Park – Hop (2011) *Family Series – Celebrating Easter*
- 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*
- April 29 at 7 PM – The Untouchables (1987) *80's Classics Series*
- Continue to work on music programming, which we are now booking into 2026.
 - May 10th- Jessica Styles Bluegrass Band
 - May 25th- The Bellamy Brothers
 - June 14th- Dom Flemons
 - June 21st- Colby T. Helms and the Virginia Creepers
 - July 1st- Charlie Maples and Mal Cooper
 - July 10th- Flatt Out Blue
 - July 24th- The Po' Ramblin' Boys and Jim Lauderdale
- Worked with Parks & Rec to show "Hop" in Lincoln Park.
- The "Pay What You Can" movies are going well, and we are booking two movies each month with this program.
- Attended a meeting with the Washington County/Jonesborough Library to discuss the potential of partnering on programming.
- Attended a meeting with local band, Florencia & The Feeling, to discuss hosting their local album release party in November at the Jackson Theatre.
- Attended a meeting with staff and the board of the Heritage Alliance to discuss the potential of partnering on a silent movie fundraiser for their organization.
- We offered two free facility tours in April followed by the 30-minute Jackson film.

Rentals/User Group Agreements:

- Hosted one private rental for a birthday party. It was for two children, we showed two movies, and they had lunch on the 2nd floor of Stage Door.
- We are set to have 8 rentals in May, ranging from field trips with two Washington County schools to a movie night with Johnson City's Doughboys baseball team.
- Organized a facility tour with Providence Academy and discussed hosting their fall play at the Jackson.
- Organized and attended a facility tour and planning meeting with WCQR.

Marketing:

- I continue to work with Jessica Sanders, contract employee, on all social media posts, posters, table tent graphics, press releases and graphics.
- Attended the April Marketing Team meeting for the Jackson Theatre with Jessica Sanders, Mitchell Calvin, Isabel Lopez, and Lori Powell.

- Continue to work with Mitchell Calvin on needed web updates.
- I attended three media interviews with WJHL to promote our Pay What You Can movies at the theatre, Donald Davis Storytelling Concerts, as well as our Steep Canyon Rangers concert.
- Hosted Daytime TriCities with three interviews live from the stage, mezzanine and Stage Door.
- Organized and attended a meeting with Radio Bristol to discuss partnership and advertising opportunities.
- Met with Cameo Waters to discuss billboard options for the region and Johnson City.

Building Info:

- Met with Mike D'Avella to discuss needed security system quotes and needs for the theatre.

Additional Info:

- Organized and attended a meeting with Devin Rutledge from Depot Street Brewing to discuss local distribution and options for serving.
- Continued our weekly staff meetings (with Lori, Mike and Greg) as well as monthly host meetings with all Jackson Theatre staff.
- Submitted financial reports needed to the Recorder's Office for ThunderTix sales and payouts.
- Attended the April Board of Mayor and Alderman meeting.
- Prepared the agenda and attended our April Jackson Theatre Board meeting.
- Attended two meetings to discuss how the TOJ can show appreciation to Jimmy Neil Smith and impact on our community. Also assisted with preparation and serving of refreshments during the JNS Bench Dedication ceremony on April 16th.
- Attended the City, County, Town Chamber of Commerce Luncheon at Grace Meadows.
- Attended three strategic planning sessions with the Department of Tourism and the Tennessee Department of Tourism Development.

Board of Mayor and Aldermen Report 5/6/2025

Tuesday April 10, 2025

5:30 PM

Jackson Theater - Technical Director

Progress Report for April 10 – May 6

Staffing:

We have the following Technical Staff on our Show Call Roster:

3 Audio Engineers

2 Lighting Designers

2 Stagehands

5 Volunteers

1 Movie Technician

Created Volunteer Program for Prescreening movies with the help of the hosts

Created Movie Prescreen Procedures Checklist

Attended Staff meetings now regularly held on Friday afternoons

Performances:

- Donald Davis Story Telling Concert - 2 Nights
- Steep Canyon Rangers
- Vincent Neil Emerson w/ Special Guest
- Leon Majcen
- Conducted 2 Facility Tours ending with full 30 Minute Jackson Theatre Documentary. Jackson Theatre Host Marianne Anderson has improved the tour script, by removing material that overlaps the film. She and I have begun planning a PowerPoint presentation for use on the stage.

Movies:

The Legend of Bagger Vance	4/10/2025
The Secret Life of Pets	4/11/2025
The Lorax	4/13/2025
Titanic	4/15/2025
Easter Parade	4/17/2025
Peter Rabbit	4/19/2025
Hop	4/19/2025
Night of the Living Dead	4/25/2025
A Bug's Life	4/27/2025
The Untouchables	4/29/2025
2001: A Space Odyssey	5/2/2025
Star Wars: The Force Awakens	5/4/2025
Star Wars: The Last Jedi	5/4/2025
The Three Amigos	5/5/2025
Dog Man	5/6/2025
Nim's Island	5/6/2025

- Documented receipt
- Prescreened Movies
- Returned movies

Rentals:

- Private Birthday party for 3 children. We played Moana 2 and Batman Lego Movie. We had a great impromptu dance on the stage with Disney Music and colored Lighting.
- **Historic Jonesborough Tourism Department** hosted a **free short-term rental workshop**
- **Midsouth Financial Hosted a Cinco De Mayo office party playing The 3 Amigos**
- **School Field Trip – Dog Man**
- **School Field Trip – Nim’s Island**

Theatrical Hardware:

Haze has been tested. With the consent of the Jonesborough Fire Department, the system has been run until the haze was thick enough to set off the fire alarm (while both theaters were closed). Photos were taken before the alarm, then photos and video were taken at the haze density that set off the alarm so that visiting Lighting Designers can see the haze necessary to set off the system. The haze was subsequently tested once more without an audience. Then the Steep Canyon Rangers and Vincent Neil Emerson used haze for their performances. All functioned as expected and no alarms were triggered.

Programming:

- All necessary tech staff was booked for Vincent Neil Emerson and show information has been distributed to those staff members.
- Contacted Vincent Neil Emerson’s production manager and The Bellamy Brothers’ Tour Manager, begun scheduling Tech crew for Bellamy Brothers.
- Production company has been contacted for rental for hazer test, and upcoming Bellamy Brothers needs.

- Reviewed incoming riders
- Program Calendar for staff has been updated.

Building Info:

- Met with United Elevator Service representatives who verified that we have the necessary contacts in the elevator to equip it with a key fob sensor so that the top story is secured.
- Met with Glenn Rosenoff – Security system installation is expected to proceed in 2 stages. The lower (public) floors' security system installation has been approved. The Top floor will be installed after the new Fiscal Year beginning July 1.

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

Consent Agenda

DATE: May 12, 2025

AGENDA ITEM #: 7

SUBJECT: Job Description – Events Manager

BACKGROUND:

Through the years, there have been different job descriptions developed for tourism and marketing, including "event" related positions. As Jonesborough is a destination for visitors near and far, we are known for our events. As such, the Tourism and Main Street Director Cameo Waters took time to review different job descriptions as they relate to planning, organizing and implementing town events and programs. The one being recommended for adoption is the "Events Manager" description that captures the essential functions of the job as it relates to the position. This description is very similar to our Special or Events Coordinator descriptions with a very much needed additional function, "Develops and executes fundraising strategies to support events, including securing sponsorships, managing donor relationships, and coordinating fundraising campaigns and initiatives." As we continue to grow events, both traditional and new, the area of fundraising strategy has become more vital to the sustainability of those events.

The recommendation is to approve the job description and for it to be utilized in hiring our next "events" employee within the Visitor Center.

RECOMMENDATION:

Approve the job description "Events Manager" for the Visitor's Center, and for it to be utilized in filling the vacant "events" position, as presented.

TOWN OF JONESBOROUGH
EVENTS MANAGER

GENERAL DESCRIPTION:

Initiates and follows through in the planning, organization and implementation of Town events and programs for the Historic Jonesborough Visitors Center and Department of Tourism. Works under the direct supervision of the Tourism & Main Street Director.

ESSENTIAL FUNCTIONS OF JOB:

- The primary responsibility is to provide leadership in undertaking all Jonesborough sponsored events like Jonesborough Days, the 4-week Christmas in Olde Jonesborough series, Music on the Square, etc. Duties include chairing event planning committees, delegating work tasks, establishing budgets, using the Jonesborough Event/Activity Planning Guide, monitoring progress, and conducting evaluations;
- Works to create strong partnerships with Town Departments and outside organizations, such as JAMSA, Heritage Alliance, Garden Gala, etc.;
- Provides assistance and leadership to Town Departments and outside organizations regarding events;
- Understands conditions and regulations governing various programs and projects, including important milestones and reporting schedules;
- Participates in meetings necessary to carry out various projects and activities;
- Assist in obtaining regulatory approvals necessary to undertake projects and activities;
- Works with consultants needed for technical considerations in projects and activities;
- Helps sequence work, obtain supplies, organize manpower and schedule assistance with projects and activities;
- Helps develop marketing plans and create marketing collateral;
- Takes a leadership role with event-related marketing efforts;
- Keeps accurate records of activities, meetings, contacts, etc.;
- Provide administrative staff with forms, expectations, and documentation necessary to keep accurate accounting of financial activity related to projects and activities assigned;
- Develops strategies to overcome roadblocks to accomplishing work tasks;
- Communicates with the various parties participating in projects and activities keeping them informed of schedules and milestones;
- Develops and executes fundraising strategies to support events, including securing sponsorships, managing donor relationships, and coordinating fundraising campaigns and initiatives;
- Sends reports and updates as required to funding agencies, and communicate funding deadlines and documentation requirements to administrative staff;
- Assists in communicating with residents through various media about various projects and activities;

- Attends workshops, conferences, etc. that facilitate obtaining the knowledge and education necessary to obtain grant assistance and initiate projects that achieve the goals of the Town;
- Evaluates implementation of activities and the process used to undertake work tasks, and makes suggestions for a more efficient operation;
- Build and maintain relationships through networking, track and implement promotional opportunities;
- Assists Tourism & Main Street Director with all tourism related activities and events in town; such as FAM/Writer Tours, Group Tours, etc.;
- Assists with the towns ticket-selling activities through our ticketing software for various departments and events in town;
- Participates in media interviews;
- Performs related tasks as required.

Required Knowledge, Skills and Abilities:

Strong knowledge of computers and specific software/media packages necessary for the job and the ability to share knowledge or train fellow staff members. Ability to establish and maintain an effective working relationship with the general public, town departments and fellow employees; General public relation skills; Strong knowledge of organization and ability to multi-task; Self-motivated individual; Effective oral and written communication skills; General marketing and promotional skills; Ability to operate sound, lighting, audiovisual, photographic and office equipment. Sensitivity to the historical nature of Jonesborough and the importance of history to the growth and development of Jonesborough. Ability to work weekend and evenings if necessary. Must possess valid Tennessee Drivers License.

Acceptable Experience and Training:

Must possess a high school diploma or GED; graduation from an accredited college or university with a degree in communications, public or community relations work; recreation administration, marketing or related field with an equivalent combination of five years minimum experience preferred, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Other Requisites:

From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

Classification: Grade 14
Exempt
April 30, 2025

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

Consent Agenda

DATE: May 12, 2025 AGENDA ITEM #: 8

SUBJECT: Declaration of Town Equipment as Surplus

BACKGROUND:

The Solid Waste Department and Fleet Maintenance are requesting that the attached "GovDeals Liquidation Requests BMA Meeting May 12, 2025" be approved by the BMA to surplus the items presented.

RECOMMENDATION:

Approve the items for surplus as identified in the "GovDeals Liquidation Requests BMA Meeting May 12, 2025", as presented.



TOWN OF JONESBOROUGH

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

GovDeals Liquidation Requests

BMA Meeting May 12, 2025

These dumpsters have rust holes in the bottom, seventeen total.



This auto lift has been replaced.



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

DATE: May 12, 2025 **AGENDA ITEM #:** 1

SUBJECT: Financial Report

The Financial Report will be emailed out on Monday.

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

DATE: May 12, 2025 **AGENDA ITEM #:** 2-b

SUBJECT: Mayor Communication – Committee Appointments

Tree & Townscape Board

Re-appoint the following members for 3 year terms, expiring May 2028:

- Nancy Kavanaugh
- Virginia Kennedy
- Melinda Copp

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

DATE: May 12, 2025 **AGENDA ITEM #:** 7-A-1

SUBJECT: Special Event Applications – Wizardly World of Jonesborough

BACKGROUND:

Tourism and Marketing Director Cameo Water on behalf of JAMSA has submitted a Special Event Permit application to hold the Wizardly World of Jonesborough event on Saturday, August 9, 2025, from 1:00 PM to 8:00 PM with an estimated number of attendees at 2,000 people. JAMSA's Wizardly World of Jonesborough event encourages locals and visitors to engage with Jonesborough as well as driving foot traffic in the stores and restaurants. There will be alcohol at this event. JAMSA will obtain a special event permit for this from the Tennessee ABC. Alcohol will be served within the businesses only.

The Goose Chase is partnering with JAMSA to host a 1-mile run at 7 p.m. in Downtown Jonesborough. The route will remain the same as last year, which was approved by the Police Department. That route is included in the application packet.

Public Safety has been requested as their application includes road closure on Main Street from Fox Street to First Avenue from 11:00 AM to 9:00 PM.

The request for Services from the Town of Jonesborough includes the following:

- Police and security
- Street Cleaning
- Signage
- Use of facilities: Storytelling Center (12:00 PM to 10:00 PM)
- Refuse collection
- Event preparation/beautification

The Hold Harmless Agreement and Certificate of Insurance have been submitted.

RECOMMENDATION:

Approve the Special Event Permit application to hold the Wizardly World of Jonesborough event on Saturday, August 9, 2025, from 1:00 PM to 8:00 PM, including the requested street closure from 11:00 AM to 9:00 PM, and 1-mile Goose Chase run at 7:00 PM, as presented.

Town Of Jonesborough, Tennessee

Special Event Permit Application

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

12-1002 Jonesborough Municipal Code

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

12-1003 Jonesborough Municipal Code

Person(s) completing Application

Date 4/04/2025

Name Cameo Waters_____

Address 117 Boone Street_____

Phone 423.753.1013_____Fax _____

Email cameow@jonesboroughtn.org_____

Instructions:

- 1) Each question on this application must be answered in some fashion for your application to be considered for approval. Please attach an additional sheet(s) if necessary to completely and accurately provide the requested information in each question, labeling any additional sheet(s) clearly as such.
- 2) **Incomplete applications will be returned to the address you have provided above without further consideration until a complete application, including exhibits is filed.**
- 3) The **original** application and your exhibits and **6 copies** of the entire package (7 total packages) should be filed with the Town Recorder's office at least 90 days in advance of your event. See Schedule of Approval, Chapter 10 Title 12 of the Jonesborough Municipal Code, a copy of which is attached.

Sponsoring Organization Information:

Name TOJ, JAMSA, Goose Chase _____

Purpose

JAMSA is a community of business owners and organizations interested in cooperatively enhancing our livelihoods and neighborhood. We desire to discuss ideas and take action to help strengthen economic viability while maintaining our town's character.

Is this a recurring Special Event? ☒ Yes ☐ No

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

Event Information:

Name of Event Wizardly World of Jonesborough _____

Description & Purpose of Event Our goal is to increase economic impact as well as offering family-fun activities. JAMSA's Wizardly World of Jonesborough event encourages locals and visitors to engage with Jonesborough as well as driving foot traffic in the stores and restaurants. There will be alcohol at this event. JAMSA will obtain a special event permit for this from the State.

The Goose Chase is partnering with JAMSA to host a 1-mile run at 7 p.m. in Downtown Jonesborough. The route will remain the same as last year which was approved by the Police Department. That route is included in the second sheet.

Dates and hours of event Saturday, August 9 from 1pm – 8pm _____

Est. number expected to attend 2000 _____

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

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

Required Exhibits to Application

Please attach the following exhibits to this application (each item should be clearly labeled with the number in this list to facilitate a prompt review of your application). If your event will not involve one or more of these items you should attach an exhibit with appropriate number and heading explaining that fact:

1. **Hold Harmless Agreement** executed on form approved by the Town of Jonesborough (copy provided with this application and available from the Town Recorder)
2. **List of pre-events and post-events** to be held in conjunction with the main event (including parade, fireworks, etc.)
3. **Map with city streets** showing event boundary and registration area, tents, booths, food, office/administration, etc.)
4. **Outline of your publicity plan** with examples of previous efforts, if available
5. **Security Plan**, including crowd control, pedestrian safety, any special parking provisions including handicap spaces, vendor and/or performer parking, a parking map and list and samples of any special parking permits that will be issued, etc. and any request for public safety assistance (a request for public safety assistance should also be included with your Town Services Request in the next section of this application).
6. **Emergency Plan**, including emergency procedures, provisions for first aid services and provisions for appropriate emergency communication. Include an outline of any activities involving moving vehicles and safety procedures used to avoid or prevent injury.
7. **Event Sponsors List** including all sponsors' names, addresses, and telephone numbers along with their title and area of responsibility for the event.
8. **Proof of your liability insurance** provided by your insurance company (if requested by the Town Recorder, this information must be sent directly to the Town from the insurance company).
9. **Anticipated vendors and concession booth list.** (A final and complete list of vendors and concession booths shall be filed with the Town Recorder at least 48 hours before the event begins.
10. **A list of physical services for the event that will be provided by or contracted for by the event sponsor.** List should include erection of temporary stages or facilities including tents, lighting, sound, efforts to address refuse collection, security, etc.
11. **Clean-up Plan** detailing person or persons responsible for site clean-up, schedule and any repairs or grounds remediation that is expected.
12. **Street Closure Request** listing of all streets or portions of streets including the dates and hours of closure (failure to list a portion of a street will result in your application being considered under the assumption you are requesting the entire street to be closed within the town limits.)

Request for Services from the Town of Jonesborough

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

☒ Police and Security

☒ Refuse Collection

☒ Street Cleaning

☒ Event Preparation/Beautification

☒ Signage

☐ Parking

☒ Use of facilities – Facility Storytelling Center Dates & Hours

12pm-10pm

Space and staffing needs _____

☐ Communications and/or publicity

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

Acknowledgement of receipt of Chapter 10 of the Jonesborough Municipal Code

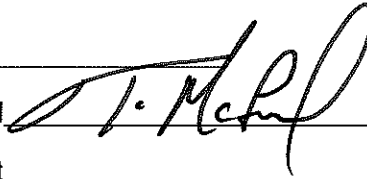
I/We the undersigned representatives of the sponsoring organization listed above acknowledge receipt of a copy of Chapter 10 of the Jonesborough Municipal Code governing special events and agree to comply with all provisions of that Chapter.

Date: 4/07/2025

Signature: _____

Print Name: T. McLeod

Title: JAMSA President



Witness: _____

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

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

Date: _____

Signature: _____

Print Name: T. McLeod

Title: President JAMSA



T. McLeod

President JAMSA

Witness: _____

Town Of Jonesborough, Tennessee

Special Event Permit Application

EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the seventh day of April, 2025, in the Town of Jonesborough, County of Washington, State of Tennessee

The parties to the agreement are the undersigned JAMSA,
(Name of Organization or Sponsor)
called “indemnitor”, and the Town of Jonesborough, Tennessee, call “indemnatee.”

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

Section I

Scope of Indemnity

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

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

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

Section II

Period Covered

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

Section III

Expenses, Attorney's Fees, and Costs

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

Section IV

Interest

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

Section V

Notice of Claim Against Indemnitee

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

Executed on the date first written above

Organization: JAMSA

By: T. McLeod

Printed Name: T. McLeod

Title: JAMSA President

STATE OF TENNESSEE
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared T. McLeod, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who upon oath, acknowledged himself/herself to be the President (title) of JAMSA (organization), and that he/she, as such officer, being authorized so to do, executed the

foregoing instrument for the purposes therein contained by signing the name of organization by himself/herself as such officer.

WITNESS my hand and seal at office in the State and County aforesaid, this, the 7th
of April, 2025.

Donna Freeman

NOTARY PUBLIC

My Commission Expires:

04-29-2026

ATTEST:





JONEARE-01

TIFFT

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/22/2025

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

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

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

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		03818047	5/12/2025	5/12/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 HIRED AND NONOW \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						\$ \$ \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

The Town of Jonesborough is an additional insured in regard to the General Liability

8/9/25 - Harry Potter Day

CERTIFICATE HOLDER

CANCELLATION

Town of Jonesborough 123 Boone Street Jonesborough, TN 37659	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/14/2025

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

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

PRODUCER Assured Insurance Consultants, LLC. 2908 E Oakland Avenue, Suite A Johnson City TN 37601	CONTACT NAME: Allison Lambert PHONE (A/C, No, Ext): (423) 282-3111 E-MAIL ADDRESS: alambert@myassuredinsurance.com FAX (A/C, No): (423) 282-3667
INSURED Karen Hubbs DBA The Goose Chase 3101 Browns Mill Rd Suite 6-182 Johnson City TN 37604	INSURER(S) AFFORDING COVERAGE INSURER A: Appalachian Underwriters Inc. INSURER B: INSURER C: INSURER D: INSURER E: INSURER F: NAIC # 524210

COVERAGES

CERTIFICATE NUMBER: 24-25 Master COI

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		NXTPHKHPX7-00-GL	09/23/2024	09/23/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			NXTPHKHPX7-00-GL	09/23/2024	09/23/2025	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			NXTPHKHPX7-00-GL	09/23/2024	09/23/2025	Gen Aggregate Limit \$1,000,000 Each Occurrence \$1,000,000

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

The Town of Jonesborough is listed as an Additional Insured in regards to the General Liability policy.

Event:

1) Sorcerer's Sprint
August 9
Town of Jonesborough 100 West Main Street

CERTIFICATE HOLDER

CANCELLATION

Town of Jonesborough TN 123 Boone Street Jonesborough TN 37659	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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**JAMSA's Wizardly World Event 2025
Special Event Permit Application**

1. **Hold Harmless Agreement-** See attached

2. **List of pre-events and post-events-** None

3. **Map with city streets-** See maps below

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

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

- **Press Releases**

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

- **Social Media**

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

- **Website**

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

- **Post Event Publicity**

The Marketing Team will create post event social media posts.

- **Media Relations**

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

- **Printed Pieces**

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

5. **Security Plan-** Parking

A. Main Street needs to be blocked to all motorized traffic starting Saturday, **August 9 at 11 a.m. until 9 p.m.**

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

6. **Emergency Plan-** We will leave 15' on Main Street and beside the Courthouse for emergency vehicles passing and event organizers will have emergency numbers on hand if needed.

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

8. **Proof of your liability insurance-** See attached

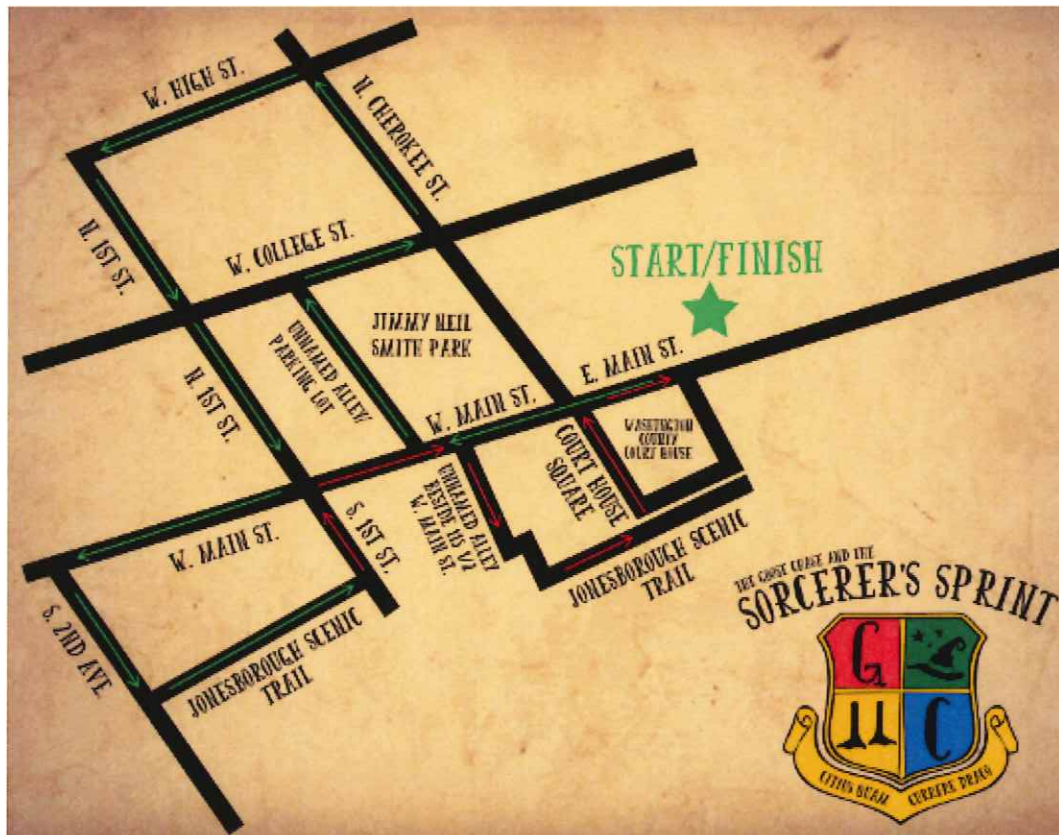
9. **Anticipated vendors and concession booth list-** We will have a few activities provided by local groups along the courthouse steps and the cabin, as well as food vendors in front of the Storytelling Center and on the West side of the courthouse.

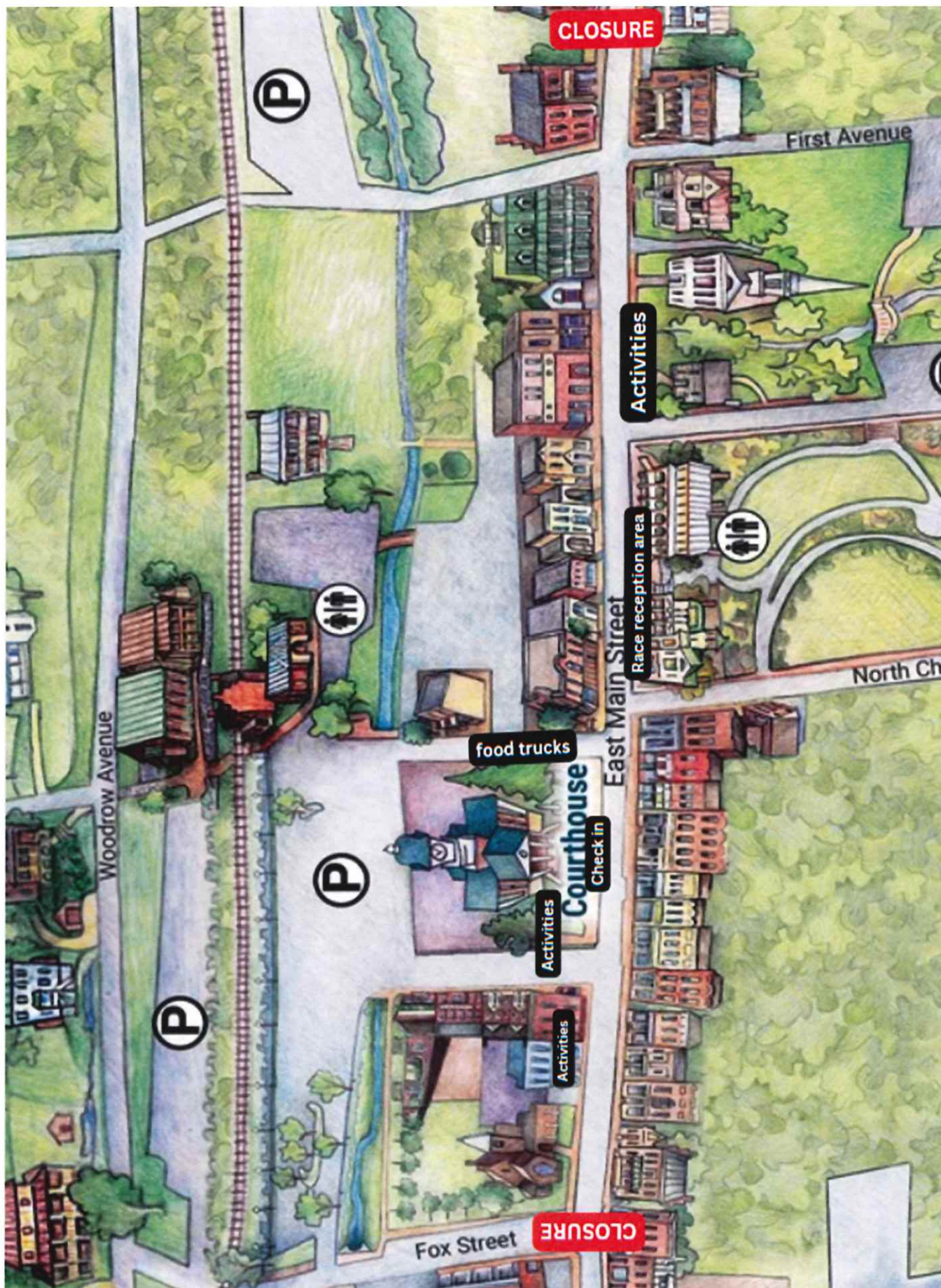
10. **A list of physical services for the event that will be provided by or contracted for by the event sponsor-** There will be tents setup for the activities provided by local groups along the courthouse steps and the cabin, as well as food vendors in front of the Storytelling Center and on the West side of the courthouse.

11. **Clean-up Plan-** We've requested Jonesborough solid waste to collect garbage during the event and after. JAMSA members and Town employees will provide assistance cleaning during festival hours and breaking down the event.

12. **Street Closure Request-** We're requesting Main Street from Fox Street to First Avenue closed on Saturday, **August 9 at 11 a.m. until 9 p.m.**

Run Route from last year is below.





CLOSURE

First Avenue

Activities

Race reception area

North Ch

East Main Street

food trucks

Courthouse

Check in

Activities

Activities

Fox Street

CLOSURE

Woodrow Avenue

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

DATE: May 12, 2025 AGENDA ITEM #: 7-A-2

SUBJECT: Special Event Applications – Jeep Fest

BACKGROUND:

We have received a Special Events Application from Thomas B. McLeod II for the Jeeps on Main sponsored by JAMSA on Monday, September 1, 2025 (Labor Day) from 12:00 PM to 4:00 PM with an estimated number of attendees at 500 people. The purpose of the event is to bring Jeep owners to Jonesborough for activities and good clean family fun. Public Safety has been requested as their application includes a street closure between 10:30 AM to 4:40 PM on Main Street from Fox Street to Second Avenue. Two to three food trucks will be downtown as well to serve the special event. Request for services include police and security, signage, use of facilities (Courthouse, Main Street, Parking Lots), and communications and/or publicity. Like last year, the participants in the event meet to mobilize at the old Middle School to sign-in/register. From there our organizers have the safe route (see map) for participants to take and more organizers are downtown waiting to assist in the parking of those vehicle participants. According to Mr. McLeod, this strategy worked very well.

Town Administrator Note: One issue with holding a newer event on a town-approved holiday is that town employees that may be scheduled off for the holiday (support services) will be assigned to work and be paid at the higher premium holiday pay scale. Furthermore, the Police Chief is already consistently balancing staffing levels to provide adequate police protection throughout town during "normal non-event" days, and staffing of events is challenging. The "May the 4th Be with You" event is an example whereby the crowd downtown created a situation whereby the police had to close Main Street for safety reasons, thus calling in off-duty police officers to work the event.

Besides the comments above, all documents have been received for the event, including Proof of Insurance and Hold Harmless.

Staff continue to review the staffing abilities of police for this event during the holiday and more discussions are taking place, therefore a recommendation will be provided at the time of the BMA meeting.

RECOMMENDATION:

To be provided at the time of the BMA meeting.

Town Of Jonesborough, Tennessee

Special Event Permit Application

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

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

Person(s) completing Application

Date

Name Thomas B. McLeod II

4-25-2025

Address 440 D. Ward Rd

Jonesborough, Tn. 37659

Phone 704-792-6622

Fax _____

Email tomcleodorganics.com

Instructions:

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

Sponsoring Organization Information:

Name JAMSA

Purpose Jamsa's purpose is to promote business activity in Jonesborough and to develop a sense of Cooperation between merchants and businesses in Jonesborough. To implement activities to better business in the downtown area

Is this a recurring Special Event? ☒ Yes ☐ No

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

Labor Day each year

Event Information:

Name of Event Jeeps On Main

Description & Purpose of Event To bring Jeep owners to downtown Jonesborough for activities and good clean family fun. Non-Alcohol event

Dates and hours of event 12:00-4:00 PM Estimated number expected to attend 500

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

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

Request for Services from the Town of Jonesborough

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

☒ Police and Security ☐ Refuse Collection
☐ Street Cleaning ☐ Event Preparation/Beautification
☒ Signage ☐ Parking
☒ Use of facilities – Facility Courthouse, Main St, Parking Lots Road closure 10:00-4:00
Dates & Hours 9-1-2025 12:00-4:00pm
Space and staffing needs _____
☒ Communications and/or publicity

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

Acknowledgement of receipt of Chapter 10 of the Jonesborough Municipal Code

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

Date: 4-25-2025 Signature: Thomas B. McLeod
Print Name: Thomas B. McLeod II
Title: President IAMSA

Witness: _____

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

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

Date: 4-25-2025 Signature: Thomas B. McLeod
Print Name: Thomas B. McLeod II
Title: Pres IAMSA

Witness: _____

Town Of Jonesborough, Tennessee

Special Event Permit Application

EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the 25th day of April, 2025, in the Town of Jonesborough, County of Washington, State of Tennessee

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

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

SECTION I

Scope of Indemnity

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

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

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

STATE OF TENNESSEE
COUNTY OF WASHINGTON

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

WITNESS my hand and seal at office in the State and County aforesaid, this, the 28th of April, 2025.

Donna Freeman
NOTARY PUBLIC

My Commission Expires:

04-29-2026



SECTION II

Period Covered

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

SECTION III

Expenses, Attorney's Fees, and Costs

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

SECTION IV

Interest

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

SECTION V

Notice of Claim Against Indemnitee

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

Executed on the date first written above

Organization:

JAMSA

By:

Thomas B. McLeod II

Printed Name:

Thomas B. McLeod II

Title:

Pres. JAMSA

Required Exhibits to Application

Please attach the following exhibits to this application (each item should be clearly labeled with the number in this list to facilitate a prompt review of your application). If your event will not involve one or more of these items you should attach an exhibit with appropriate number and heading explaining that fact:

1. **Hold Harmless Agreement** executed on form approved by the Town of Jonesborough (copy provided with this application and available from the Town Recorder)
2. **List of pre-events and post-events** to be held in conjunction with the main event (including parade, fireworks, etc.)
3. **Map with city streets** showing event boundary and registration area, tents, booths, food, office/administration, etc.)
4. **Outline of your publicity plan** with examples of previous efforts, if available
5. **Security Plan**, including crowd control, pedestrian safety, any special parking provisions including handicap spaces, vendor and/or performer parking, a parking map and list and samples of any special parking permits that will be issued, etc. and any request for public safety assistance (a request for public safety assistance should also be included with your Town Services Request in the next section of this application).
6. **Emergency Plan**, including emergency procedures, provisions for first aid services and provisions for appropriate emergency communication. Include an outline of any activities involving moving vehicles and safety procedures used to avoid or prevent injury.
7. **Event Sponsors List** including all sponsors' names, addresses, and telephone numbers along with their title and area of responsibility for the event.
8. **Proof of your liability insurance** provided by your insurance company (if requested by the Town Recorder, this information must be sent directly to the Town from the insurance company).
9. **Anticipated vendors and concession booth list.** (A final and complete list of vendors and concession booths shall be filed with the Town Recorder at least 48 hours before the event begins.
10. **A list of physical services for the event that will be provided by or contracted for by the event sponsor.** List should include erection of temporary stages or facilities including tents, lighting, sound, efforts to address refuse collection, security, etc.
11. **Clean-up Plan** detailing person or persons responsible for site clean-up, schedule and any repairs or grounds remediation that is expected.
12. **Street Closure Request** listing of all streets or portions of streets including the dates and hours of closure (failure to list a portion of a street will result in your application being considered under the assumption you are requesting the entire street to be closed within the town limits.)

Jeeps on Main
Monday, September 1, 2025

Pre events: None

Map: See attached

Publicity plan: JAMSA to provide a press release to be sent to all media.
Boone street banner to be installed by foster signs

Security plan: Police presence is requested at this event to ensure
pedestrian safety.

Emergency Plan: The officer on duty will be notified immediately and will
also have the phone numbers of the organizer(s)

Event sponsort: JAMSA

Proof of insurance: See attached

Vendors: 2 - 3 food trucks

Physical Services: None

Cleanup Plan: JAMSA members responsible for cleanup.

Street closure request: ~~11:30 am~~ - 4:40 pm
10:30 AM



JONEARE-01

TIFFT

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/28/2025

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

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

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

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		03818047	5/12/2025	5/12/2026	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/>						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						HIRED AND NONOW \$ 1,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/>						BODILY INJURY (Per person) \$
	HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/>						EACH OCCURRENCE \$
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/>						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/>	Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Town of Jonesborough is an additional insured in regard to the General Liability

Jeeps on Main - 9/1/25

CERTIFICATE HOLDER

CANCELLATION

Town of Jonesborough
123 Boone Street
Jonesborough, TN 37659

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

AUTHORIZED REPRESENTATIVE

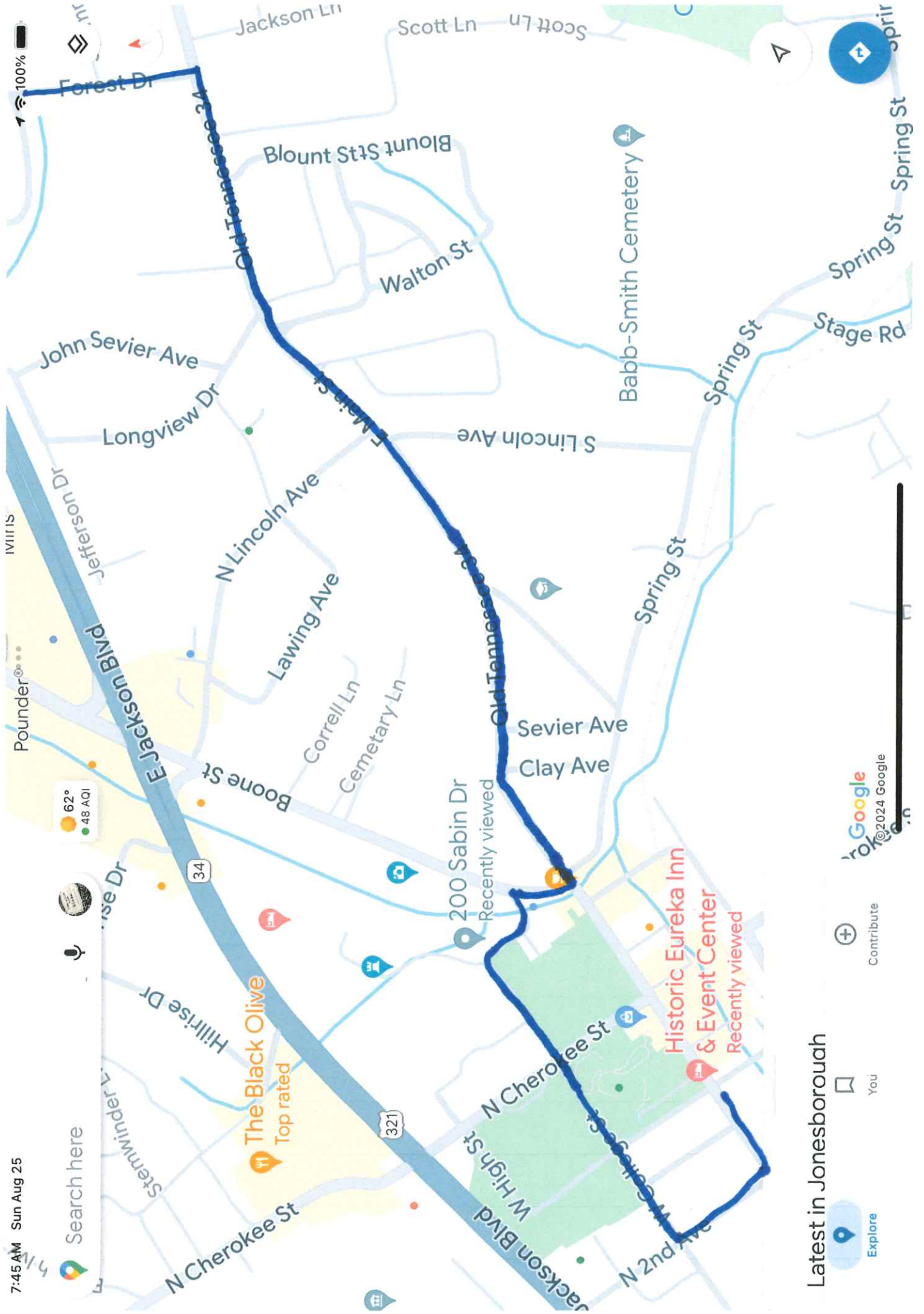
Jeffrey Jyle

7:45 AM Sun Aug 25

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Latest in Jonesborough



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

DATE: May 12, 2025 **AGENDA ITEM #:** 7-A-3

SUBJECT: Special Event Applications – Pumpkin Fest

BACKGROUND:

We have received a Special Events Application from Thomas B. McLeod II for the Pumpkin Fest sponsored by JAMSA on Saturday, September 20, 2025, from 1:00 pm to 5:00 pm. The purpose of the event is to bring new and returning visitors to our area, to raise funds for the community, and to bring tourism to Jonesborough. Businesses will be serving various pumpkin treat foods, hay rides, and other fall and pumpkin related events. The estimated number expected to attend is 1000 and the estimated number of town citizens expected to either participate in and/or view the event is 700. Request for services include police and security, signage, communications and/or publicity, refuse collection, and parking.

A request for street closure is included as part of their application (shown on map), asking for Main Street to be closed from Fox Street to Second Avenue on September 20th by 10:00 am until 5:30 pm, or when police deem it safe for reopening.

Proof of Insurance and Hold Harmless have been received.

RECOMMENDATION:

Approve the Pumpkin Fest Special Event Application sponsored by JAMSA on Saturday, September 20, 2025 from 1:00 pm to 5:00 pm; and for Main Street to be closed from Fox Street to Second Avenue on the 20th by 10:00 am until 5:30 pm, or when the police deem it safe to reopen, as presented.

Town Of Jonesborough, Tennessee

Special Event Permit Application

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

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

Person(s) completing Application

Date

Name Thomas B. Mcleod II

4-25-2025

Address 440 D. Ward Rd

Jonesborough, TN 37659

Phone 704-792-6622

Fax _____

Email tomcleodorganics.com

Instructions:

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

Sponsoring Organization Information:

Name JAMSA

Purpose Community Event Fundraising,
Community awareness

Is this a recurring Special Event? ☒ Yes ☐ No

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

September each year

Event Information:

Name of Event Pumpkin Fest 2025

Description & Purpose of Event To raise funds for the
community. To bring tourism to Bnesborough,
Fall Festival. Family Event. No Alcohol

Dates and hours of event _____ Estimated number expected to attend 1000

Estimated number of town citizens expected to either participate in and/or view the event 700

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

Required Exhibits to Application

Please attach the following exhibits to this application (each item should be clearly labeled with the number in this list to facilitate a prompt review of your application). If your event will not involve one or more of these items you should attach an exhibit with appropriate number and heading explaining that fact:

1. **Hold Harmless Agreement** executed on form approved by the Town of Jonesborough (copy provided with this application and available from the Town Recorder)
2. **List of pre-events and post-events** to be held in conjunction with the main event (including parade, fireworks, etc.)
3. **Map with city streets** showing event boundary and registration area, tents, booths, food, office/administration, etc.)
4. **Outline of your publicity plan** with examples of previous efforts, if available
5. **Security Plan**, including crowd control, pedestrian safety, any special parking provisions including handicap spaces, vendor and/or performer parking, a parking map and list and samples of any special parking permits that will be issued, etc. and any request for public safety assistance (a request for public safety assistance should also be included with your Town Services Request in the next section of this application).
6. **Emergency Plan**, including emergency procedures, provisions for first aid services and provisions for appropriate emergency communication. Include an outline of any activities involving moving vehicles and safety procedures used to avoid or prevent injury.
7. **Event Sponsors List** including all sponsors' names, addresses, and telephone numbers along with their title and area of responsibility for the event.
8. **Proof of your liability insurance** provided by your insurance company (if requested by the Town Recorder, this information must be sent directly to the Town from the insurance company).
9. **Anticipated vendors and concession booth list.** (A final and complete list of vendors and concession booths shall be filed with the Town Recorder at least 48 hours before the event begins.
10. **A list of physical services for the event that will be provided by or contracted for by the event sponsor.** List should include erection of temporary stages or facilities including tents, lighting, sound, efforts to address refuse collection, security, etc.
11. **Clean-up Plan** detailing person or persons responsible for site clean-up, schedule and any repairs or grounds remediation that is expected.
12. **Street Closure Request** listing of all streets or portions of streets including the dates and hours of closure (failure to list a portion of a street will result in your application being considered under the assumption you are requesting the entire street to be closed within the town limits.)

Request for Services from the Town of Jonesborough

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

☒ Police and Security ☒ Refuse Collection
☐ Street Cleaning ☐ Event Preparation/Beautification
☒ Signage ☒ Parking
Use of facilities – Facility _____ Dates & Hours 9-20-25 1pm-5:00pm
Space and staffing needs _____
☒ Communications and/or publicity

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

Acknowledgement of receipt of Chapter 10 of the Jonesborough Municipal Code

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

Date: 4-25-25 Signature: Thomas B. McLeod II
Print Name: Thomas B. McLeod II
Title: Pres. JAMSA
Witness: _____

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

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

Date: 4-25-25 Signature: Thomas B. McLeod II
Print Name: Thomas B. McLeod II
Title: Pres. JAMSA
Witness: _____

Town Of Jonesborough, Tennessee

Special Event Permit Application

EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the 28 day of April, 2025, in the Town of Jonesborough, County of Washington, State of Tennessee

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

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

SECTION I

Scope of Indemnity

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

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

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

SECTION II

Period Covered

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

SECTION III

Expenses, Attorney's Fees, and Costs

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

SECTION IV

Interest

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

SECTION V

Notice of Claim Against Indemnitee

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

Executed on the date first written above

Organization: JAMSA
By: Thomas B. McLeod II
Printed Name: Thomas B. McLeod II
Title: Pres. JAMSA

STATE OF TENNESSEE
COUNTY OF WASHINGTON

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

WITNESS my hand and seal at office in the State and County aforesaid, this, the 28th of April, 2025.

Donna Freeman

NOTARY PUBLIC

My Commission Expires:

04-29-2026





JONEARE-01

TIFFT

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/28/2025

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

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

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

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A X	COMMERCIAL GENERAL LIABILITY					
	CLAIMS-MADE X OCCUR		03818047	5/12/2025	5/12/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 HIRED AND NONOW \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC					
	OTHER:					
	AUTOMOBILE LIABILITY					
	ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	HIRED AUTOS ONLY NON-OWNED AUTOS ONLY					
	UMBRELLA LIAB OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB CLAIMS-MADE					AGGREGATE \$
	DED RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A			E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Town of Jonesborough is an additional insured in regard to the General Liability

Event: Pumpkin Fest September 20, 2025

CERTIFICATE HOLDER

CANCELLATION

Town of Jonesborough
123 Boone St
Jonesborough, TN 37659

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

AUTHORIZED REPRESENTATIVE

Pumpkin Fest
Saturday, September 20, 2025

Pre events: None

Map: See attached

Publicity plan: JAMSA to provide a press release to be sent to all media.
Boone street banner to be installed by foster signs

Security plan: Police presence is requested at this event to ensure
pedestrian safety.

Emergency Plan: The officer on duty will be notified immediately and will
also have the phone numbers of the organizer(s)

Event sponsort: JAMSA

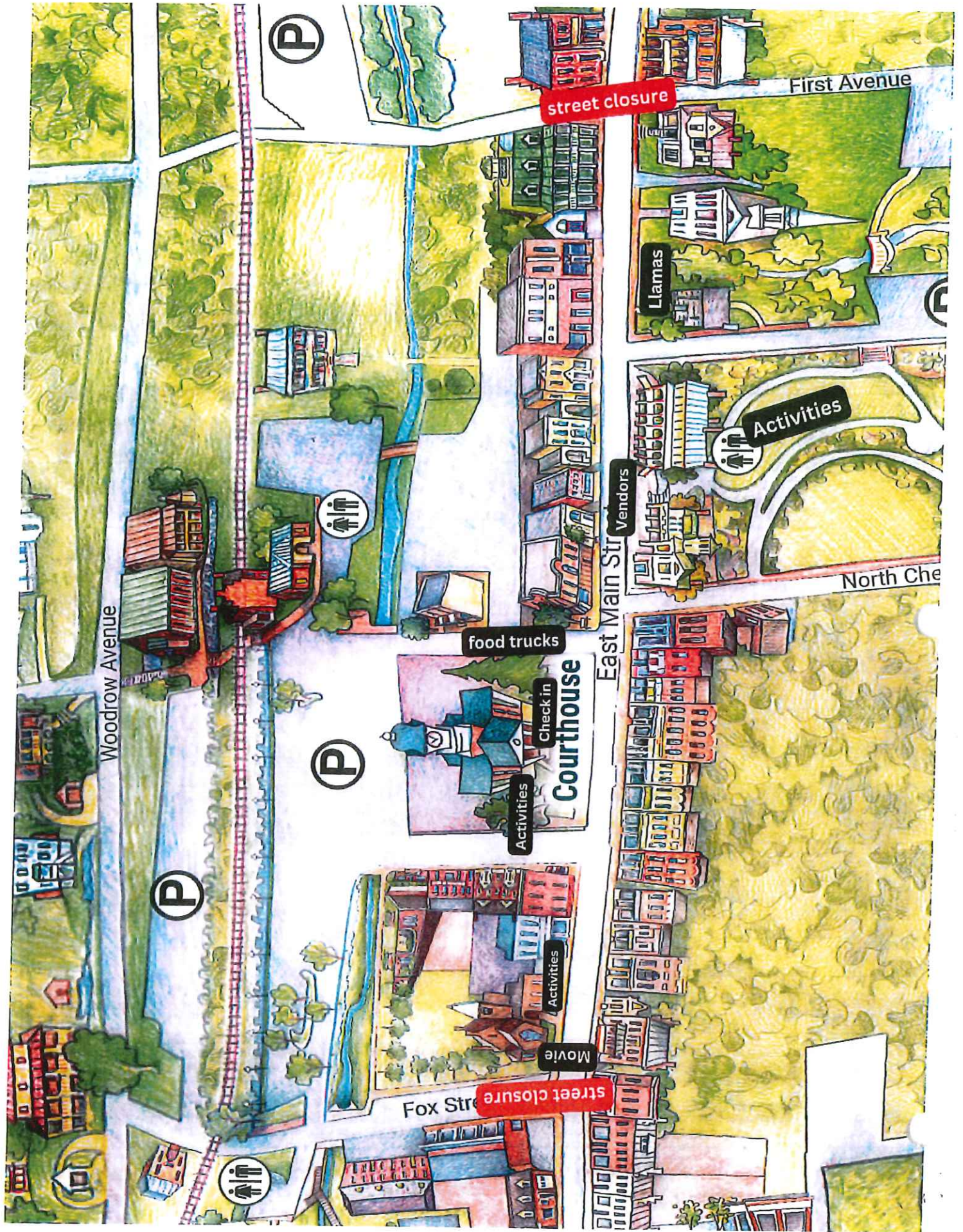
Proof of insurance: See attached

Vendors:

Physical Services: None

Cleanup Plan: JAMSA members responsible for cleanup.

Street closure request: ^{10:00 AM}
~~2:00~~ pm - 5:30 pm



Woodrow Avenue

First Avenue

North Che

Fox Str

East Main Str

street closure

street closure

Courthouse

Llamas

Activities

Vendors

food trucks

Check in

Activities

Movie

Activities

P

P

P

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

DATE: May 12, 2025 **AGENDA ITEM #:** 7-B

SUBJECT: Outdoor Use Permit Application – Neuma Coffee

BACKGROUND:

Noah Davis of Neuma Coffee at 105 Fox Street has applied for an Outdoor Use Permit. The purpose of these requests is to provide seating in front of the business by means of a 6'X6" wooden bench OR 2 small tables with 2 chairs per table located at the storefront. The Historic Zoning Commission have approved both the bench, and tables/chairs.

When considering an Outdoor Use Permit, the issues are as follows:

1. Historic Zoning has approved the furniture/materials.
2. 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 other insured 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.
5. 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 the measurements were made and there is more than adequate space for pedestrians to utilize the sidewalk 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.

The recommendation is to approve the bench and table/chairs that will be located on the sidewalk with adequate space for pedestrians, with the clear directive that Neumas may place either the bench OR table/chairs outside the storefront but not both at the same time.

RECOMMENDATION:

Approve the Outdoor Use Permit Application for Neuma Coffee, with the clear directive that Neuma Coffee may place either the bench OR table/chairs outside the storefront but not both at the same time, as presented.

Town Of Jonesborough, Tennessee

Outdoor Use Permit Application

Hold Harmless and Indemnity Agreement

This agreement made on the 21 day of APRIL,
2025, in the Town of Jonesborough, County of Washington, State of Tennessee

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

Indemnitor has submitted an Outdoor Use Permit Application to indemnitee. 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 an outdoor use of Town property outside the applicant's place of business and if approved to allow the indemnitor's outdoor use of public property to take place within the limits of the Town of Jonesborough in consideration of the indemnitee's allowing the use 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 attorney's fees or court costs, or costs within a reasonable time, in no event to exceed thirty days, after receiving written notice from indemnitee of the incurring of such expenses, attorneys' fees or costs.

Section IV

Interest

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

Notice of Claim Against Indemnitee

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

Executed on the date first written above

Signature: 

Printed Name: NOAH DAVIS

How will the area be monitored: By EMPLOYEES WHEN SHOP
IS OPERATING

How will the legal age of consumers be monitored: N/A

Has the hold harmless agreement been signed? ☒ Yes ☐ No

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

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

Date of Policy Renewal: From _____ To _____

Review by Town Attorney: _____
Signature Date

Statement of Understanding

(1) I have read the entire Town of Jonesborough **Renewal Application**. I understand and agree to abide by all requirements and conditions.

(2) I have received a copy of the current Town of Jonesborough Outdoor Use Area Permit Policy, Town Right-of-Way: Downtown, October 2021. I understand and agree to abide by all requirements and conditions.

NOAH DAVIS, PARTNER
Name / Title

NEUMA COFFEE LLC
Business Name

Noah Davis
Signature

17 APRIL 2025
Date

Hold Harmless and Liability Insurance

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.

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.

STATE OF TENNESSEE
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Abah Davis, 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 21st of April, 2025.

Donna Freeman
NOTARY PUBLIC

My Commission Expires: 04-²⁹~~28~~-2026



TOWN OF JONESBOROUGH

**OUTDOOR USE AREA PERMIT
TOWN RIGHT-OF-WAY: DOWNTOWN
NEW APPLICATION/RENEWAL APPLICATION**

Is this a New Application or Renewal Application?: NEW APPLICATION

Date of Request: 17 APRIL 2025

NEUMA COFFEE 105 FOX ST (423)329-5778
Business Name Address Telephone

Applicant's Name: NOAH DAVIS

Applicant's Telephone: (423)329-5778 Email: NEUMACOFFEE@GMAIL

Business Name Address Telephone / Cell #

Mailing Address: 105 FOX ST JONESBOROUGH
TN 37659 Email Address

Date of Renewal Request: _____

Restate Intended Activity: _____

Restate equipment, structures, furnishings, etc. to be used: _____

Has the boundary area been changed/alterd since your last Outdoor Use Permit approval? ____ Yes X No **If Yes, provide a schematic of the area with boundary.**

The permit requires that applicants that serve alcohol will utilize servers holding ABC permits for alcohol service. Do all servers at your business hold ABC Server Licenses?
____ Yes X No N/A

The Town will monitor compliance with the ABC Server Licenses including requesting a list of servers and their license status from time to time and periodically spot-checking permit holders to ensure compliance with this provision.

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.

**TOWN OF JONESBOROUGH
OUTDOOR USE PERMIT
APPLICATION**

Business Name – Outdoor Use Area: NEUMA COFFEE LLC 105 FOX ST JONESBOROUGH IN
Physical Address

NOAH DAVIS
Owner's Name

(423) 329-5778
Telephone / Cell #

Mailing Address: 105 FOX ST JONESBOROUGH TN 37659

Email Address: NEUMA COFFEE@GMAIL

Describe Intended Use: PERMANENT OUT DOOR WOODEN BENCH
PLACED UNDER AWNING FOR OUTDOOR SEATING

Describe equipment, structures, furnishings, etc. to be used: SOLID WOODEN
CHURCH PEW / BENCH

☒ Photos/schematics of equipment, structures, furnishings, etc. are attached?
☒ Yes ☐ No

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 Commission has been issued?
☒ Yes ☐ No

Has proof of liability insurance been provided? ✓ Yes No

Town of Jonesborough been named co-insured? ✓ Yes No


Date of Policy Term: From _____ To _____

Review by Town Attorney: _____
Signature Date

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

NOAH DAVIS
Name

17 APRIL 2025
Date


Signature



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/25/2025

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PRODUCER STEVEN GOAD STATE FARM 542 TUSCULUM BLVD GREENEVILLE TN 37745		CONTACT NAME: STEVEN GOAD, AGENT PHONE (A/C, No, Ext): 423-638-4144 E-MAIL ADDRESS: steve.goad.dr0n@statefarm.com FAX (A/C, No): 423-787-9024	
INSURED NEUMA COFFEE, LLC DYLAN & NOAH DAVIS 105 FOX STREET JONESBOROUGH TN 37659		INSURER(S) AFFORDING COVERAGE INSURER A: State Farm Fire and Casualty Company INSURER B: <input type="checkbox"/> INSURER C: <input type="checkbox"/> INSURER D: <input type="checkbox"/> INSURER E: <input type="checkbox"/> INSURER F: <input type="checkbox"/>	
		NAIC # 25143	

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

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

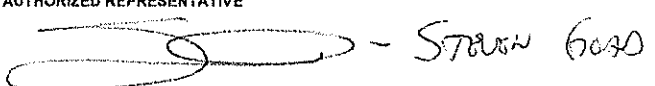
INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	92-NP-S156-2	03/04/2025	03/04/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 50,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

COFFEE & ICE CREAM SHOP

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

CERTIFICATE HOLDER**CANCELLATION**

THE TOWN OF JONESBOROUGH 123 BOONE STREET JONESBOROUGH TN 37659		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
		AUTHORIZED REPRESENTATIVE  - STEVEN GOAD <input type="checkbox"/>

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

DATE: May 12, 2025 **AGENDA ITEM #:** 7-C

SUBJECT: TDOT State Highway Maintenance Contract

BACKGROUND:

TDOT has sent us our yearly updated contract with the Town for us to undertake routine maintenance on State routes within the Jonesborough town limits. You may remember that we get reimbursed for mowing of the medians, 6 times per year per TDOT but we obviously do a whole lot more, with a not to exceed \$1,600.00. Litter removal is a maximum of 12 times per year per TDOT, but we do a whole lot more, with a not to exceed \$1,958.40.

The maximum amount of reimbursement from TDOT is \$44,546.46. We must document what we have done to get reimbursed. Typical routine maintenance reimbursements are related to seasonal snow and ice removal and pothole repairs.

Exhibits A and B are contained in this Contract. This Contract shall be effective on July 1, 2025 ("Effective Date") and extend for a period of twenty-four (24) months after the Effective Date ("Term").

RECOMMENDATION:

Approve the TDOT State Route Maintenance Contract from July 1, 2025 through June 30, 2027, as presented.

**CONTRACT
BETWEEN THE STATE OF TENNESSEE,
DEPARTMENT OF TRANSPORTATION
AND
TOWN OF JONESBOROUGH**

This Contract, by and between the State of Tennessee, Department of Transportation, hereinafter referred to as the "State" and Town of Jonesborough, hereinafter referred to as the "Contractor," is for the provision of the routine maintenance of state routes as further defined in the "SCOPE OF SERVICES."

Contractor Edison Registration ID # 0000004087
Contract #: CMA 2613

A. SCOPE OF SERVICES:

- A.1. The Contractor shall provide all service and deliverables as required, described, and detailed herein and shall meet all service and delivery timelines as specified by this Contract.
- A.2. Tenn. Code Ann. § 54-5-201 provides that the State is authorized to enter into contracts with municipalities regarding the improvement and maintenance of streets over which traffic on state highways is routed.
- A.3. Tenn. Code Ann. § 54-5-202 provides that streets constructed, reconstructed, improved and maintained by the State shall be of a width and type that the State deems proper, but the width so constructed, reconstructed, improved and maintained shall not be less than eighteen feet (18'); and, in the case of resurfacing and maintenance, from curb to curb where curbs exist, or the full width of the roadway where no curbs exist.
- A.4. Tenn. Code Ann. § 54-5-203 provides that the State is authorized to enter into contracts with municipalities that are organized to care for streets to reimburse, subject to the approval of the State, for improvements and maintenance.
- A.5. Tenn. Code Ann. § 54-16-106 provides that the highway authorities of the state, counties, cities, and town are authorized to enter into agreements with each other respecting the improvement and maintenance of controlled-access facilities, defined by Tenn. Code Ann. § 54-16-101 as a highway or street specially designed for through traffic, and over, from or to which owners or occupants of abutting land or other persons have no right or easement of access from abutting properties.
- A.6. Tenn. Code Ann. § 54-5-139 provides that the State may enter into a contract with a qualified county to perform maintenance activities upon the rights-of-way of state highways located outside of municipalities and metropolitan governments; and, that the reimbursement shall be on an actual cost basis.
- A.7. The State is hereby contracting with the Contractor for the improvements and maintenance specified in Attachment "Exhibit A" titled "Guidelines Covering Maintenance of State Highways through Municipalities," attached and incorporated hereto as part of this Contract.

B. TERM OF CONTRACT:

This Contract shall be effective on July 1, 2025 ("Effective Date") and extend for a period of twenty-four (24) months after the Effective Date ("Term"). The State shall have no obligation for goods or services provided by the Contractor prior to the Effective Date.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. Maximum Liability. In no event shall the maximum liability of the State under this Contract exceed ninety-six thousand two hundred nine dollars and seventy-two cents (\$96,209.72). The payment rates in section C.3 shall constitute the entire compensation due the Contractor for all service and Contractor obligations hereunder regardless of the difficulty, materials or equipment required. The payment rates include, but are not limited to, all applicable taxes, fees, overheads, and all other direct and indirect costs incurred or to be incurred by the Contractor.

The Contractor is not entitled to be paid the maximum liability for any period under the Contract or any extensions of the Contract for work not requested by the State. The maximum liability represents available funds for payment to the Contractor and does not guarantee payment of any such funds to the Contractor under this Contract unless the State requests work and the Contractor performs said work. In which case, the Contractor shall be paid in accordance with the payment rates detailed in section C.3. The State is under no obligation to request work from the Contractor in any specific dollar amounts or to request any work at all from the Contractor during any period of this Contract.

- C.2. Compensation Firm. The payment rates and the maximum liability of the State under this Contract are firm for the duration of the Contract and are not subject to escalation for any reason unless amended.
- C.3. Payment Methodology. The Contractor shall be compensated based on the payment rates herein for units of service authorized by the State in a total amount not to exceed the Contract Maximum Liability established in section C.1.
- a. The Contractor's compensation shall be contingent upon the satisfactory completion of units, milestones, or increments of service defined in section A.
 - b. The Contractor shall be compensated for said units, milestones, or increments of service based upon the following payment rates:

Service Description	Amount (per compensable increment)
"Exhibit A" titled "Guidelines Covering Maintenance of State Highways through Municipalities"	See Exhibit A
If included herein "Exhibit B" containing the maximum allowable labor and equipment rates.	See Exhibit B

- C.4. Travel Compensation. The Contractor shall not be compensated or reimbursed for travel, meals, or lodging.
- C.5. Invoice Requirements. The Contractor shall invoice the State only for completed increments of service and for the amount stipulated in section C.3, above, and present said invoices no more often than monthly, with all necessary supporting documentation, to:

Jason Farmer
3213 North Roan Street
Johnson City, TN 37601

- a. Each invoice shall clearly and accurately detail all of the following required information (calculations must be extended and totaled correctly).
 - (1) Invoice Number (assigned by the Contractor)
 - (2) Invoice Date
 - (3) Contract Number (assigned by the State)

- (4) Customer Account Name: Tennessee Department of Transportation
- (5) Customer Account Number (assigned by the Contractor to the above-referenced Customer)
- (6) Contractor Name
- (7) Contractor Tennessee Edison Registration ID Number Referenced in Preamble of this Contract
- (8) Contractor Contact for Invoice Questions (name, phone, and/or fax)
- (9) Contractor Remittance Address
- (10) Description of Delivered Service
- (11) Complete Itemization of Charges, which shall detail the following:
 - i. Service or Milestone Description (including name & title as applicable) of each service invoiced
 - ii. Number of Completed Units, Increments, Hours, or Days as applicable, of each service invoiced
 - iii. Applicable Payment Rate (as stipulated in Section C.3.) of each service invoiced
 - iv. Amount Due by Service
 - v. Total Amount Due for the invoice period

b. The Contractor understands and agrees that an invoice under this Contract shall:

- (1) include only charges for service described in Contract Section A and in accordance with payment terms and conditions set forth in Contract Section C;
- (2) only be submitted for completed service and shall not include any charge for future work;
- (3) not include sales tax or shipping charges; and
- (4) initiate the timeframe for payment (and any discounts) only when the State is in receipt of the invoice, and the invoice meets the minimum requirements of this section C.5.

C.6. Payment of Invoice. A payment by the State shall not prejudice the State's right to object to or question any payment, invoice, or matter in relation thereto. A payment by the State shall not be construed as acceptance of any part of the work or service provided or as approval of any amount invoiced.

C.7. Invoice Reductions. The Contractor's invoice shall be subject to reduction for amounts included in any invoice or payment theretofore made which are determined by the State, on the basis of audits conducted in accordance with the terms of this Contract, not to constitute proper remuneration for compensable services.

C.8. Deductions. The State reserves the right to deduct from amounts, which are or shall become due and payable to the Contractor under this or any contract between the Contractor and the State of Tennessee any amounts, which are or shall become due and payable to the State of Tennessee by the Contractor.

C.9. Prerequisite Documentation. The Contractor shall not invoice the State under this Contract until the State has received the following documentation properly completed.

- a. The Contractor shall complete, sign, and present to the State the "Authorization Agreement for Automatic Deposit Form" provided by the State. By doing so, the Contractor acknowledges and agrees that, once this form is received by the State, payments to the Contractor, under this or any other contract the Contractor has with the State of Tennessee, may be made by ACH; and
- b. The Contractor shall complete, sign, and return to the State the State-provided W-9 form. The taxpayer identification number on the W-9 form must be the same as the Contractor's Federal Employer Identification Number or Social Security Number referenced in the Contractor's Edison registration information.

D. STANDARD TERMS AND CONDITIONS:

- D.1. Required Approvals. The State is not bound by this Contract until it is signed by the contract parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this contract, said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.2. Modification and Amendment. This Contract may be modified only by a written amendment signed by all parties hereto and approved by both the officials who approved the base contract and, depending upon the specifics of the contract as amended, any additional officials required by Tennessee laws and regulations (said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).
- D.3. Termination for Convenience. The State may terminate this Contract without cause for any reason. Said termination shall not be deemed a breach of contract by the State. The State shall give the Contractor at least thirty (30) days written notice before the effective termination date. The Contractor shall be entitled to compensation for satisfactory, authorized service completed as of the termination date, but in no event shall the State be liable to the Contractor for compensation for any service which has not been rendered. Upon such termination, the Contractor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- D.4. Termination for Cause. If the Contractor fails to properly perform its obligations under this Contract in a timely or proper manner, or if the Contractor violates any terms of this Contract, the State shall have the right to immediately terminate the Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the above, the Contractor shall not be relieved of liability to the State for damages sustained by virtue of any breach of this Contract by the Contractor.
- D.5. Subcontracting. The Contractor shall not assign this Contract or enter into a subcontract for any of the services performed under this Contract without obtaining the prior written approval of the State. If such subcontracts are approved by the State, each shall contain, at a minimum, sections of this Contract below pertaining to "Conflicts of Interest," "Nondiscrimination," and "Records" (as identified by the section headings). Notwithstanding any use of approved subcontractors, the Contractor shall be the prime contractor and shall be responsible for all work performed.
- D.6. Conflicts of Interest. The Contractor warrants that no part of the total Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Contractor in connection with any work contemplated or performed relative to this Contract.
- D.7. Nondiscrimination. The Contractor hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the Contractor on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Contractor shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.
- D.8. Records. The Contractor shall maintain documentation for all charges under this Contract. The books, records, and documents of the Contractor, insofar as they relate to work performed or money received under this Contract, shall be maintained for a period of three (3) full years from the date of the final payment and shall be subject to audit at any reasonable time and upon reasonable notice by the State, the Comptroller of the Treasury, or their duly appointed

representatives. The financial statements shall be prepared in accordance with generally accepted accounting principles.

- D.9. Prevailing Wage Rates. All contracts for construction, erection, or demolition or to install goods or materials that involve the expenditure of any funds derived from the State require compliance with the prevailing wage laws as provided in *Tennessee Code Annotated*, Section 12-4-401 *et seq.*
- D.10. Monitoring. The Contractor's activities conducted and records maintained pursuant to this Contract shall be subject to monitoring and evaluation by the State, the Comptroller of the Treasury, or their duly appointed representatives.
- D.11. Progress Reports. The Contractor shall submit brief, periodic, progress reports to the State as requested.
- D.12. Strict Performance. Failure by any party to this Contract to insist in any one or more cases upon the strict performance of any of the terms, covenants, conditions, or provisions of this Contract shall not be construed as a waiver or relinquishment of any such term, covenant, condition, or provision. No term or condition of this Contract shall be held to be waived, modified, or deleted except by a written amendment signed by the parties hereto.
- D.13. Independent Contractor. The parties hereto, in the performance of this Contract, shall not act as employees, partners, joint venturers, or associates of one another. It is expressly acknowledged by the parties hereto that such parties are independent contracting entities and that nothing in this Contract shall be construed to create a employer/employee relationship or to allow either to exercise control or direction over the manner or method by which the other transacts its business affairs or provides its usual services. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever.

The Contractor, being a Tennessee governmental entity, is governed by the provisions of the Tennessee Government Tort Liability Act, *Tennessee Code Annotated*, Sections 29-20-101 *et seq.*, for causes of action sounding in tort. Further, no contract provision requiring a Tennessee political entity to indemnify or hold harmless the State beyond the liability imposed by law is enforceable because it appropriates public money and nullifies governmental immunity without the authorization of the General Assembly.

- D.14. State Liability. The State shall have no liability except as specifically provided in this Contract.
- D.15. Force Majeure. The obligations of the parties to this Contract are subject to prevention by causes beyond the parties' control that could not be avoided by the exercise of due care including, but not limited to, natural disasters, riots, wars, epidemics, or any other similar cause.
- D.16. State and Federal Compliance. The Contractor shall comply with all applicable State and Federal laws and regulations in the performance of this Contract.
- D.17. Governing Law. This Contract shall be governed by and construed in accordance with the laws of the State of Tennessee. The Contractor agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Contract. The Contractor acknowledges and agrees that any rights or claims against the State of Tennessee or its employees hereunder, and any remedies arising therefrom, shall be subject to and limited to those rights and remedies, if any, available under *Tennessee Code Annotated*, Sections 9-8-101 through 9-8-407.
- D.18. Completeness. This Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral.

- D.19. Severability. If any terms and conditions of this Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Contract are declared severable.
- D.20. Headings. Section headings of this Contract are for reference purposes only and shall not be construed as part of this Contract.

E. SPECIAL TERMS AND CONDITIONS:

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Contract, these special terms and conditions shall control.
- E.2. Communications and Contacts. All instructions, notices, consents, demands, or other communications required or contemplated by this Contract shall be in writing and shall be made by certified, first class mail, return receipt requested and postage prepaid, by overnight courier service with an asset tracking system, or by EMAIL or facsimile transmission with recipient confirmation. Any such communications, regardless of method of transmission, shall be addressed to the respective party at the appropriate mailing address, facsimile number, or EMAIL address as set forth below or to that of such other party or address, as may be hereafter specified by written notice.

The State:

Jason Farmer, TDOT Team Lead - Maintenance
State of Tennessee Department of Transportation
3213 North Roan Street, Johnson City, TN 37601
Jason.Farmer@tn.gov
Telephone # 423-282-0651
FAX # 423-854-5310

The Contractor:

Glenn Rosenoff, Town Administrator
Town of Jonesborough
123 Boone Street, Jonesborough, TN 37659
grosenoff@jonesboroughtn.org
Telephone # 423-753-1004
FAX # 423-753-1074

All instructions, notices, consents, demands, or other communications shall be considered effectively given upon receipt or recipient confirmation as may be required.

- E.3. Subject to Funds Availability. The Contract is subject to the appropriation and availability of State and/or Federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the State reserves the right to terminate the Contract upon written notice to the Contractor. Said termination shall not be deemed a breach of Contract by the State. Upon receipt of the written notice, the Contractor shall cease all work associated with the Contract. Should such an event occur, the Contractor shall be entitled to compensation for all satisfactory and authorized services completed as of the termination date. Upon such termination, the Contractor shall have no right to recover from the State any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- E.4. MUTCD. In accordance with Tenn. Code Ann. 54-5-108, the Contractor shall conform to and act in accordance with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD) as adopted by rules of the State. Particularly, the Contractor shall sign work-zones associated with this Contract in accordance with the aforesaid MUTCD.

- E. 5. Maintenance. Nothing contained in this Contract shall change the maintenance obligations governed by the laws of the State of Tennessee, it being the intent of this Contract not to enlarge the present maintenance obligations of the State.

IN WITNESS WHEREOF,

TOWN OF JONESBOROUGH:

CONTRACTOR SIGNATURE

DATE

PRINTED NAME AND TITLE OF CONTRACTOR SIGNATORY (above)

APPROVED AS TO FORM AND LEGALITY

CONTRACTOR ATTORNEY SIGNATURE

DATE

PRINTED NAME AND TITLE OF CONTRACTOR ATTORNEY SIGNATORY (above)

STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION:

HOWARD H. ELEY, COMMISSIONER

DATE

APPROVED AS TO FORM AND LEGALITY

LESLIE SOUTH, GENERAL COUNSEL

DATE

GUIDELINES COVERING MAINTENANCE
OF STATE HIGHWAYS THROUGH MUNICIPALITIES

The following items, where applicable, are eligible for reimbursement by the State to the Contractor under the Standard Maintenance Agreement:

Activity	Maintenance Work Type	Unit Of Measure
401	Manual Spot Patching	Tons
402	Crack Repair	Pounds
404	Mechanical Continuous Patching	Tons
405	Milling	Square Yards
406	Surface Replacement	Tons
411	Concrete Pavement Repair	Cubic Yards
412	Concrete Joint Repair	Linear Feet
425	Grading Unpaved Surface (Shoulder)**	Linear Miles
427	Patching Unpaved Surface (Shoulder)**	Tons
435	Machine Mowing**	Acres
438	Debris Removal**	Man Hours
441	Litter Removal**	Roadway Miles
446	Mechanical Sweeping and Street Flushing	Miles
447	Manual Roadway Sweeping	Man Hours
460	Plowing Snow	Lane Miles
461	De-icing Salt and/or Sand for Snow & Ice Removal	Tons
463	Anti-icing (Salt Brine)	Gallons
470	Pavement Markings	Line Miles
471	Specialty Markings	Each

** Work must be inside the area eligible for reimbursements as detailed in "CITY MAINTENANCE ROADWAY TYPICAL SECTIONS".

The following items are the responsibility of the Contractor and are not eligible for reimbursement by the State:

1. Mowing right-of-way back of curbs or beyond edge of paved surface on roadway segments which are not access controlled.
2. Litter from right-of-way back of curbs or beyond edge of paved surface on roadway segments which are not access controlled.
3. Storm drainage
4. Traffic control signs and signals and any other traffic control or monitoring devices.
5. Street lighting
6. Street name signs
7. Tree removal and vegetation control on right-of-way back of curbs or beyond edge of paved surface on roadway segments which are not access controlled.
8. Sidewalks

NOTE:

1. Major resurfacing when generally required will be performed by the State as a construction project, in accordance with a program developed after consultation with the Contractor.
2. The State will furnish and maintain route markers through the Municipalities.

**ROADWAY SURFACE INVENTORY FOR THE MAINTENANCE
OF STATE HIGHWAYS THROUGH MUNICIPALITIES**

The following Table itemizes the current **total roadway surface area to be maintained in a 12-Month period** to the nearest whole square yard. For a 24-Month contract, the following quantities will be doubled. Routes listed below shall be routinely maintained, swept, or flushed by the Contractor under the terms of this contract. The State agrees to reimburse said Contractor in the amount actually expended for street maintenance, excluding machine mowing and litter removal, not to exceed the calculated maximum reimbursement below.

Approved Maximum Reimbursement Per Square Yard:	\$ 0.17
Total Roadway Surface Area (YD^2):	262038
Calculated Maximum Annual Reimbursement (Roadway Surface):	\$44,546.46
Total Maximum Reimbursement (Roadway Surface):	\$89,092.92

Roadway Surface Inventory Worksheet												
Route	Street Name	Action	Crossing Boundry Description	Rdwy. Profile Type	Access Control	Beg Log Mile	End Log Mile	Roadway Length(ft.)	Roadway Width(ft.)	Median Width(ft.)	Median Area (yd.^2)	Reimbursible Area (yd.^2)
SR034	Jackson Blvd	BEGIN	Ben Gamble Road	1G	No	9.019	10.1	5707.68	72	19	9491.0	36170.44
SR034	Jackson Blvd	CHANGE	W. College St.	1G	No	10.1	10.6	2640	98	17	2792.0	25954.67
SR034	Jackson Blvd	END	Headtown Road	1G	No	10.6	12.538	10232.64	96	16	11081.0	98067.16
SR081	W. Main Street	BEGIN	Jonesborough City Limits	1B	No	10.9	11.45	2904	24	0	0.0	7744.00
SR081	W. Main Street	CHANGE	Depot St.	1B	No	11.45	12.1	3432	40	0	0.0	15253.33
SR081	W. Main Street	SHIFT	Main Street	1D	No	12.1	12.3	1056	36	0	0.0	4224.00
SR081	W. College Street	END	Oak Grove Ave.	1B	No	12.3	13.5	6336	24	0	0.0	16896.00
SR353	Old State Route 34	END	SR 81	1B	No	12.45	13.3	4488	36	0	0.0	17952.00
SR354	Boones Creek Road	BEGIN	SR 34	1C	No	0	0.1	528	70	0	0.0	4106.67
SR354	Boones Creek Road	END	Jonesborough City Limits	1C	No	0.1	1.62	8025.6	40	0	0.0	35669.33
Total Length (mi.):								8.589	Total Roadway Surface:		262038	

INVENTORY OF ELIGIBLE MACHINE MOWING FOR THE MAINTENANCE
OF STATE HIGHWAYS THROUGH MUNICIPALITIES

The following Table itemizes the eligible **mowing area in acres to be maintained in a 12-Month period**. For a 24-Month contract, the following quantities will be doubled. All eligible mowing areas shall be maintained by the Contractor under the terms of this contract. The State agrees to reimburse said Contractor in the amount actually expended for machine mowing, not to exceed the number of cycles and the price per acre as detailed below.

Approved Mowing Reimbursement Per Acre:	\$ 50.00
Calculated Maximum Annual Reimbursement (Mowing):	\$ 1,600.00
Total Maximum Reimbursement (Mowing):	\$ 3,200.00

Mowing Inventory Worksheet								
Route Number	Roadway Type	Begin Termini (LM)	End Termini(LM)	Median Area (acres)	Controlled Access Area (acres)	Segment Total Area (acres)	Number of Mowing Cycles	Contract Segment Total Area (acres)
SR034	1G	9	12.5	5.29	0	5.29	6	31.74
Total Contract Area (acres):								32

INVENTORY OF ELIGIBLE LITTER REMOVAL FOR THE MAINTENANCE
OF STATE HIGHWAYS THROUGH MUNICIPALITIES

The following Table itemizes the eligible **length of litter removal in linear miles to be maintained in a 12-Month period** to the nearest whole square yard. For a 24-Month contract, the following quantities will be doubled. The Contractor shall maintain all eligible linear miles under the terms of this contract. The State agrees to reimburse said Contractor in the amount actually expended for litter removal, not to exceed the number of cycles and the price per linear mile as detailed below.

Approved Litter Reimbursement Per Mile:	\$ 60.00
Calculated Maximum Annual Reimbursement (Litter):	\$ 1,958.40
Total Maximum Reimbursement (Litter):	\$ 3,916.80

Litter Inventory Worksheet										
Route Number	Roadway Type	Beginning Termini (LM)	Ending Termini (LM)	Segment Length (mi.)	Litter Pass Miles Per Segment	Segment Total Litter (mi.)	Price per Litter Mile	Number of Litter Cycles	Contract Segment Total Litter (mi.)	Contract Segment Total Litter (\$)
SR034	1G	9	12.5	2.72	1	2.72	\$ 60.00	12	32.64	1958.4
Total Contract Litter (mi.):									32.64	\$ 1,958.40

CITY MAINTENANCE ROADWAY TYPICAL SECTIONS

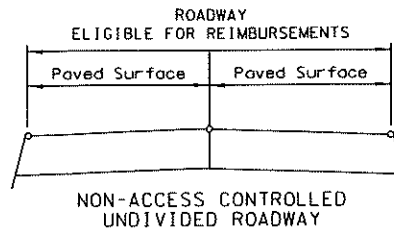


FIGURE 1A

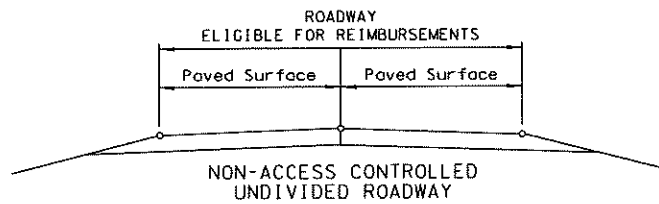


FIGURE 1B

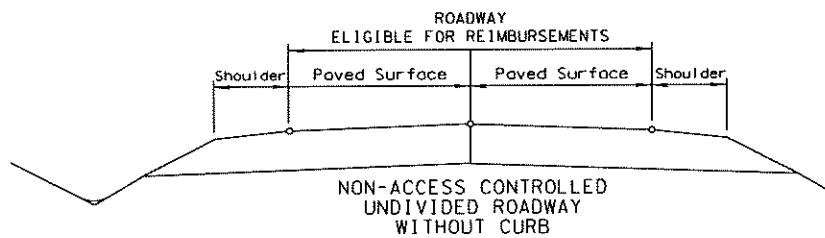


FIGURE 1C

NOTE: IN FIGURES 1A, 1B, AND 1C FOR NON-CONTROLLED ROUTES
THE PAVED SURFACE WILL INCLUDE PAVED SHOULDERS.

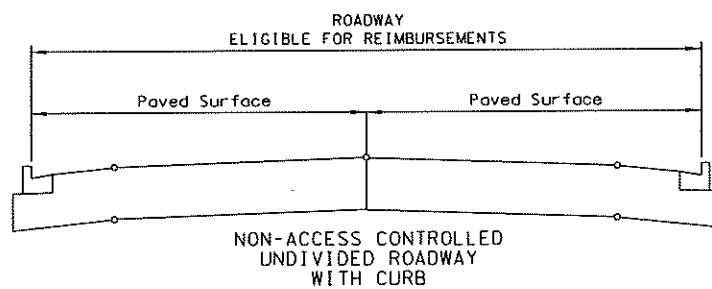


FIGURE 1D

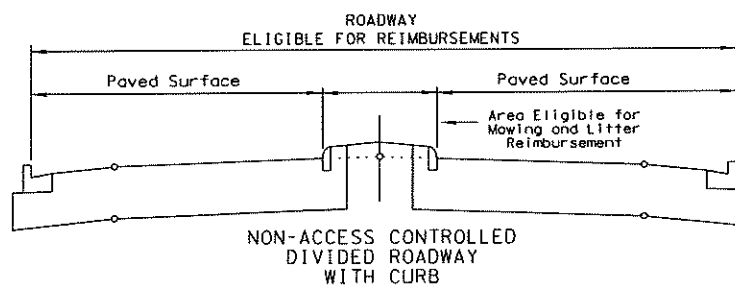
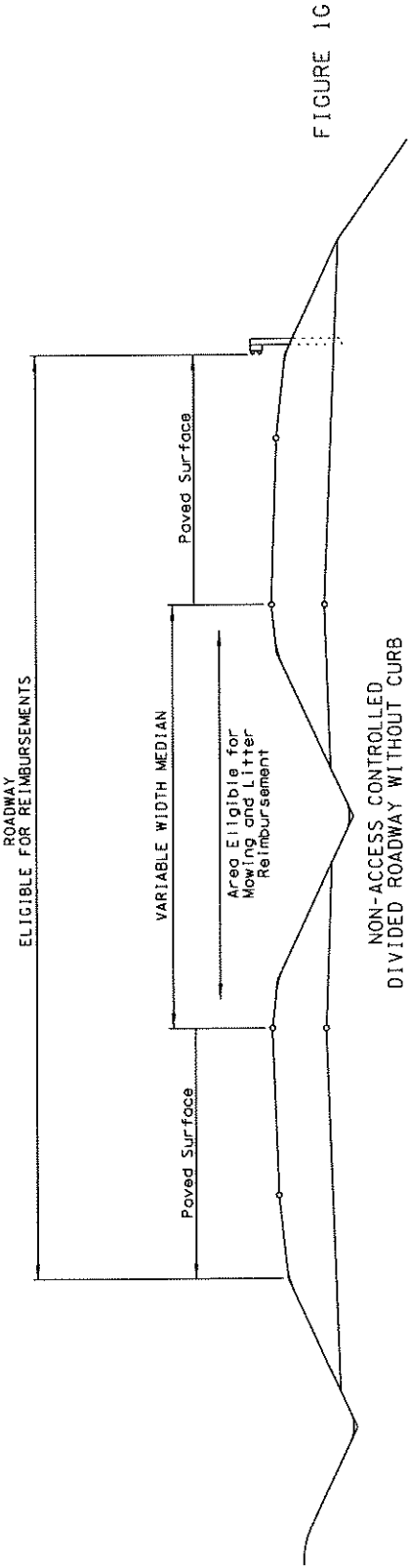
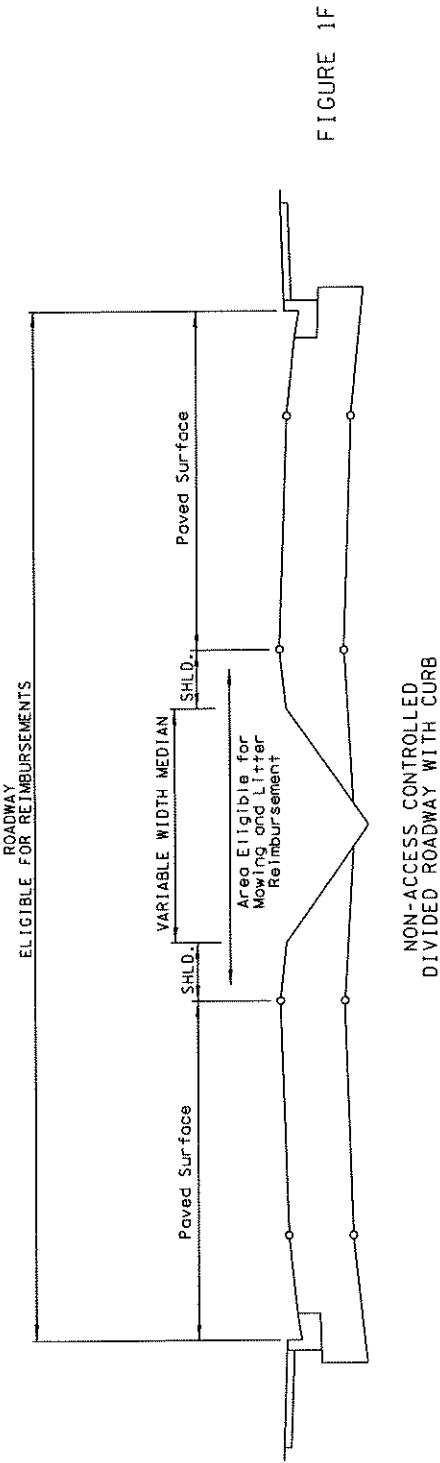


FIGURE 1E

CITY MAINTENANCE
ROADWAY TYPICAL SECTIONS



NOTE:
IF FIGURES 1F AND 1G FOR NON-ACCESS CONTROLLED ROUTES
THE PAVED SURFACE WILL INCLUDE PAVED SHOULDERS.

CITY MAINTENANCE
ROADWAY TYPICAL SECTIONS

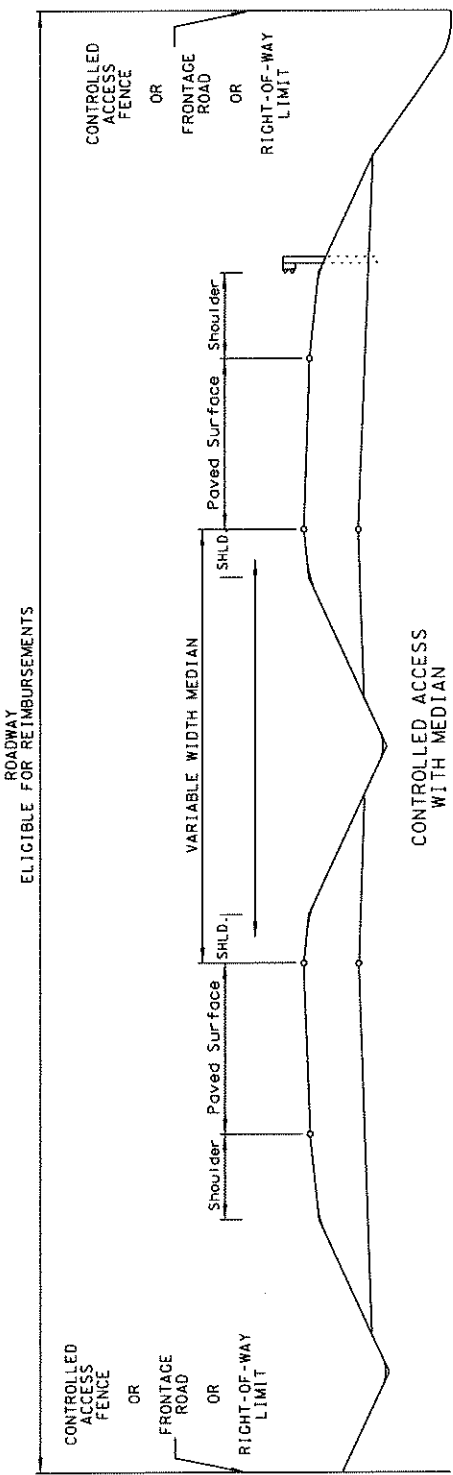


FIGURE 2A

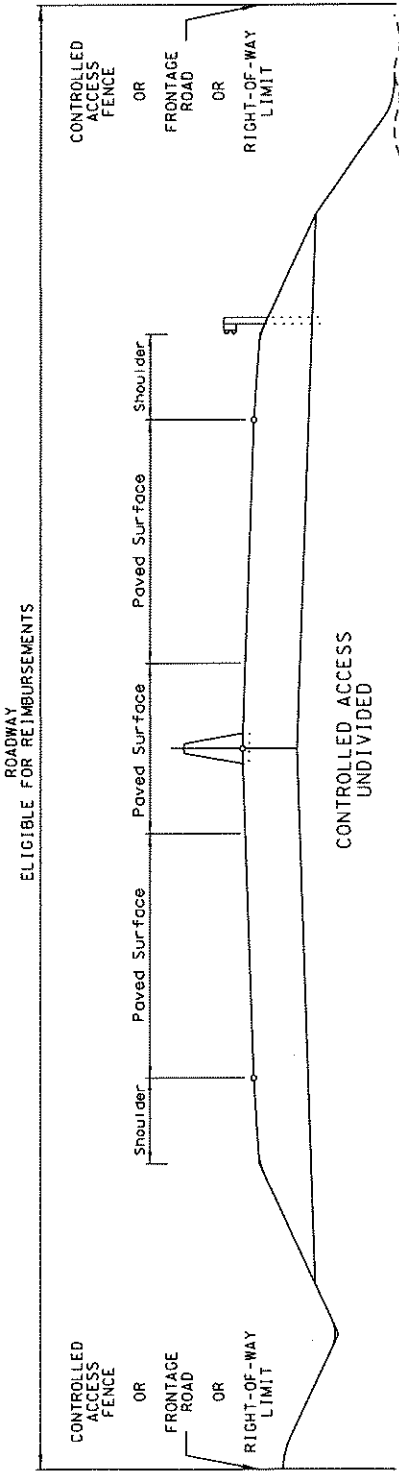


FIGURE 2B

"EXHIBIT B"
MAXIMUM ALLOWABLE EQUIPMENT RATES
2025-2027 FISCAL YEAR

ITEM NO.	DESCRIPTION OF EQUIPMENT	RATE	UNIT
1	SEDAN, POLICE OR FULL SIZE	12.00	HR
2	TRUCK, PICKUP	11.00	HR
3	TRUCK, ¾ TO 1 TON LIGHT DUTY	12.00	HR
4	TRUCK, ¾ TO 1 TON 4X4	13.00	HR
5	TRUCK, UTILITY/SERVICE BODY	14.00	HR
6	TRUCK, DUMP UP TO 15,000 GVWR	24.65	HR
7	TRUCK, DUMP OVER 15,000 UP TO 20,000 GVWR	28.12	HR
8	TRUCK, DUMP OVER 20,000 UP TO 40,000 GVWR	42.35	HR
9	TRUCK, DUMP TANDEM AXLE OVER 40,000 GVWR	68.00	HR
10	TRUCK, STAKE OR FLATBED UP TO 10,000 GVWR	17.45	HR
11	TRUCK, STAKE OR FLATBED OVER 10,000 UP TO 20,000 GVWR	26.10	HR
12	TRUCK, STAKE OR FLATBED OVER 20,000	42.00	HR
13	TRUCK, FLATBED OVER 32,500 GVWR	54.00	HR
14	TRUCK, TRACTOR SINGLE AXLE	37.00	HR
15	TRUCK, TRACTOR TANDEM AXLE	40.15	HR
16	TRUCK, SEWER/CULVERT/CATCH BASIN/ CLEANER (VAC-ALL)	82.20	HR
17	SWEEPER, TRUCK MOUNTED	55.89	HR
18	SWEEPER, SELF-PROPELLED	43.71	HR
19	TRUCK, W/STREET FLUSHER	70.16	HR
20	TRUCK, CRANE	28.28	HR
21	TRUCK, EXCAVATOR	64.73	HR
22	TRUCK, REFUSE COLLECTION	30.50	HR
23	TRACTOR, W/SWEEPER	32.68	HR
24	TRACTOR, W/DITCHER	62.12	HR
25	TRACTOR, WHEEL	48.22	HR
26	CHIPPER, BRUSH	36.81	HR
27	TRAILER, TILT	8.04	HR
28	TRAILER, PLATFORM OR GENERAL	10.12	HR
29	TRAILER, LOW BOY TANDEM	20.78	HR
30	JOINT & CRACK SEALING MACHINE	28.55	HR
31	ASPHALT RECLAIMER/RECYCLER MACHINE	135.78	HR
32	PAVER, ASPHALT SELF-PROPELLED	154.53	HR
33	PAVER, ASPHALT PULL TYPE	7.45	HR
34	DISTRIBUTOR, ASPHALT, PULL TYPE	27.37	HR
35	CHIP SPREADER MACHINE	57.42	HR
36	EXCAVATOR, TRACK TYPE (TRACKHOE)	87.31	HR

"EXHIBIT B"
MAXIMUM ALLOWABLE EQUIPMENT RATES
2025-2027 FISCAL YEAR

	DESCRIPTION OF EQUIPMENT	RATE	UNIT
37	DRAGLINES AND CRANES	75.99	HR
38	TRACTOR, CRAWLER (DOZER)	98.18	HR
39	MOTOR GRADER	65.30	HR
40	BACKHOE	37.90	HR
41	LOADER, FT END RUBBER TIRED (ARTICULATED) UP TO 1 CU. YD.	32.13	HR
42	LOADER, FT END RUBBER TIRED (ARTICULATED) OVER 1 UP TO 1.5 CY	47.50	HR
43	LOADER, FT END RUBBER TIRED (ARTICULATED) OVER 1.5 CU. YD.	59.71	HR
44	LOADER, FRONT END TRACK TYPE	71.50	HR
45	LOADER, SKID-STEER	58.46	HR
46	PROFILER, MILLING MACHINE	305.76	HR
47	ROLLER, WALK BEHIND	4.27	HR
48	ROLLER, STEEL WHEEL, 1 TO 5 TONS	88.84	HR
49	ROLLER, STEEL WHEEL, OVER 5 TONS	41.93	HR
50	GENERATOR, PORTABLE	8.30	HR
51	AIR COMPRESSOR, PORTABLE OR PULL TYPE	36.40	HR
52	WELDER, PORTABLE OR PULL TYPE	5.76	HR
53	CONCRETE MIXER, PORTABLE OR PULL TYPE	32.07	HR
54	CURBING MACHINE	65.74	HR
55	PAINT MACHINE, WALK BEHIND	31.57	HR
56	PAINT MACHINE, TRUCK MOUNTED (LARGE)	84.61	HR
57	THERMOPLASTIC MARKING MACHINE, WALK BEHIND	23.24	HR
58	TRAFFIC LINE REMOVER (WATER BLASTER)	43.68	HR
59	ARROW BOARD, TRAILER OR TRUCK MOUNTED	4.15	HR
60	MESSAGE SIGN, TRAILER MOUNTED	1.14	HR
61	LIGHT TOWER, TRAILER MOUNTED	24.18	HR
62	TRUCK MOUNTED ATTENUATOR	10.00	HR

"EXHIBIT B"

**TOWN OF JONESBOROUGH
MAXIMUM ALLOWABLE LABOR RATES**

(To be supplied by the City at this time)

Beginning July 1, 2025 and ending June 30, 2027

Job Title Classification	Low Rate	High Rate
Maintenance Worker I	18.26	23.53
Maintenance Worker II	18.86	24.38
Maintenance Worker III	19.49	25.28
Equipment Operator I	20.15	26.21
Equipment Operator II	21.57	28.25
Equipment Operator III	22.33	29.34
Supervisor I	28.87	38.65
Supervisor II	35.12	47.55

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

DATE: May 12, 2025 **AGENDA ITEM #:** 7-D

SUBJECT: Snow Hut Contract for the 2025 Water Park Season

BACKGROUND:

The town has approved agreements with James and Cheryl Harkleroad to provide Snow Hut operating services since the 2023 Wetlands season.

The Water Park receives 20% of the gross sales, and less sales tax. The "hut" is owned by the Harkleroads and the hut is placed on site, and they are responsible for providing labor and supplies. It is located safely away from our concession operation near the water slides. This operation generates revenue for not only the Harkleroads but for the Town as well. The Town has no related expenditure associated with the operations of the hut.

RECOMMENDATION:

Approve the Snow Hut Contract for the 2025 season of the Wetlands Water Park with James and Cheryl Harkleroad, as presented.

TOWN OF JONESBOROUGH
2025 SNOW HUT CONTRACT

The Town of Jonesborough issues this contract to:

James and Cheryl Harkleroad (423) 557-5512
1034 Mill Springs Road
Jonesborough, TN 37659

The Parties agree to the following terms:

1. **USE:** Contractor is licensed to sell Snow Hut Snowballs.
2. **CONTRACTED AREAS:** For the purposes defined in Paragraph 1, Contractor will use the areas specifically described as 10' X 10' Portable Building (white on white) to be located in the area above the sand volleyball court.
3. **FEES:** Contractor shall pay 20% of gross sales less applicable sales tax to the Town Recorder or an authorized designee on or before Monday of the week following generation of sales (Monday-Sunday). If the fee is not paid on time, the Contractor agrees to pay all costs that the Town incurs in collecting the fees including but not limited to attorney and court cost. Contractor is responsible for collecting and remitting to the State of Tennessee Department of Revenue applicable sales tax on all Snow Hut sales.
4. **INSURANCE & INDEMNITY:** Contractor shall hold the Town harmless from any liability to personal injuries or property damage resulting from the Contractor's occupancy of the contracted areas described in Paragraph 2, the use of the contracted areas or equipment as described in Paragraph 1, or the sale of any product including the sale of "snowballs". Contractor agrees to maintain a liability insurance policy with minimum limits in an amount no less than \$700,000.00 and shall have the Town made an additional insured on the policy. Contractor will provide certified copies of the policy and the endorsement making the Town an additional insured under the policy to Town prior to the opening of the Season.
5. **CONTRACTOR STATUS:** The Contractor is considered by all parties to be an independent contractor. All persons employed by Contractor shall be the Contractor's agents and employees only.
6. **ILLEGAL USE:** Contractor shall not permit any offensive or illegal use of the contracted areas.
7. **ASSIGNMENTS:** Contractor may not assign this contract or transfer any interest in this contract without the prior written consent of the Town. The Town agrees to not arbitrarily withhold its consent. Any assignment or transfer made without written consent shall be null and void.

8. **IMPROVEMENTS:** No improvement(s) shall be made to the contracted areas without the prior written consent of the Town. Upon abandonment or termination of this contract, the Contractor shall remove all personal equipment and supplies within a reasonable period of time (one week) and shall restore contracted areas to their original condition. If Contractor fails to remove any such items in a reasonable period of time they shall become the property of the Town. That will not, however, relieve Contractor of liability for the cost of their removal and restoration of the site. Removal of items will occur during times that the park is not open to the public or rented by private parties.
9. **MAINTENANCE:** Contractor shall maintain the contracted areas to standards of orderliness, sanitation and safety as may reasonably be required by the Water Park Director or the Town.
10. **COMPLIANCE WITH LAWS:** Contractor, in exercising the privileges granted by this contract, shall comply with all applicable Federal, State, County, and municipal laws, ordinances, or regulations. It will be the Contractor's responsibility to possess knowledge of all Health Department regulations governing operation of food service establishments.
11. **TERMINATION:** The Town may terminate this contract immediately if Contractor breaches any of the terms of this contract or for good cause. Either Party may terminate this contract without cause by giving written notice to the other at least thirty (30) days before the effective date of termination.
12. **PARKING:** The Town shall restrict all parking of vehicles to areas approved by the Water Park Director.
13. **USE BY OTHERS:** This contract shall not be exclusive. The Water Park Director reserves the right to permit private, evening facility renters to bring outside food into the park or to have the event catered. This will be permitted only after the renter and the Contractor have been provided an opportunity to discuss "in-house" food service options. The park renters shall ultimately have the opportunity to choose their particular food service provider.
14. **CONTRACTOR'S EMPLOYEES, AGENTS, AND SUB-CONTRACTORS:** Contractor, in the exercise of this contract, shall require that his/her employees, agents, subleases, contractors, subcontractors and their employees shall comply with all of the terms of this contract, and the Wetlands Water Park rules. Any individual or group associated with Contractor shall conduct themselves in a professional manner, and shall abide by all Water Park rules that are applicable to the patrons of the facility. Any obstruction of normal park operation by the Contractor, agents, employees, or other associated with the Contractor will result in potential dissolution of this contract.
15. **SALE OF BUSINESS:** If the Contractor sells its business during the operating season, the buying party will be allowed to continue the Contractor's sno-ball operation throughout the current season subject to the Town's right of cancellation contained in Paragraph 11 of this contract and subject to the

Town's prior written consent approval of such sale. The Town agrees to not arbitrarily withhold permission for the buying party to continue to operate the Contractor's business if the Town is satisfied the buying party has a reputable business reputation and appears fully capable of fulfilling the terms of this contract.

16. **CHANGE OF NAME:** The Contractor may change operating name listed in this agreement subject to the approval of the Jonesborough Board of Mayor and Aldermen.

17. **PERIOD:** This contract shall begin on May 1, 2025 and end on September 30, 2025.

18. **ADDITIONAL REQUIREMENTS:**

Snow Hut – James and Cheryl Harkleroad (Contractors) will operate and provide New Orleans style sno-balls during the 2023 season when the park is open. At a minimum, the Contractor will operate and provide New Orleans style sno-balls between the hours of 12:00 noon and 6:00 p.m. as long as the park is open. The Contractor also agrees to remain open during Town sponsored after-hour parties at no additional cost to the Town.

The Contractor agrees to sell its product during after-hour corporate parties if requested by the person or organization sponsoring the party and if this same organization guarantees the Contractor \$50.00 in revenue for each hour of operation.

Contractor will close during periods of inclement weather when the park is closed or closing early.

Contractor must comply with all Health Department Rules and Regulations.

Contractor must maintain a neat appearance in front of and directly around the booth.

Contractor will be responsible for emptying of trash receptacles located around the booth.

Recreation employees will provide all grounds maintenance and general park clean-up.

There will be no shared employees. Both Wetlands and the Contractor will provide adequate independent coverage.

Contractor will be provided an area to exclusively market and sell Contractor's product.

Contractor will need to make arrangements for security of cash on hand, as well as, for security of employee personal belongings.

Wetlands will provide tube and admission cashiers, aquatic personnel, park greeters, general facility maintenance employees, grounds maintenance personnel, customer service representatives, and on-site supervisors of personnel.

Wetlands will handle all park scheduling that includes Private Parties, Birthday Parties, Special Events, and Explorer Programs. When Private Parties and Birthday Parties are scheduled, the park scheduler will inform Contractor of upcoming events.

Contractor will be responsible for removal of the booth at the end of the season including all associated products and equipment. If this relationship is successful, and with the Town's approval, Contractor may elect to leave their semi-permanent, metal building on site during the off season. This building will not be considered fixed property and will remain the property of the Contractor.

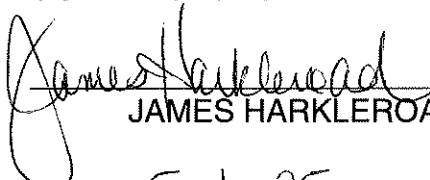
Contractor is not required to insure Town owned buildings with the contract agreement.

The Town of Jonesborough will require a copy of a daily gross sales receipt, which will be included with each weekly payment.

Pending a successful operating season as determined by both the Contractor and the Town, the Contractor will have the first option to contract the Snow Hut concession each year thereafter.

19. OTHER TERMS: _____

CONTRACTORS


JAMES HARKLEROAD


CHERYL HARKLEROAD

DATE: 5-1-25

TOWN OF JONESBOROUGH

BY: _____
CHUCK VEST, MAYOR

Date: _____

ATTEST: _____
JANET JENNINGS, TOWN RECORDER

APPROVED AS TO FORM: _____
JAMES R. WHEELER, TOWN ATTORNEY

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

DATE: May 12, 2025 **AGENDA ITEM #:** 7-E

SUBJECT: Approval of Bid for the Tiger Way Traffic Signalization Project

BACKGROUND:

The long-anticipated bid for the Tiger Way Signalization project titled "Town of Jonesborough Traffic Signal at SR-34 (US-11E) at Smith Lane, TDOT PIN 130739.00" has been received. Smith Lane is of course now Tiger Way, but TDOT continues to use the original name, but no issues exist with the road name change for the project. Bids were publicly opened at Town Hall on April 23, 2025, at 2:00 PM. Our contracted engineer Mattern and Craig was present to conduct the bid opening. Only one bid was received despite advertising on TDOT's website, in the newspaper, on the town website, and sending out solicitation to the traffic signal industry. **Stansell Electric Company, Inc total bid price is \$887,221.00.**

Stansell is the company that worked with the town to install the temporary signal at Tiger Way in advance of the new Jonesborough K-8 School opening. The proposed Mast Arm traffic signalization plan will also include advanced technology. A smart traffic light provides a vehicle traffic control system capable of adapting traffic light controls based on information collected from sensors, edge devices, and other related systems.

This project is funded through both federal and state funds, with direct support for the project from the Johnson City Metropolitan Transportation Planning Organization (JCMPO), and direct project/grant oversight through TDOT's Local Programs. Although the bid price is higher than the project budget estimate, JCMPO Director Glenn Berry reported that there are sufficient funds to meet the bid price.

Funding Source

Federal and State funding to pass through the Tennessee Department of Transportation.

Mattern and Craig have recommended approval of the bid award to Stansell Electric Company, Inc.

RECOMMENDATION:

Approve the award of bid to Stansell Electric Company, Inc at a total bid price of \$887,221.00 for the Town of Jonesborough Traffic Signal at SR-34 (US-11E) at Smith Lane (Tiger Way), TDOT PIN 130739.00, as presented.

TOWN OF JONESBOROUGH - TRAFFIC SIGNAL AT SR-34 (US-11E) AT SMITH LANE

BID OPENING

APRIL 23, 2025, 2:00 pm

[illegible]

Randy W. Beckner
Bradley C. Craig
Wm. Thomas Austin
James B. Voso
Chad M. Thomas
Jason A. Carder
Brian R. Newman
D. Jason Snapp
Ryan P. Kincer



Edwin K. Mattern, Jr. (1949-1982)
J. Wayne Craig (1940-2024)
Gene R. Cress (1935-2014)
Sam H. McGhee, III (1940-2018)
Stewart W. Hubbell (Retired)
Michael S. Agee (Retired)
Steven A. Campbell (Retired)
Randy L. Dodson (Retired)

April 24, 2025

Mr. Glenn Rosenoff
Town Administrator
123 Boone Street
Jonesborough, TN 37659
423-753-1030
GRosenoff@jonesboroughtn.org

Re: Traffic Signal at SR-34 (US-11E) at Smith
Lane – Bid Tabulation & Recommendation of
Award
Town of Jonesborough
TDOT PIN 130739.00
Comm. No. 3909L

Dear Glenn:

Enclosed please find the Bid Tabulation for the above referenced project. Please note that the apparent low bidder is STANSELL ELECTRIC COMPANY, INC., in the amount of \$887,221.00. We recommend to award the contract to STANSELL ELECTRIC COMPANY, INC., as they are qualified to perform the work.

If you have any questions, please feel free to contact me.

Sincerely,
MATTERN & CRAIG

A handwritten signature in black ink that reads 'Jason Carder'.

Jason Carder, P.E., PTOE, RSP
Principal

Enclosures (2)

Town of Jonesborough
Traffic Signal at SR-34 (US-11E) at Smith Lane
TDOT PIN: 130739.00

BID TABULATION
Bids Opened: April 23, 2025 at 2:00 pm

** Apparent Low Bidder	TOTAL BID PRICE
** Stansell Electric Company, Inc.	\$ 887,221.00

I certify that this tabulation is a correct and true representation of the bids received at the above date and time.





Jason Carder, P.E., PTOE, RSP
4/24/2025

Town of Jonesborough
Traffic Signal at SR-34 (US-11E) at Smith Lane

ITEM NO.	DESCRIPTION	UNIT	QTY.	ENGINEER'S ESTIMATE		Stansell Electric Company, Inc.		UNIT COST	TOTAL	UNIT COST	TOTAL
				UNIT COST	TOTAL	UNIT COST	TOTAL				
105-01	CONSTRUCTION STAKES, LINES, AND GRADES	LS	1	\$ 8,000.00	\$ 8,000.00	\$ 18,900.00	\$ 18,900.00	\$ -	\$ -	\$ -	\$ -
201-01	CLEARING AND GRUBBING	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 3,500.00	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -
202-08.10	REMOVAL OF CURB (DETACHED)	L.F.	550	\$ 15.00	\$ 8,250.00	\$ 25.00	\$ 13,750.00	\$ -	\$ -	\$ -	\$ -
203-01	ROAD & DRAINAGE EXCAVATION (UNCLASSIFIED)	C.Y.	800	\$ 20.00	\$ 16,000.00	\$ 90.00	\$ 72,000.00	\$ -	\$ -	\$ -	\$ -
303-01	MINERAL AGGREGATE, TYPE A BASE, GRADING D	TON	800	\$ 50.00	\$ 40,000.00	\$ 75.00	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -
307-01.01	ASPHALT CONCRETE MIX (PG64-22) (8PMB-HM) GRADING A	TON	70	\$ 200.00	\$ 14,000.00	\$ 375.00	\$ 26,250.00	\$ -	\$ -	\$ -	\$ -
307-01.08	ASPHALT CONCRETE MIX (PG64-22) (8PMB-HM) GRADING B-M	TON	50	\$ 250.00	\$ 12,500.00	\$ 490.00	\$ 24,500.00	\$ -	\$ -	\$ -	\$ -
307-02.01	ASPHALT CONCRETE MIX (PG70-22) (8PMB-HM) GRADING A	TON	340	\$ 200.00	\$ 68,000.00	\$ 185.00	\$ 62,900.00	\$ -	\$ -	\$ -	\$ -
307-02.08	ASPHALT CONCRETE MIX (PG70-22) (8PMB-HM) GRADING B-M	TON	110	\$ 250.00	\$ 27,500.00	\$ 240.00	\$ 26,400.00	\$ -	\$ -	\$ -	\$ -
402-01	BITUMINOUS MATERIAL FOR PRIME COAT (PC)	TON	2	\$ 1,500.00	\$ 3,000.00	\$ 1,850.00	\$ 3,700.00	\$ -	\$ -	\$ -	\$ -
402-02	AGGREGATE FOR COVER MATERIAL	TON	10	\$ 75.00	\$ 750.00	\$ 100.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -
403-01	BITUMINOUS MATERIAL FOR TACK COAT (TC)	TON	2	\$ 1,200.00	\$ 2,400.00	\$ 1,250.00	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -
411-01.10	ACS MIX (PG64-22), GRADING D	TON	30	\$ 500.00	\$ 15,000.00	\$ 700.00	\$ 21,000.00	\$ -	\$ -	\$ -	\$ -
411-02.10	ACS MIX (PG70-22), GRADING D	TON	70	\$ 500.00	\$ 35,000.00	\$ 300.00	\$ 21,000.00	\$ -	\$ -	\$ -	\$ -
604-01.01	CLASS A CONCRETE (ROADWAY)	C.Y.	15	\$ 1,100.00	\$ 16,500.00	\$ 765.00	\$ 11,475.00	\$ -	\$ -	\$ -	\$ -
701-02.03	CONCRETE CURB RAMP	S.F.	200	\$ 45.00	\$ 9,000.00	\$ 50.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
702-01	CONCRETE CURB	C.Y.	20	\$ 700.00	\$ 14,000.00	\$ 600.00	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -
712-01	TRAFFIC CONTROL	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 53,000.00	\$ 53,000.00	\$ -	\$ -	\$ -	\$ -
712-02.02	INTERCONNECTED PORTABLE BARRIER RAIL	L.F.	200	\$ 50.00	\$ 10,000.00	\$ 100.00	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -
712-04.01	FLEXIBLE DRUMS (CHANNELIZING)	EACH	30	\$ 40.00	\$ 1,200.00	\$ 40.00	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -
712-06	SIGNS (CONSTRUCTION)	S.F.	274	\$ 10.00	\$ 2,740.00	\$ 9.00	\$ 2,466.00	\$ -	\$ -	\$ -	\$ -
712-07.03	TEMPORARY BARRICADES (TYPE III)	L.F.	50	\$ 30.00	\$ 1,500.00	\$ 20.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -
712-08.03	ARROW BOARD (TYPE C)	EACH	2	\$ 1,500.00	\$ 3,000.00	\$ 2,700.00	\$ 5,400.00	\$ -	\$ -	\$ -	\$ -
712-09.02	REMOVABLE PAVEMENT MARKING (8" BARRIER LINE)	L.F.	300	\$ 5.00	\$ 1,500.00	\$ 8.00	\$ 2,400.00	\$ -	\$ -	\$ -	\$ -
712-09.05	REMOVABLE PAVEMENT MARKING (ARROW)	EACH	1	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -
713-14.21	STREET NAME SIGN (RIGID 0.100IN THICK)	S.F.	60	\$ 50.00	\$ 3,000.00	\$ 55.00	\$ 3,300.00	\$ -	\$ -	\$ -	\$ -
713-15	REMOVAL OF SIGNS, POSTS, AND FOOTINGS	LS	1	\$ 500.00	\$ 500.00	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ -	\$ -
716-02.05	PLASTIC PAVEMENT MARKING (STOP LINE)	L.F.	140	\$ 25.00	\$ 3,500.00	\$ 17.00	\$ 1,680.00	\$ -	\$ -	\$ -	\$ -
716-02.06	PLASTIC PAVEMENT MARKING (TURN LANE ARROW)	EACH	6	\$ 300.00	\$ 1,800.00	\$ 175.00	\$ 1,050.00	\$ -	\$ -	\$ -	\$ -
716-02.08	PLASTIC PAVEMENT MARKING (8" DOTTED LINE)	L.F.	300	\$ 5.00	\$ 1,500.00	\$ 3.00	\$ 900.00	\$ -	\$ -	\$ -	\$ -
716-03.09	PLASTIC PAVEMENT MARKING (LONGITUDINAL CROSS-WALK)	L.F.	90	\$ 30.00	\$ 2,700.00	\$ 30.00	\$ 2,700.00	\$ -	\$ -	\$ -	\$ -
716-03.01	PLASTIC WORD PAVEMENT MARKING (ONLY)	EACH	1	\$ 300.00	\$ 300.00	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ -	\$ -
716-04.01	PLASTIC PAVEMENT MARKING (STRAIGHT-TURN ARROW)	EACH	2	\$ 300.00	\$ 600.00	\$ 225.00	\$ 450.00	\$ -	\$ -	\$ -	\$ -
716-12.02	ENHANCED FLATLINE THERMO PVMT MKNG (6IN LINE)	L.M.	0.4	\$ 12,000.00	\$ 4,800.00	\$ 8,000.00	\$ 3,200.00	\$ -	\$ -	\$ -	\$ -
716-12.05	ENHANCED FLATLINE THERMO PVMT MKNG (6IN DOTTED LN)	L.F.	300	\$ 4.00	\$ 1,200.00	\$ 2.00	\$ 600.00	\$ -	\$ -	\$ -	\$ -
717-01	MOBILIZATION	LS	1	\$ 50,000.00	\$ 50,000.00	\$ 88,000.00	\$ 88,000.00	\$ -	\$ -	\$ -	\$ -
730-02.09	SIGNAL HEAD ASSEMBLY (150 WITH BACKPLATE)	EACH	4	\$ 1,700.00	\$ 6,800.00	\$ 1,700.00	\$ 6,800.00	\$ -	\$ -	\$ -	\$ -
730-02.17	SIGNAL HEAD ASSEMBLY (150 AZH WITH BACKPLATE)	EACH	4	\$ 2,000.00	\$ 8,000.00	\$ 2,700.00	\$ 10,800.00	\$ -	\$ -	\$ -	\$ -
730-03.21	INSTALL PULL BOX (TYPE B)	EACH	4	\$ 1,500.00	\$ 6,000.00	\$ 2,200.00	\$ 8,800.00	\$ -	\$ -	\$ -	\$ -
730-05.01	ELECTRICAL SERVICE CONNECTION	EACH	1	\$ 3,500.00	\$ 3,500.00	\$ 5,900.00	\$ 5,900.00	\$ -	\$ -	\$ -	\$ -
730-08.02	SIGNAL CABLE - 5 CONDUCTOR	L.F.	1,000	\$ 3.00	\$ 3,000.00	\$ 2.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -
730-08.03	SIGNAL CABLE - 7 CONDUCTOR	L.F.	1,500	\$ 3.00	\$ 4,500.00	\$ 3.00	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -
730-12.08	CONDUIT 2" DIAMETER (RGS)	L.F.	20	\$ 25.00	\$ 500.00	\$ 100.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -
730-12.16	CONDUIT (4" DIAMETER HDPE)	L.F.	200	\$ 20.00	\$ 4,000.00	\$ 6.00	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -
730-12.25	CONDUIT 4" DIAMETER (DIRECTIONAL BORE)	L.F.	300	\$ 40.00	\$ 12,000.00	\$ 55.00	\$ 16,500.00	\$ -	\$ -	\$ -	\$ -
730-13.02	VEHICLE DETECTOR (VIDEO)	EACH	4	\$ 10,000.00	\$ 40,000.00	\$ 11,000.00	\$ 44,000.00	\$ -	\$ -	\$ -	\$ -
730-13.06	VEHICLE DETECTOR (OPTICALLY ACTIVATED PRIORITY CONTR)	EACH	4	\$ 15,000.00	\$ 60,000.00	\$ 4,800.00	\$ 19,200.00	\$ -	\$ -	\$ -	\$ -
730-15.37	CABINET (EIGHT PHASE BASE MOUNTED)	EACH	1	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -
730-16.04	CONTROLLER (ATC)	EACH	1	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -
730-23.28	PEDESTAL POLE (TYPE A)	EACH	2	\$ 4,000.00	\$ 8,000.00	\$ 2,600.00	\$ 5,200.00	\$ -	\$ -	\$ -	\$ -
730-23.64	CANTILEVER SIGNAL SUPPORT (1 ARM @ 30°)	EACH	1	\$ 30,000.00	\$ 30,000.00	\$ 26,000.00	\$ 26,000.00	\$ -	\$ -	\$ -	\$ -
730-24.80	CANTILEVER SIGNAL SUPPORT (2 @ 35° & 50°)	EACH	1	\$ 40,000.00	\$ 40,000.00	\$ 39,500.00	\$ 39,500.00	\$ -	\$ -	\$ -	\$ -
730-25.13	CANTILEVER SIGNAL SUPPORT (1 ARM @ 65°)	EACH	1	\$ 70,000.00	\$ 70,000.00	\$ 73,000.00	\$ 73,000.00	\$ -	\$ -	\$ -	\$ -
730-26.11	COUNTDOWN PED SGNL HEAD W/AUDIBLE PUSHBUTTON & 15"	EACH	2	\$ 2,000.00	\$ 4,000.00	\$ 1,300.00	\$ 2,600.00	\$ -	\$ -	\$ -	\$ -
740-11.02	TEMPORARY SEDIMENT TUBE 12IN	L.F.	20	\$ 5.00	\$ 100.00	\$ 100.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -
801-01	SEEDING (WITH MULCH)	UNIT	1	\$ 100.00	\$ 100.00	\$ 3,500.00	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -
801-03	WATER (SEEDING AND SODDING)	MG	1	\$ 100.00	\$ 100.00	\$ 3,500.00	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -
TOTAL:					\$ 721,840.00		\$ 887,221.00		\$ -		\$ -

Certified by:

Jason Carder
Jason Carder, P.E., PTOE, RSP
4/24/2025
Principal, Mattern & Craig



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

DATE: May 12, 2025 **AGENDA ITEM #:** 7-F

SUBJECT: Approval of Bid for Charlie Hicks & Bumpass Cove Pump Stations

BACKGROUND:

As part of the County Water Line Projects, pump stations project identified as "Town of Jonesborough, Tennessee – 5023-04 Charlie Hicks and Bumpus Cove BPS Replacements", were sent out for bid. The

Bids for the above referenced project were received, opened, and publicly read aloud at Jonesborough Town Hall on April 29, 2025 at 2:00 PM. The Bids received were as follows:

Contractor	Base Bid
GRC Civil Services	\$765,567.00
Traxon Construction, Inc	\$775,000.00
King General Contractors	\$1,267,013.20

GRW stated that the bids are both competitive and responsive and the bidders have complied with the rules and regulations of the State Contractor's Licensing Board. GRC Civil Services is an experienced company and has completed several similar projects. They are appropriately licensed by the State of Tennessee and sufficiently bonded to perform the work for this contract.

Based on this information, GRW recommends awarding the contract to GRC Civil Services for the base bid amount of \$765,567.00.

Funding Source

Washington County is funding this project through the County Water Line Extension agreement.

RECOMMENDATION:

Award the project titled "Town of Jonesborough, Tennessee – 5023-04 Charlie Hicks and Bumpus Cove BPS Replacements" to GRC Civil Services at the base bid amount of \$765,567.00, funded through Washington County, as presented.



GRW | engineering | architecture | geospatial
404 BNA Drive, Suite 201 | Nashville, TN 37217
615.366.1600 | www.grwinc.com

April 30, 2025

Mr. Chuck Vest, Mayor
Town of Jonesborough
123 Boone Street
Jonesborough, TN 37659

Re: Jonesborough, TN
Charlie Hicks, Bumpus Cove Booster Pump Stations
GRW Project No. 5023-04

Dear Mayor Vest:

Bids for the referenced project were received, opened, and publicly read aloud at 2:00 P.M. on Tuesday April 29, 2025, at the Town of Jonesborough, TN Town Hall. A copy of the attendance record and certified copy of the Bid Tabulation is enclosed. The Bids received were as follows:

Contractor	Base Bid
GRC Civil Services	\$765,567.00
Traxon Construction, Inc	\$775,000.00
King General Contractors, Inc.	\$1,267,013.20

We feel the bids are both competitive and responsive and the bidders have complied with the rules and regulations of the State Contractor's Licensing Board.

GRC Civil Services is an experienced company and has recently completed several similar projects. They are appropriately licensed by the State of Tennessee and sufficiently bonded to perform the work for this contract.

Based on this information, we therefore recommend the award of the contract, based on funding agency approval, to GRC Civil Services for the base bid amount of \$765,567.00.

If there are any questions, please feel free to contact me.

Sincerely,

GRW Engineers, Inc.

Jim Hilborn, P.E.

Enclosures

CC: Mayor Grandy
Glenn Rosenoff, Kevin Brobeck
Christina Wichlin, Ken Rea



engineering | architecture | geospacial

CERTIFIED BID TABULATION -
BIDS RECEIVED APRIL 29, 2025 @2:00 P.M. LOCAL TIME
TOWN OF JONESBOROUGH, TENNESSEE - 5023-04
CHARLIE HICKS AND BUMPUS COVE BPS REPLACEMENTS

Item		Approx.		No. Quantity		Description		GRC Civil Services		Traxon Construction, Inc.		King General Contractors, Inc.	
								130 Regional Park Drive Kingsport, TN 376660		435 Painter Road Fall Branch, TN 37656		250 Bob Morrison Blvd. Bristol, VA 24201	
								Unit	Total	Unit	Total	Unit	Total
								Price	Price	Price	Price	Price	Price
1	1	LS				Charlie Hicks Booster Pumping Station Replacement including foundation, piping, valves, grading, electrical connections, and all other appurtenant work as shown and specified		\$389,115.00	\$389,115.00	\$406,000.00	\$406,000.00	\$663,290.70	\$663,290.70
2	1	LS				Bumpus Cove Booster Pumping Station Replacement including foundation, piping, valves, grading, electrical connections, and all other appurtenant work as shown and specified		\$376,452.00	\$376,452.00	\$369,000.00	\$369,000.00	\$603,722.50	\$603,722.50
TOTAL BID PRICE - (Items 1 - 2)									\$765,567.00		\$775,000.00		\$1,267,013.20

I do hereby certify that the above is a true and correct copy of the bids received.

James Hilborn, P.E.,
GRW Engineers, Inc.
Tennessee License No. 16,514

BID OPENING FOR:

Pump Station(s) Bids

DATE: Tuesday, April 29, 2025

BIDS RECEIVED FROM	AMOUNT
GRC Civil Services	765,567 <i>OK</i>
Traxon Construction Inc.	775,000 <i>OK</i>
King General Contractors	1,267,013.20 <i>OK</i>

THOSE IN ATTENDANCE:

Janet Jennings
Jessica Lane

Kevin Braseel TOT
Jim H. Boren GEN

Todd Johnson

Ken Rea

Glenn Rosenoff

Kristie Mullins

Craig Arsinger

Christina Wichlin

[illegible]

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

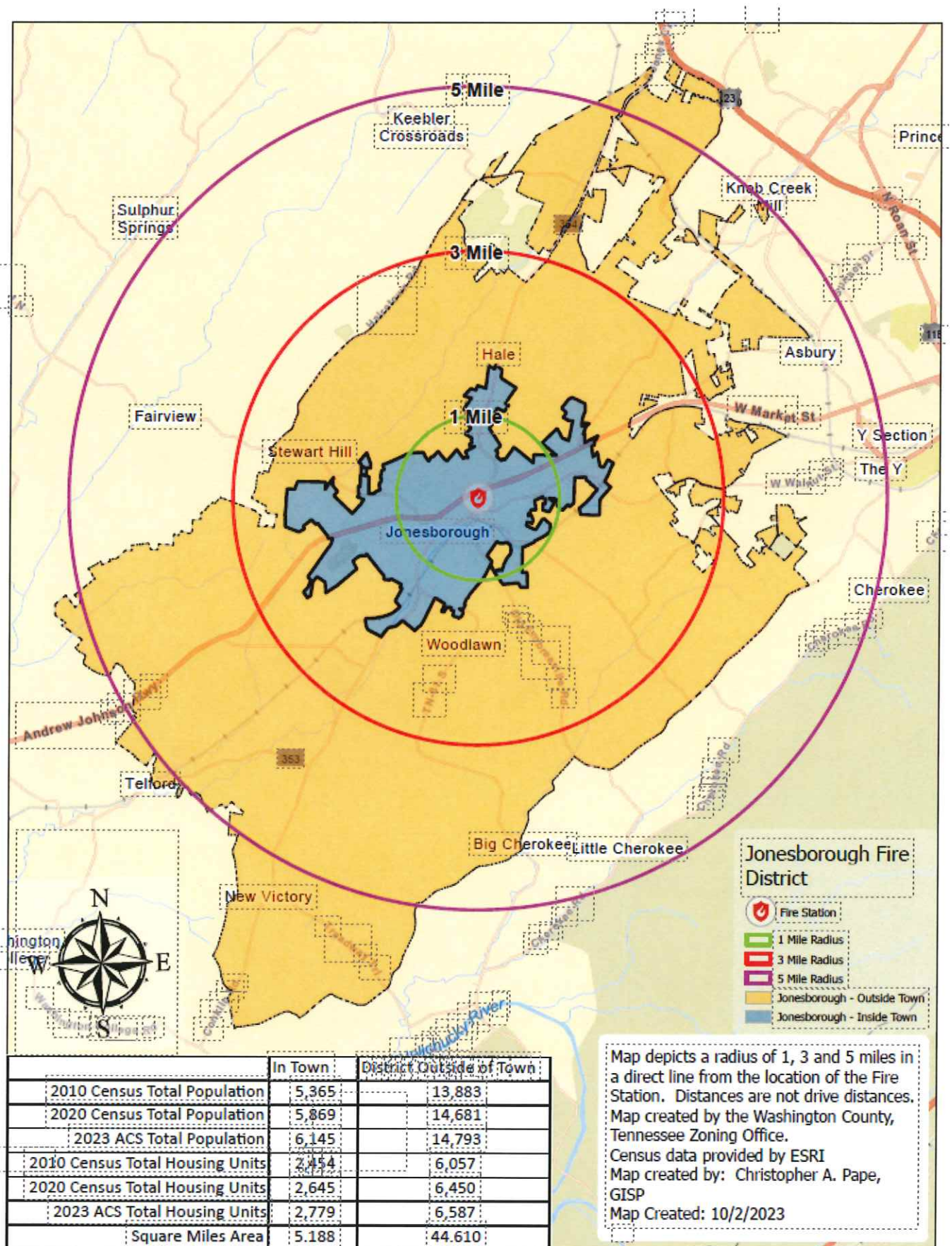
DATE: May 12, 2025 AGENDA ITEM #: 7-G

SUBJECT: Automatic Aid Agreement – Jonesborough Fire Dept & Wash Co-JC-EMS

BACKGROUND:

As you are aware, we have been working for nearly 18 months to find a permanent solution to our ISO issue of responding to fire calls outside the city limits but still within our Primary Response area. Our Primary Response area includes our city limits at 5 square miles and outside our city limits, in the county, at 45 square miles. The permanent solution requires us to have 4 Jonesborough firefighters respond to all structural calls in our Primary Response area (50 square miles total). There are no response issues within our city limits, and we meet our ISO requirements inside the city, so our problem is covering the county area.

See Primary Response Area Map (Blue and Orange represent our “Area”):



One solution we proposed to Washington County was the need for Jonesborough to have at a minimum of two (2) additional firefighters added to each shift, thus providing a minimum of four (4) firefighters on each shift. The town officially requested \$534,688.00 from Washington County in order that we can hire an additional seven (7) full-time firefighters that equate to the additional two (2) firefighters per shift. Currently, the town receives \$135,000.00 annually to respond outside our city limits. Most of our call volume stems from outside the city limits so it makes sense that our partnership with the county for more county financing be solidified further to support fire protection and meet the requirements of maintaining our ISO rating.

Another opportunity that was presented to the town was entering into an Automatic Aid Agreement between the Jonesborough Fire Department and Washington County – Johnson City EMS Automatic Aid Agreement. This would provide support from EMS with the Jonesborough Fire Department in responding to fires in our Primary Response area. Early on in discussions, it was mentioned that the EMS personnel would be counted toward our required 4 firefighters on scene for all structural fires and help with our ISO issues, however according to the MTAS and CTAS Fire Consultants, EMS personnel will not count toward our firefighter personnel on the scene of fires; therefore, the program would benefit additional support but will not benefit our ISO rating. The consultants stated that EMS was not a state-recognized fire department, and they were not employees of the Town. As Jonesborough's fire response district is so large, EMS personnel from different stations are dispatched to Jonesborough County fires. Rescue 5, stationed at Town Hall, would need to respond to all Jonesborough fire calls, regardless of the location.

Another consideration is proper training. Although the Agreement will not resolve our ISO issues, we are welcoming to receive fire response support from EMS personnel that are properly trained with Jonesborough fire personnel and equipment.

There have been discussions that entering into this EMS Agreement will make certain that Jonesborough will receive \$260,000.00 of the original \$534,688.00. Of course, as briefly detailed above, for ISO purposes, the \$260,000.00 is a significant financial gain for the Jonesborough Fire Department, however the town will still be knowingly deficient, over \$270,000.00 to meet the demands of covering the county area within our Primary Response area.

Staff recommendation is to enter into the Agreement to receive fire response support from properly fire-trained EMS personnel that are co-located at the Jonesborough Fire Department located at 123 Boone Street.

RECOMMENDATION:

Approve the Jonesborough Fire Department and Washington County – Johnson City EMS Automatic Aid Agreement for a period of five (5) years unless terminated by either party in accordance with the agreement, as presented.

**JONESBOROUGH FIRE DEPARTMENT and WASHINGTON COUNTY – JOHNSON CITY
EMS AUTOMATIC AID AGREEMENT**

WHEREAS, WASHINGTON COUNTY / JOHNSON CITY EMS (EMS) and JONESBOROUGH FIRE DEPARTMENT (Fire Department) seek to enhance the capabilities of the Fire Department and EMS to improve the service level for the community; and

WHEREAS, EMS and the Fire Department are co-located at the Jonesborough Fire Department located at 123 Boone Street, Jonesborough, TN 37659; and

WHEREAS, both parties do so in an effort to improve response times of the Fire Department, improve service levels and improve safety on the fire scene; and

WHEREAS, EMS is currently in a position to assist the Fire Department with daily operations and response to fires; and

WHEREAS, the parties enter into this agreement on November 1, 2024; and

WHEREAS, the term of this agreement shall be five (5) years unless terminated by either party in accordance with the agreement; now

THEREFORE, the parties agree as follows:

**SECTION I.
DEFINITIONS**

A. “Agreement” shall mean this document, the “Intrastate Mutual Aid Agreement for Disasters and Other Emergencies.”

B. “Aid and Assistance” shall include, but not be limited to, personnel, equipment, facilities, services, supplies, and other resources.

C. “Authorized Representative” shall mean an official of a party to this Agreement who has been authorized in writing by that party pursuant to the terms of this Agreement, to request, offer, or provide assistance under the terms of this Agreement.

D. “Disaster or other emergency” shall mean the occurrence or imminent threat of widespread or severe damage, injury, loss of life or property resulting from an intentional, accidental, or unintended release of any substance in or material in any form or quantity which poses an unreasonable risk to the safety and health and to the property when released, natural incidents, explosions, fires, collapses, or any other incident which directly affects public safety.

E. “Provider” means a party to this Agreement that has received a request to furnish aid and assistance to the party in need (“Recipient”).

F. “Recipient” means a party to this Agreement receiving aid and assistance from another party.

G. "Automatic Aid" Shall mean automatic aid is assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case.

H. "Mutual Aid" shall mean an agreement among emergency responders to lend assistance across jurisdictional boundaries on an as needed basis as a result of to an emergency response that exceeds local resources, such as a disaster or a multiple-alarm fire.

SECTION II. OBLIGATIONS OF THE PARTIES

A. Provision of Aid and Assistance

1. Automatic Aid – When available EMS will respond the zone rescue unit on all first due fire incidents in the Jonesborough Fire District to assist in size-up, pump operations, medical and other fire ground operations as needed. Both parties agree to abide by the stipulations in Appendix 1 (Automatic Aid) under this agreement.

2. Mutual Aid - Pursuant to the terms and conditions set forth in this Agreement, the parties hereto shall provide each other with aid and assistance in the event of a local disaster or emergency. It is mutually understood that each party's foremost responsibility is to its own responsibilities as agency having jurisdiction over their perspective areas. This Agreement shall not be construed to impose an absolute obligation on any party to this Agreement to provide mutual aid and assistance pursuant to a request from another party. Accordingly, when aid and assistance have been requested, a party may deem itself unavailable to respond and shall so inform the party setting forth the request.

B. Procedures for Requesting Assistance

1. Automatic Aid – Responses for automatic aid shall be dispatched by the Washington County 911 Communications District in accordance with dispatch protocols.

2. Mutual Aid – Requests for mutual aid shall be made by the Authorized Representative of the requesting party who shall be the ranking officer or incident commander. Requests for mutual aid shall be made to the Authorized Representative of the providing department who shall be the Chief or ranking officer of said department. Requests may be made via phone, radio, or third party through the 911 Communications District.

C. Supervision and Control – Day to day supervision EMS personnel shall be the sole responsibility of EMS Shift Officers. During a fire response EMS personnel shall fall under the command of the fire department. At all times both parties shall use the incident command system for command and control of the fire scene.

SECTION III. REIMBURSEMENT

A. Reimbursement - Except as otherwise provided below, it is understood that each party is responsible for their own expenses incurred with response to any call associated with this agreement.

SECTION IV. PROVIDER'S EMPLOYEES

A. Rights and Privileges - Whenever Provider's employees are rendering aid and assistance pursuant to this Agreement, such employees shall remain the responsibility of the Provider and retain the same powers, duties, immunities, and privileges they would ordinarily possess if performing their duties within the geographic limits of the Provider.

B. Workers' Compensation - Recipient shall not be responsible for reimbursing any amounts paid or due as benefits to Provider's employees due to personal injury or death occurring during the periods of time such employees are engaged in the rendering of aid and assistance under this Agreement. It is mutually understood that Recipient and Provider shall be responsible for payment of such workers' compensation benefits only to their own respective employees.

SECTION V. NONDISCRIMINATION

In accordance with Article 15 of the Executive Law ("Human Rights Law") and all other applicable local, State, and Federal constitutional, statutory, and administrative nondiscrimination provisions, the parties to this Agreement shall not discriminate against any employee or the region for employment on account of race, creed, color, sex, national origin, disability, Vietnam Era Veteran status, or marital status.

SECTION VI. LIABILITY AND HOLD HARMLESS

A. Hold Harmless - To the extent permitted by law, each party (as Indemnitor) agrees to protect, defend, indemnify, and hold the other party (as Indemnitee), and its offices, employees, and agents, free and harmless from and against any and all losses, penalties, damages, assessments, costs, charges, professional fees, and other expenses or liabilities of every kind and nature arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of Indemnitor's negligence, acts, errors and/or omissions. To the extent that immunity does not apply, each party shall bear the risk of its own actions, as it does with its day-to-day operations, and determine for itself what kinds of insurance, and in what amounts, it should carry. Each party understands and agrees that any insurance protection obtained shall in no way limit the responsibility to indemnify, keep, and save harmless the other parties to this Agreement.

B. Liability and Insurance – Each party agrees to maintain appropriate liability insurance to include vehicle insurance.

SECTION VII. TRAINING

The Fire Department agrees to provide adequate training of all EMS staff for any fire related tasks and responses requested of them. Both parties agree to collaborate on training requirements and ensure adequate training has been provided and documented prior to commencement of any part of this agreement. EMS and the Fire Department may share any costs associated with training which shall be agreed upon prior to the training starting.

SECTION VIII. AMENDMENTS

This Agreement may be modified at any time upon the mutual written consent of the parties. Additional departments may become parties to this Agreement upon the acceptance and execution of this Agreement.

SECTION IX. DURATION OF AGREEMENT

A. Term – This Agreement shall be for a term of five (5) years from the date of execution by both parties, unless the Agreement is renewed or terminated as set forth in this section.

B. Renewal – This Agreement may be extended for an additional five (5) year term by written agreement of the parties hereto.

C. Termination – Any party may terminate this Agreement upon thirty (30) days written notice.

SECTION X. HEADINGS

The headings of various sections and subsections of this Agreement have been inserted for convenient reference only and shall not be construed as modifying, amending, or affecting in any way the express terms and provisions of this Agreement.

SECTION XI. SEVERABILITY

Should any clause, sentence, provision, paragraph, or other part of this Agreement be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair, or invalidate the remainder of this Agreement.

SECTION XII. EFFECTIVE DATE

This Agreement shall take effect upon its execution by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate counterparts, each of which shall be considered an original.

JONESBOROUGH FIRE DEPT.

WASHINGTON COUNTY / J.C. EMS, INC.

By: _____

By: _____

Name: **Chuck Vest**

Name: **Dan Wheeley**

Title: **Mayor**

Title: **Chief / Executive Director**

APPENDIX I AUTOMATIC AID

Under this agreement Washington County – Johnson City EMS and Jonesborough Fire Department agree to the following guidelines for Automatic Aid responses.

Staffing – EMS will staff Rescue 5 which is co-located at the fire department with certified rescue technicians as defined by the EMS policy manual. These individuals will also be certified in pump operations. EMS will staff the Rescue unit 24 hours a day.

Duties – EMS will maintain current duties and responsibilities as the Agency Having Jurisdiction for Medical and Rescue services in Washington County. Additional responsibilities of the rescue tech may be requested by the Jonesborough Fire Chief, or Assistant Chief(s) as needed to meet the Fire Suppression needs of the community. Additional duties may include but are not limited to the following:

1. Hydrant Flow Testing
2. Host Testing
3. Vehicle check-offs
4. Operating Fire pumps on the fire ground
5. Operating and responding the first due engine to fire incidents

Additional duties will be requested through the EMS Rescue Coordinator, Assistant Chief or Chief who will accept or decline. EMS staff will fall under the incident command system on all fire incidents.

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

DATE: May 12, 2025 **AGENDA ITEM #:** 7-H

SUBJECT: Replacement of West Main St Sidewalk from 2nd Ave to Washington Dr.

BACKGROUND:

At the April 2025 Board of Mayor and Alderman meeting, a request was received by the Board from Mr. Frank Collins to renovate the sidewalk on West Main Street from Second Avenue to Washington Drive. The Board of Mayor and Aldermen requested I look at this site and bring an estimate of repairs back to their May or June 2025 meeting.

We had a meeting at this location on Tuesday, April 15, 2025, to look at this project. Present at this meeting was Mayor Chuck Vest, Alderman Kelly Wolfe, Engineer Todd Wood, Malcolm Highsmith, Allen Hicks, Mr. Collins, and me.

After looking at the various options, the following plan was discussed:

- Remove the existing concrete sidewalk.
- Add a new 5-foot sidewalk on the street, in front of the existing sidewalk.
- As this will narrow the street, on-street parking would be eliminated on the south side of Main Street in this block.
- Discuss existing power poles (3) that are currently in the existing sidewalk.
- Have the engineer design a sidewalk plan.
- Tie two stairwells into the new sidewalk.
- Develop a cost estimate for the new sidewalk in concrete and in brick with granite curbs.

Town staff will remove the existing sidewalk and grade a slope from the existing sidewalk down to the new sidewalk. This would be sewn in grass, or some of these areas may be landscaped. Topsoil would have to be added. This will cost the same as it would be a requirement for either sidewalk.

No Parking signage would be added on the south side of Main Street in this block.

I spoke with Brightbridge engineers and according to them, only one of the poles would need to be replaced. There would be no charge for this as the pole needs to be replaced.

The reason the pole has not been replaced before now is that it is in the middle of the existing sidewalk.

Todd Wood designed the sidewalk plan, and I am attaching it to this document.

The two existing stairwells will have to be extended to the new sidewalk, regardless of which option is chosen.

Finally, a cost estimate was developed for a concrete sidewalk and a brick sidewalk. The concrete sidewalk is estimated to cost \$45,230.00. I would add a 10% contingency, which would bring the total cost to \$49,753.00.

The cost of the brick/granite sidewalk is estimated at \$84,775.00. Again, I would add a 10% contingency which would bring the total cost to \$93,775.00. I am not totally confident in the granite cost for this estimate. I have made numerous calls to our granite supplier in Georgia but have not received a call back from them as of this date. However, I did not want this one quote to hold up reporting back to the Board.

The concrete sidewalk can be accomplished fairly quickly. The brick/granite sidewalk on the other hand will be an extended project and will require several days of road closures. The Street Department will have to dig a trench a foot deep to set the granite. This is always unnerving as there are so many underground utilities near Second Avenue.

The concrete sidewalk is half the cost. The brick/granite sidewalk would be more aesthetically pleasing. This is one of those projects the Board of Mayor and Aldermen need to review all things considered and make the determination.

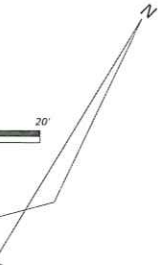
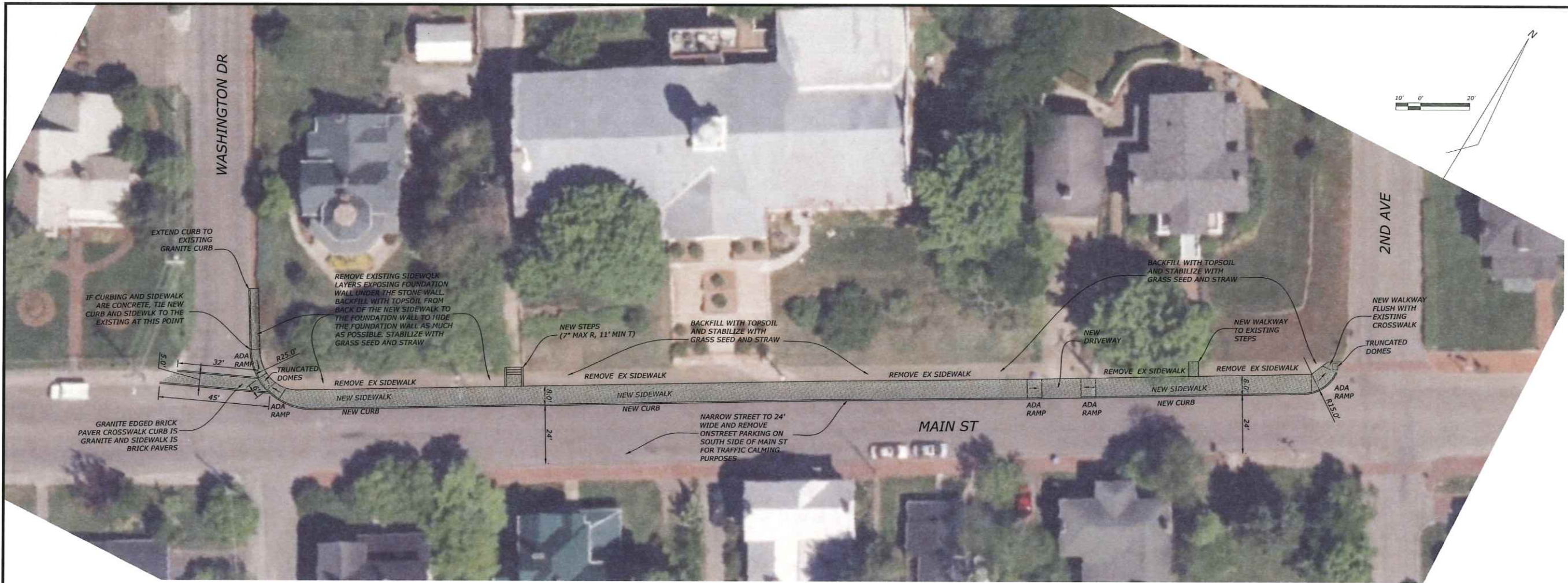
This area is where much of the underground in the downtown historic district comes back up out of the ground to overhead on the first power pole just west of Second Avenue.

This is not a budgeted item, so my assumption would be that the action taken by the Board of Mayor and Alderman would be funded next fiscal year.

RECOMMENDATION:

The staff recommendation is to replace the sidewalk with concrete. It will be much quicker as the sidewalk can be directly applied to the asphalt. The concrete sidewalk will also be half the cost.

In addition, the brick sidewalk will require a minimum of a 12-inch ditch for the granite curb. The concern is the underground utilities in this area.



DTWood Engineering, Inc.
Land Development Design & Consulting
PO Box 4373, Johnson City, Tennessee 37602-4373
423-791-4730 tadd@dtwoodengineering.com



ADA NOTES

1. CURB RAMPS ARE 1:12 MAXIMUM SLOPE.
2. MAXIMUM CROSS SLOPE OF SIDEWALKS IS 2%.
3. PROVIDE TRUNCATED DOMES AT THE STREET INTERSECTIONS AS SHOWN ON THE PLANS.
4. THE TRUNCATED DOMES SHALL BE RED AND 2' DEEP.

BIDDING NOTES

THE PLANS SHALL BE BID TWO WAYS:

BID #1:

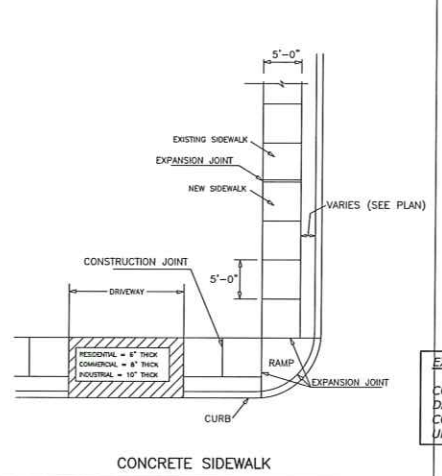
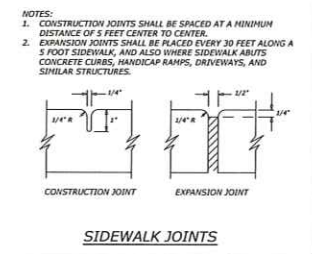
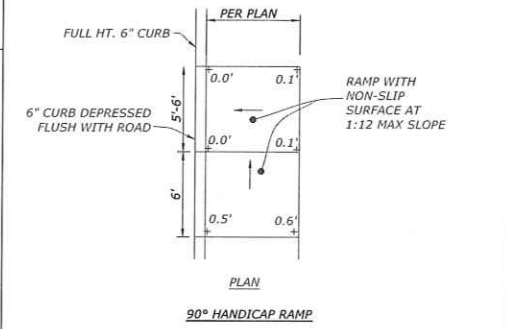
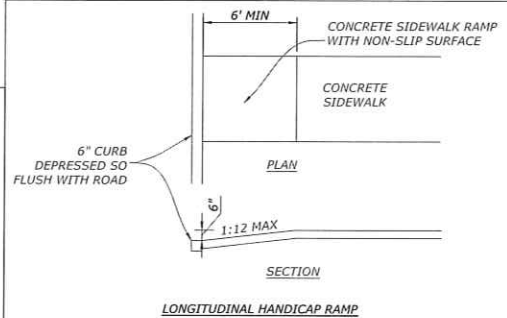
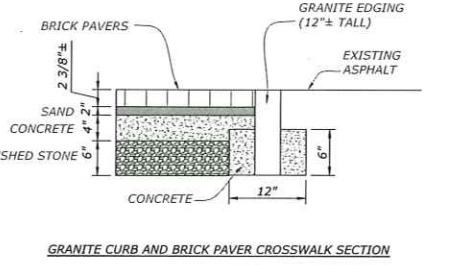
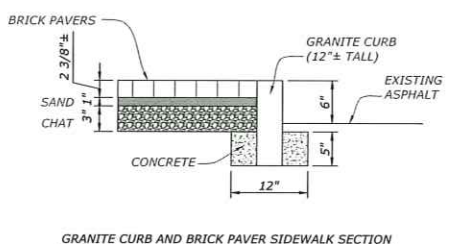
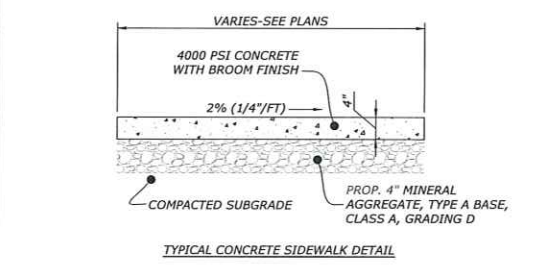
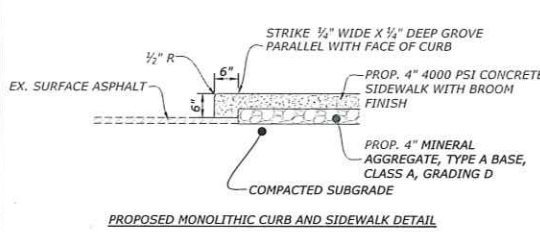
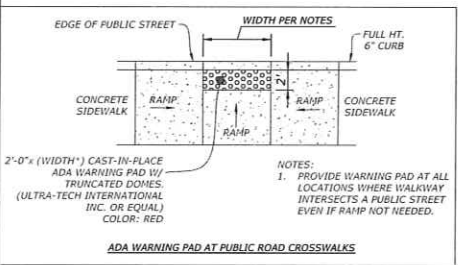
AS CURRENTLY SHOWN ON THE PLANS, THE CURBING IS 6" TALL GRANITE CURB AND BRICK PAVER SIDEWALK.

- CURB LENGTH=484'
- SIDEWALK AREA=3600 SF
- CROSSWALK=87 LF OF GRANITE CURB AND 200 SF OF PAVERS
- THE TOWN WILL PROVIDE THE GRANITE CURBING MATERIALS AND THE CONTRACTOR WILL PROVIDE THE LABOR AND CONCRETE TO INSTALL THEM.

BID #2:

PROVIDE 4" THICK CONCRETE SIDEWALK WITH A 6" MONOLITHIC POUR CREATING A 6" CURB HEIGHT.

- CURB LENGTH=460'
- SIDEWALK AREA=3500 SF



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

PROFESSIONAL SERVICES NOTES
1. DTWOOD ENGINEERING, INC. ONLY PROVIDES PROFESSIONAL ENGINEERING SERVICES AND DOES NOT PROVIDE SURVEYING SERVICES INCLUDING BOUNDARY SURVEYS OR PLATS.
2. ANY BOUNDARY SURVEY SHOWN ON THIS PLAN WITH PROPERTY LINES AND METES AND BOUNDS DESCRIPTION IS BY OTHERS AND WE TAKE NO RESPONSIBILITY FOR ITS ACCURACY.
3. ANY TOPOGRAPHIC INFORMATION SHOWN ON THIS PLAN WAS PROVIDED BY A LICENSED SURVEYOR AND/OR AVAILABLE PUBLIC DATA.



SIDEWALK ENHANCEMENT AND TRAFFIC CALMING PLAN
MAIN STREET-WASHINGTON DR TO 2nd AVE
JONESBOROUGH, TENNESSEE

DATE: 4-18-25

SW1

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

DATE: May 12, 2025 **AGENDA ITEM #:** 7-1

SUBJECT: McKinney Center – New Job Descriptions and Funding Plan

BACKGROUND:

As you are aware, AmeriCorps services were abruptly cancelled which has a significant impact on the level of services we offer through McKinney Center. We have a proposed funding source to transition out of AmeriCorps and into two (2) town part-time positions through FY25 or June 30, 2025. The attached memorandum from Theresa contains additional proposals to not confuse the immediate matter, I will be detailing the FY25 plan, and other matters would be addressed during our budget discussions for FY26.

To move forward, we had to (1) create the job descriptions that capture both the Arts & Culture Education Assistant and StoryTown Assistant positions; and (2) provide the funding source through June 30, 2025.

Job Descriptions

McKinney Center Director Theresa Hammons and HR Director Michelle Stewart worked through and have provided the 2 job descriptions.

Funding Plan

While attending a utility bid opening which include representatives of the First Tennessee Development District (FTDD), I mentioned the elimination of the AmeriCorps program for the McKinney Center and the next day FTDD contacted me about the District's Workforce Innovation and Opportunity Act (WIOA) program. WIOA is an on-the-job training program. The employer is reimbursed 100% of wage reimbursement for 400 hours. Once the 400 hours are completed, the employer can either keep the participant or let them go. At the same time, Martha Blaser and Noriah Shaw, who were our AmeriCorps Volunteers, had to enroll in the WIOA program. To qualify for this program, applicants must be 24 years old or younger. Applicants must also face a "youth barrier," which defined by WIOA can be any of the following: non-English speaking, low income, an offender with the justice system, homeless, in foster care or aged out, pregnant or parenting, disabled, or a high-school dropout. Disabilities can include physical or diagnosis of ADHD, anxiety, depression, etc.

Funding Source

For our current year FY25, we would fund for 8 weeks at 29 hours per week (232 hours total), at an hourly rate of pay of \$17.73 – Grade 1, Step 1, for a total of **\$8,226.72** for 2 part-time positions.

The plan is to fund the positions through the current McKinney Center budget whereby the Center will be under budget this fiscal year, AND the \$8,226.72 will be reimbursed through WIOA.

In conclusion, we have sufficient funding to work through this fiscal year and transition Martha Blaser and Noriah Shaw into town positions as presented.

RECOMMENDATION:

1. Approve the job descriptions for the “Arts & Culture Education Assistant”; and the “StoryTown Assistant” positions, as presented.
2. Approve the funding plan for the 2 new positions, as presented.

MEMO

To: Glenn Rosenoff and BMA
Cc: Janet Jennings
From: Theresa Hammons
Date: May 7, 2025
Re: Funding Sources for Two Part-time positions at the McKinney Center

When we lost our two AmeriCorps Volunteers on April 28, 2025, we quickly went to work on a temporary solution. We were able to create two part-time positions, not to work more than 29 hours each week. Coinciding with this, we enrolled in the First Tennessee Development District's Workforce Innovation & Opportunity Act (WIOA) program. WIOA is an on-the-job training program. The employer is reimbursed 100% of wage reimbursement for 400 hours. Once the 400 hours are completed, the employer can either keep the participant or let them go. At the same time, Martha Blaser and Noriah Shaw, who were our AmeriCorps Volunteers, had to enroll in the WIOA program. To qualify for this program, applicants must be 24 years old or younger. Applicants must also face a "youth barrier," which defined by WIOA can be any of the following; non-English speaking, low income, an offender with the justice system, homeless, in foster care or aged out, pregnant or parenting, disabled, or a high-school dropout. Disabilities can include physical or a diagnosis of ADHD, anxiety, depression, etc.

While this is an important and extremely helpful program, we must find a permanent solution.

DONE - Step 1 - 2024 – 2025 Funding Source, May 6 – June 30, 2025 – 266 Repair and Maintenance Buildings. We have \$25,000 left in that budget line due to shifting from painting to replacing windows.

8 weeks, 29 hours/week = **232 hours** x \$17.73 (Grade 1, Step 1) = \$4,113.36 for a total of \$8,226.72

The \$8,226.72 will be reimbursed by the Workforce Innovation & Opportunity Act (WIOA) through the First Tennessee Development District.

Recommendation

Step 2 – Phase 1 – July 1 – August 1, 2025. Funding Source 863 AmeriCorps Worker Program (We have \$17,000 in this budget line and the money we spend during this time will be reimbursed by the WIOA).

168 hours left with WIOA contract.

5.5 weeks, 29 hours/week = 159 hours x 17.73 (Grade 1, Step 1) = \$2,819.07 for a total of \$5,638.14.

This \$5,638.14 will be reimbursed by the WIOA program.

Step 2 – Phase 2 – PERMANENT SOLUTION - August 2, 2025 – June 30, 2026. Funding Source 863 AmeriCorps Worker Program (We have \$17,000 in this budget line).

Change the two part-time, temporary positions into two permanent part-time positions. Not to exceed 29 hours per week.

47 weeks, 29 hours/week = 1,363 hours x \$17.73 (Grade 1, Step 1) = \$24,165.99 for a total of \$48,331.98

With the \$17,000 we already have allocated for the AmeriCorps program for the 2025 – 26 year, [the town would only need to add \\$31,331.98 to the budget for these two part-time positions.](#)

2026 – 2027 Fiscal Year based on Phase 2 being implemented

Numbers for a regular part-time employee, Grade 1, Step 1. July 1, 2025 – June 30, 2026.

52 weeks, 1,508 hours x \$17.73 = \$26,736.84 for a total of \$53,473.68.

[In 2026 – 2027 the town would need to add an additional \\$5,141.78 to keep the two, temporary part-time positions.](#)

In conclusion, I do not foresee using the WIOA program for a long-term solution. We are blessed to have two really good, well qualified individuals to fill these positions. With the WIOA program we will have to choose from WIOA candidates who qualify for that particular program. The candidates may or may not be suitable for working at the McKinney Center.

Thank you,

Theresa Hammons, Director



ARTS & CULTURE EDUCATION ASSISTANT

JOB STATUS: NON-EXEMPT

DATE MODIFIED: 5/1/25

GRADE 1

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

DEFINITION

This position is a part time position (29 hours or less per week); this position works alongside and mentoring Community Program Specialist, this position provides daily opportunities to engage in artistic program development. This position assists the McKinney Center staff in implementing a wide array of programming, including planning and installation of exhibitions, researching and creating tours of the building, development programming using exhibition content and historical research, and implementing art opportunities for youth at regional fairs and festivals.

DISTINGUISHING CHARACTERISTICS

The Arts & Culture Education Assistant is an entry level position with the McKinney Center. At this level, employees learn and perform a limited range of less complex or specialized work tasks, under closer supervision, with less latitude for independent action.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Community Program Specialist. With the McKinney Center Director providing supervision of all staff and programs conducted at the McKinney Center.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Function:

1. Regular and reliable attendance at the work site.
2. Onsite and offsite history education research of the McKinney Center building, past occupants, its past use, and current use; to include:
 - a. Reading and using past collected oral histories.
 - b. Conducting new oral histories of alumni, faculty, and staff of Booker T. Washington School.
 - c. Archival and library research.

- d. Organization and preservation of research and past and present oral histories.
 - e. Author a one-page article per month about research for the McKinney Center Member newsletter.
 - f. Script and film a 12-15 minute historically focused feature, once per month for social media.
 - g. Redesign the McKinney Center tabletop exhibit case once per year.
3. Implementation of McKinney Center outreach activities throughout the region.
 - a. Assist with summer camps, including checking in and out students, preparing snacks and supervising breaks.
 - b. Assist with semester classes and workshops, including check in/out of students, set up, clean up and assisting students that may need extra help.
 - c. Plan and implement projects for events off site. This includes ordering supplies, transporting, and setting up the project and collaborating with volunteers.
 - d. Conducting fundraising nights at local businesses.
 - e. Cleaning and organizing art supplies and spaces.
 4. Staffing the building after hours for classes and rental when needed.
 5. Assist Director with exhibitions to include:
 - a. Organizing entry submissions
 - b. Installing artwork and creation of labels
 - c. Creating videos of artists for online publication
 - d. Creating and implementing educational programming to enhance exhibitions.
 - e. Organizing supplies and spaces.

Marginal Functions:

1. Assist and staff fundraisers and events.
2. May teach art classes and workshops when appropriate.
3. Performs related duties and responsibility as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Studio art or multiple mediums.
- Office experience.
- Social media platforms.
- Safe driving principles and practices.
- Vision of the McKinney Center.

Skill in:

- Effective communication; verbal and written.
- Fostering and building relationships
- Public speaking.

Ability to:

- Work closely with diverse groups to increase participation in activities and inclusiveness in program offerings.
- Communicate well, providing directions to volunteers and program participants, as well as understanding of programmatic goals.
- Use various computer software such as Microsoft products, graphic design programs, etc.
- Utilize social media platforms.
- Enhance diverse participation in classroom, activities, and events.
- Establish and maintain cooperative working relationships.
- Work with others and develop consensus on priorities that enable building use and program development to proceed smoothly.
- Develop consensus on priorities that enable building use and program development to proceed smoothly.
- Ability to articulate the McKinney Center vision to staff, committees, community groups, potential donors, and sponsors.

REQUIRED QUALIFICATIONS:

- Possess a valid Tennessee Driver's License.
- Education is equivalent to a High School Diploma.
- Degree in studio art preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

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

Environment:

Indoor Office environment exposure and occasional outdoor field environment; travel from site to site for events.

Physical:

Employees require sufficient mobility to work in an office or field environment; walk, stand, and sit for prolonged periods; frequently stoop, bend, kneel, climb, reach and twist; push, pull, lift in the set-up of events, and able to carry up to fifty (50) pounds. Operate assigned office equipment and the ability to verbally communicate to exchange information.

Mental:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills, read documents or instructions; analyze and solve problems; observe and interpret data or information; use math and mathematical reasoning; learn and apply new information or skills; interact with Town staff, other organizations, and customers who may be upset or dissatisfied.

Vision:

See in the normal visual range with or without correction; vision sufficient to read printed documents and to operate office equipment and other equipment as required.

Hearing:

Hear in the normal audio range with or without correction.



STORYTOWN ASSISTANT

JOB STATUS: NON-EXEMPT

DATE MODIFIED: 5/1/25

GRADE 1

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

DEFINITION

This position is a part time position (29 hours or less per week); this position works alongside StoryTown Program Manager to provide daily opportunities to engage in artistic program development and assist the McKinney Center staff in implementing the wide array of StoryTown programming, including the monthly NPR Radio Show, theatrical plays, collecting oral stories, bi-weekly Story Town podcast, daily social media engagement, development of short story-based videos, writer's group and writing opportunities.

DISTINGUISHING CHARACTERISICS

Story Town Assistant is an entry level position with the McKinney Center. At this level, employees learn and perform a limited range of less complex or specialized work tasks, under closer supervision, with less latitude for independent action.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the StoryTown program leader. With the McKinney Center director providing supervision of all staff and programs conducted at the McKinney Center.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Function:

1. Regular and reliable attendance at the work site.
2. Assist the Program Manager with the StoryTown Radio Show and podcast.
 - a. Assist in planning for special guests and musicians.
 - b. Assist in video and sound to ensure quality.
 - c. Assist in the creation of the StoryTown Radio Show program by updating sponsors, storytellers and cast members.

- d. Assist in researching and pulling stories from transcripts for possible use in the monthly radio show.
- e. Assist in loading the monthly radio show recording onto the podcast page.
- f. Take audio segments from interviews to make short “Voices from the Archives” podcast once a month.
- g. Assist in the set-up and clean-up of the concessions for the live show.
- h. Assist during the Radio Show by printing manifest, ticket selling, check-in of pre-sold ticket holders, etc.
- i. Assist in the development and implementation of the season ticket program which may include scheduling musical guests, speakers, and organizing workshops.
3. Assist the Program Manager with gathering stories.
 - a. Participate in training to acquire skills.
 - b. Assist with creating and implementing online training, workshops and presenting and converting current materials into a digital format.
 - c. Assist in organizing story circles.
 - d. Assist story collectors with digital formats to collect stories such as Zoom and/or other platforms.
4. Assist the Program Manager with the archival process and creating products related to archiving story initiative products.
 - a. Conduct archival research to find and organize historical photographs, documents, and artifacts for promotional and documentary films, and printed materials such as guides and books.
 - b. Assist in coordination of transcripts for audio stories.
 - c. Organize digital audio files and future video files. Create an index for current transcriptions and enter the latest information into the database.
5. Assist McKinney Center staff with marketing and outreach for StoryTown programs.
 - a. Write blogs for website content or organize blog writers.
 - b. Compile and organize content for monthly newsletters.
 - c. Assist in creating posters for StoryTown programs and events.
 - d. Attend events and take photographs and videos for promotional content.
 - e. Create daily social media posts for StoryTown accounts.
6. Assist in McKinney Center outreach activities.
 - a. Visit appropriate events in the region to conduct hands-on activities and share information about the StoryTown Initiative and the McKinney Center.
 - b. Create materials to represent the initiative via flyers or other items to share throughout the public at events and otherwise.
 - c. Filming and loading videos to social media platforms.

Marginal Functions:

1. Assist in the development of fundraisers.
2. Assist in the production of plays and performance.
3. Performs related duties and responsibility as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Social Media platforms and content engagement.
- Principles and procedures of record keeping.
- Basic mathematical principles.
- Safe driving principles and practices.
- Vision of the McKinney Center.

Skill in:

- Effective communication; verbal and written.
- Fostering and building relationships
- Public speaking.

Ability to:

- Work closely with diverse groups to increase participation in activities and inclusiveness in program offerings.
- Create and use various computer software such as Microsoft products, graphic design programs, etc.
- Utilize smartphones or devices for video and photography.
- Edit videos and photos.
- Enhance diverse participation in classroom, activities, and events.
- Establish and maintain cooperative working relationships.
- Develop consensus on priorities that enable building use and program development to proceed smoothly.
- Ability to articulate the McKinney Center vision to staff, committees, community groups, potential donors, and sponsors.

REQUIRED QUALIFICATIONS:

- Possess a valid Tennessee Driver's License.
- Education is equivalent to a High School Diploma.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

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

Environment:

Indoor Office environment exposure and occasional outdoor field environment; travel from site to site for events.

Physical:

Employees require sufficient mobility to work in an office or field environment; walk, stand, and sit for prolonged periods; frequently stoop, bend, kneel, climb, reach and twist; push, pull, lift in the set-up of events, and able to carry up to fifty (50) pounds. Operate assigned office equipment and the ability to verbally communicate to exchange information.

Mental:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills, read documents or instructions; analyze and solve problems; observe and interpret data or information; use math and mathematical reasoning; learn and apply new information or skills; interact with Town staff, other organizations, and customers who may be upset or dissatisfied.

Vision:

See in the normal visual range with or without correction; vision sufficient to read printed documents and to operate office equipment and other equipment as required.

Hearing:

Hear in the normal audio range with or without correction.

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

DATE: May 12, 2025 **AGENDA ITEM #:** 7-J

SUBJECT: Approval of FY25-26 Employee Health Insurance Plan

BACKGROUND:

Providing the employees of the Town of Jonesborough with an affordable but high-quality health insurance product is an important endeavor for the Town. Benefits are one of the ways to retain and recruit good employees and health insurance benefits are a crucial factor for both the employees and the employer. As employers struggle with the cost of health insurance, the Town of Jonesborough is no different but our broker, Lyman Fulton, has studied the cost options, current plan year claims, trend, and our plan risk.

From a bit of perspective, the Town of Jonesborough insures approximately 112 employees and approximately 71 dependents. We had 4 claims over \$50,000 this plan year and we had 11 people reach their maximum out of pocket. Mr. Fulton presented the Town with 4 renewal options that ranged from a 25% to a 5% increase in premium cost. The Town does provide an HRA to employees to assist with the deductible (\$4000) and maximum out of pocket expenses (an additional \$2000 over deductible).

Based on the renewal options and the due diligence of our broker, the recommendation to renew the health plan is at a 5.17% premium increase with an increase of \$1000 maximum out of pocket; no other plan design changes will be made except for the increase in maximum out of pocket costs. The 5.17% increase in insurance premiums is reflected now in the draft FY26 Budget. The \$1000 maximum out of pocket increase will be absorbed by the HRA provided by the Town, the Employer. The employees will see an increase in their premium as the Town shares the premium cost with employees; as per the benefits summary, employees pay 25% of the premium, but there will be no other increase in liability to employees. Charts have been provided as part of this agenda presentation based on the different healthcare status of employees (Employee; Employee+1; and Family coverages).

As we move forward with the renewal of our health plan, one way that we hope we can control costs is through educating employees at open enrollment. For example, where a consumer chooses to get care affects plan costs so I hope to educate them on urgent cares and orthopedic after hour clinics as an option to ER treatment; of course, the employee or dependent can obtain treatment where they choose but it truly affects cost by avoiding the ER unless to handle serious and life-threatening health issues. Also, a plan is being made to better educate employees on their RX benefits and point out the generic drugs offered through retail pharmacy without better choices. Taking the opportunity to educate employees on their choice of care will better equip the Town employees and covered dependents to make choices that not only affect their wallet but the Town resources.

Knowing our plan, educating our employees, and controlling our costs will enable the Town and our broker to continue to provide the highest quality and most affordable health insurance option for our most valuable resource, our employees.

The chart below shows the plan comparison between the current plan and the renewal plan based on the employees' healthcare Status:

Status	BCBS Plan Current	BCBS Plan Renewal	Plan Increases	Employee Increase per Month (25%)
Employee	\$695.86	\$731.81	\$35.95	\$8.99
Employee +1	\$1,393.12	\$1,465.08	\$71.96	\$17.99
Family	\$2,025.65	\$2,130.30	\$104.65	\$26.16

The chart below shows the amount the Town (Employer) and the Employee pay based on their healthcare Status:

Status	BCBS Plan	Employer 75%	Employee 25%	Employee Pays Per Pay Period 26 Total
Employee	\$731.81	\$548.86	\$182.95	\$84.44
Employee +1	\$1,465.08	\$1,098.81	\$366.27	\$169.05
Family	\$2,130.30	\$1,597.73	\$532.57	\$245.80

The following chart may be the most profound for how much more the employee would pay per pay period with the Renewal Plan.

Status	Employee Per Pay Period Increase 26 Total	Employee Yearly Increase
Employee	\$4.15	\$107.90
Employee +1	\$8.31	\$216.06
Family	\$12.07	\$313.82

In conclusion, staff opine that it is in our best interest to accept the Renewal Plan with the provisions as presented.

RECOMMENDATION:

Approve contracting with BlueCross and BlueShield for 2025-2026 beginning June 1, 2025, under Option 2, as presented.

Town Of Jonesborough

Renewal Snapshot

2025 Health Insurance Plan

Traditional Option 1	Current Plan	Current Renewal Plan	Proposed Renewal	Proposed Quote	Proposed
COVERAGE	Blue Cross	Blue Cross	Blue Cross	United Healthcare	Tennessee State Plan
Office Visit	\$30	\$30	\$30	\$35	\$25
Wellness Visit	\$0	\$0	\$0	\$0	\$0
Specialist	\$50	\$50	\$50	\$70	\$45
Emerg Care	Subject to Ded/Coin.	Subject to Ded/Coin.	Subject to Ded/Coin.	\$500 CoPay Per Visit	Subject to Ded/Coin.
Urgent Care	\$50	\$50	\$50	\$50	\$45
Hospital-Inpatient/Outpatient	Subject to Ded/Coin.	Subject to Ded/Coin.	Subject to Ded/Coin.	Subject to Ded/Coin.	Subject to Ded/Coin.
OP Surgery	Subject to Ded/Coin.	Subject to Ded/Coin.	Subject to Ded/Coin.	Subject to Ded/Coin.	Subject to Ded/Coin.
Drug Card	\$10/\$75/\$150/300	\$10/75/150/300	\$10/75/150/300	\$10/75/150/300	\$7/40/90
Deductible	\$4,000	\$4,000	\$4,000	\$4,000	Ind. \$750/Fam.\$1,875
Out of Pocket	\$6,000	6000	\$7,000	\$6,500	Ind.\$3,600/Fam\$9,000
Coinurance	50%	50%	50%	80%	85%
Routine Diagnostic	Ded/Coin.	Ded/Coin.	Ded/Coin.	Ded/Coin.	Ded/Coin.
Estimated Monthly Premium	\$126,276.64	\$136,424.92	\$132,799.99	\$127,391.42	\$157,928.00
Annual Cost	\$1,515,319.68	\$1,637,099.04	\$1,593,599.88	\$1,528,697.04	\$1,895,136.00
Increase/Decrease	0.00%	8.04%	5.17%	0.88%	25.07%
Employee: 59	\$695.86	\$751.78	\$731.81	\$702.00	\$839.00
Employee + 1	\$1,393.12	\$1,505.08	\$1,465.08	\$1,405.42	\$1,931.00
Employee Child(ren)					
Family: 18	\$2,025.65	\$2,188.45	\$2,130.30	\$2,043.54	\$2,269.00

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

DATE: May 12, 2025

AGENDA ITEM #: 7-K

SUBJECT: Job Description & Funding Plan – Utilities Maintenance Supervisor Position

BACKGROUND:

As you are aware, much time is being spent evaluating the town infrastructure and potential vulnerabilities related to our assets. Roads have been assessed as to its condition and a plan to address improving our overall road system (paving and striping) is being developed by our Operations Manager Craig Ford.

We are making good strides in advancing our technology and implementing asset management systems to create data for our utilities system, assets, and conditions. As part of this process, we have created a GIS Manager position which we have filled with a capable and experienced leader.

A different layer of vulnerability is the rapid aging of the current utility infrastructure in our town and the United States in general. The natural inclination is to want to overhaul and completely replace infrastructure, but various factors make that essentially impossible. In addition to the overwhelming cost, the time it would take to complete such a task is astounding. Though there's no one right solution to the problem of aging infrastructure, the most realistic approach is an unwavering commitment to sound maintenance. We are more reactive in nature, and the best way to extend the life of vital assets and infrastructure is to keep them in the best possible condition. And the best way to keep something in an optimal condition is to practice proactive maintenance.

As we know how essential it is to maintain stability of our utility system's electrical needs whether that be for the plants, pump stations, booster pumps, lift stations, etc., having a town employee dedicated to not only paying attention, but the repairs, replacements, and install of electrical components of our system is the next step in maximizing efficiency and effectiveness in our utility system. At last board meeting, the BMA approved awarding the bid contract for "Transfer Generators and Transfer Switches", a major capital project to install four generators and automatic transfer switches for the raw water intake, water treatment plant, Rock House BPS, and the Woodlawn BPS at the base bid amount of \$631,000.00 and funded through USDA Disaster Grant funds. Having an experienced Utility Maintenance person on staff would save at minimum \$200,000.00+ not only for the installation but all the construction type work before needed to prepare the site for the actual generator, such as concrete foundational work, clearance and access, and of course the actual delivery of the generators and the complete connection to the power supply. Also, as imperative, calculating the downtime of the system being connected to the generator.

As part of the agenda presentation is the proposed new position in utilities "Utilities Maintenance Supervisor" at Grade 16. The definition alone illustrates the vast array of assets that would need this level of maintaining. Our HR Director Michelle Stewart worked with Utilities Manager Kevin Brobeck on the job description. The position is defined as:

The Utilities Maintenance Supervisor is responsible for performing preventative maintenance, troubleshooting, and repairing electrical and mechanical systems, within the Utilities division, for converting and installing equipment. The Utilities Maintenance Supervisor ensures minimal downtime of equipment, maintains operational safety standards, and supports facility-wide electronic systems to ensure continuous and reliable operation. This Utilities Maintenance Supervisor performs a variety of responsible unskilled and semi-skilled maintenance, repair and electrical and mechanical work on water distribution systems, sewer collection systems, life stations, pump stations and water and wastewater facilities.

Currently, we rely on a few private contractors that are reactive to our system issues at utilities. It would be economically unfeasible to privatize our utility maintenance program versus hiring a qualified employee to be on the Jonesborough Team to assess and oversee our electrical and mechanical needs of our entire utility system.

Funding Source

We have both the funding source of USDA through force account labor/work for the new position being created; and sustainable funding that is budgeted yearly (well over \$300,000.00) for various utility maintenance line-item activities in Water Distribution, Water Quality, Wastewater, and Water Treatment Plant. We will be leveraging utility funds to maximize system electrical and mechanical efficiency and reduce system risks.

Unfortunately, we know that servicing 150 square miles of utilities will come with its fair share of "reactive" type repairs, replacements, etc., but this new position will place us in the position of being "proactive" and identifying our vulnerabilities and schedule their repairs or replacements based on system risks (all to be captured and documented in our new Asset Management software courtesy of our GIS Manager).

The good news is that we have \$994,000.00 for the USDA "Town of Jonesborough Disaster Grant" (no match required). The generators capital projects bid came in at \$631,000.00, leaving a balance of over \$350,000.00 from USDA. USDA has approved us to use Force Account to carry out the entire generator capital project if the position is a new position for the town. The plan is to receive approval from the BMA to create a new position "Utilities Maintenance Supervisor" now during FY25; and to hire a qualified candidate for FY25 and get our infrastructure planning underway for the install of the purchased generators, to start assessing our infrastructure electrical and mechanical vulnerabilities/needs and performing maintenance on priority utility assets.

RECOMMENDATION:

Approve the job description and funding of the new position "Utilities Maintenance Supervisor", as presented.



UTILITIES MAINTENANCE SUPERVISOR

JOB STATUS: NON-EXEMPT

DATE MODIFIED: 4/17/2025.

GRADE 16

DEFINITION

The Utilities Maintenance Supervisor is responsible for performing preventative maintenance, troubleshooting, and repairing electrical and mechanical systems, within the Utilities division, for converting and installing equipment. The Utilities Maintenance Supervisor ensures minimal downtime of equipment, maintains operational safety standards, and supports facility-wide electronic systems to ensure continuous and reliable operation. This Utilities Maintenance Supervisor performs a variety of responsible unskilled and semi-skilled maintenance, repair and electrical and mechanical work on water distribution systems, sewer collection systems, life stations, pump stations and water and wastewater facilities.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Utility Manager.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Function:

1. Ability to understand and follow oral and written instructions.
2. Performs all work in accordance with established safety policies and procedures, including OSHA regulations.
3. Ensures operation of machinery and mechanical equipment by completing preventive maintenance requirements on engines, motors, pneumatic tools, conveyor systems, and production machines; following diagrams, sketches, operations manuals, manufacturer's instructions, and engineering specification; troubleshooting malfunctions.
4. Locates sources of problems, using precision measuring and testing instruments.
5. Remove defective parts by dismantling devices, using hoists, cranes and hand and power tools, examining form and texture of parts.
6. Determines changes in dimensional requirements of parts by inspecting used parts, using rules, calipers, micrometers, and other measuring instruments.
7. Adjust functional parts of devices and control instruments by using hand tools, levels, plumb bobs, and straightedges.
8. Connects power supply wires to machines and equipment, and connects cables and wires between machines and equipment, following manuals, schematic diagrams, and blueprints, using hand tools and test equipment.

9. Controls downtime by informing Utilities Directors of routine preventive maintenance techniques and monitors compliance.
10. Diagnoses malfunctioning apparatus, such as transformers, motors or lighting fixtures, using test equipment, and replaces damaged or broken wires and cables, using hand tools.
11. Conserves maintenance resources by using equipment and supplies as needed to accomplish job results.
12. Provides electronic/mechanical maintenance support through answering questions and requests.
13. Maintains continuity among the Utilities division by documenting and communicating actions, irregularities, and continuing needs.
14. Maintains a safe and clean work environment by complying with procedures, rules, and regulations.
15. Will assist in developing a utilities management department as the need to add staff arises and will be responsible for supervising any staff or contractors that work on any part/system of the utilities system.
16. Establish and maintain effective and professional relationships with work colleagues, supervisors and all the Town staff.
17. Make repairs to lift stations and pump stations; take readings if needed to ensure the operation of lift and pump stations.
18. Maintain repair and maintenance reports/activities for equipment.
19. Cleans and makes repairs, replaces gaskets, cleans wet wells, change bearings, repacks pumps and assists in more complex repairs.
20. Stocks truck with needed supplies, tools, and materials.
21. Subject to on-call and call-back work.
22. Regular and reliable attendance at the work site.

Marginal Functions:

1. Performs related duties and responsibility as required.
2. Contributing to team effort by accomplishing related results as needed.
3. Ability to schedule flexible work periods outside of the normal workday and/or be on call.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge of:

- Tools, equipment, and materials used in utilities maintenance.
- Occupational hazards and safety precautions at work.
- Municipal maintenance practices using some knowledge of water and sewer line construction and components.
- Of pumps, motors and water and sewer regulations.
- Town's water and sewer utility customer service policies.
- Traffic laws, ordinance and regulations pertaining to operations of motorized equipment.

Skill in:

- Operating various vehicles and stationary mechanical equipment safely and effectively.
- Critical thinking for issues resolution and process improvement recommendations.

- Adapting to a changing work environment, competing demands and ability to deal with frequent change, delays, and unexpected events.
- Working independently and following through with assignments with minimal direction.
- Maintenance and repair of electrical equipment.

Ability to:

- Understand and conduct oral and written instructions.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Set up a maintenance schedule for Utilities components.
- To support the ongoing development of the maintenance program.
- Supervise contractors who may work on Utilities equipment.
- Establish and maintain cooperative working relationships with those contracted in the course of work.

REQUIRED QUALIFICATIONS:

- Posses a valid Tennessee Driver's License with an acceptable driving record.
- Electrical license or the ability to obtain within 1 year.
- 2-3 years of electrical maintenance experience.
- Prior work experience with utility components.
- High school diploma or GED

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

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

Environment:

- Work will take place both indoors and outdoors.

Physical:

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling talking, hearing and repetitive motions.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently and 20 pounds constantly.
- Ability to lift 100 pounds occasionally; 50 pounds frequently and 25 pounds constantly.
- Must possess visual acuity to operate mobile equipment in a safe manner, perform mechanical and electrical tasks, and to visually inspect the work performed.

Mental:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills, read documents or instructions; observe and interpret data or information; use math and mathematical reasoning; learn and apply new information or skills; interact with Town staff, and other organizations.

Vision:

See in the normal visual range with or without correction; vision sufficient to read printed documents and to operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.