

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

MEETING NOTICES

MONDAY, JULY 14, 2025

7:00 PM

PUBLIC COMMENTS REGARDING AGENDA ITEMS

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

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

REGULAR MEETING

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

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. Approval of MyRide Policy Revisions

8. Approval of Fire Department Disposal of Equipment Request
9. Declaration of Town Equipment as Surplus
10. Town Sponsored Special Event – 2025 Halloween Haunts & Happenings

AGENDA

1. Financial Report
2. Communications from the Mayor
 - a. Employee of the Month
 - b. Committee Appointments
 - c. Discussion on Changing BMA November Meeting Date
3. Citizen Comments
4. Aldermen Communications
5. Town Attorney Comments

6. OLD BUSINESS

- A. Discussion and possible action concerning First Avenue Dumpster;
- B. Discussion and possible action concerning West Main Sidewalk Renovation;

7. NEW BUSINESS

- A. Discussion and possible action concerning the Downtown Improvement Grant-International Storytelling Center Decking Repair;
- B. Discussion and possible action concerning Thomasson Annexation Request;
- C. Discussion and possible action concerning Tree and Townscape Code Amendment;
- D. Discussion and possible action concerning Building Valuation Data Table and Plan Review Fees;
- E. Discussion and possible action concerning First Frontier Walkway Phase II;
- F. Discussion and possible action concerning approval of Special Event Requests:
 - a. International Storytelling Festival
 - b. Jonesborough Locally Grown Winter Farmers Market
 - c. Pioneer Run
- G. Discussion and possible action concerning approval of a Resolution for a Flock Safety Camera System;

- H. Discussion and possible action concerning approval of the Street Paving List for Fiscal Year 2026;
- I. Discussion and possible action concerning approval of the Street Department Utility Repair Plan;
- J. Discussion and possible action concerning first reading of an Ordinance Designating the Town Officials Authorized to Declare a State of Emergency;
- K. Discussion and possible action concerning first reading of an Ordinance Adopting the General Fund, Solid Waste Fund, Jackson Theatre Fund, and Drug Fund budgets and Property Tax Rate for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026;
- L. Discussion and possible action concerning first reading of an Ordinance establishing Garbage and Refuse Collection Fees for FY25-26;
- M. Discussion and possible action concerning first reading of an Ordinance establishing Water/Sewer Rates for FY25-26;
- N. Discussion and possible action concerning the Employee Compensation Plan for FY25-26;
- O. Discussion and possible action concerning a Resolution Establishing a Budget for the Water/Sewer Fund for Fiscal Year ending June 30, 2026;
- P. Adjournment.

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

Consent Agenda
1

DATE: July 14, 2025 **AGENDA ITEM** _____

SUBJECT: Approval of Minutes

Minutes included for approval:

- May 12, 2025 BMA Minutes
- June 9, 2025 BMA Minutes
- June 17, 2025 BMA Work Session Minutes

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

MAY 12, 2025

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, May 12, 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 Chris Furches led the pledge to the Flag.

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

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

1. Approve the minutes for the April 14, 2025 Regular meeting and April 21, 2025 – Called Meeting/Budget Workshop.
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 Board of Zoning Appeals, Jonesborough Planning Commission, McKinney Center Advisory Committee, and Historic Zoning Commission.
5. Approve the following Supervisor Reports: Fire Department, McKinney Center, McKinney Center Program Manager, Building Inspector, Digital Media Manager, Police Department, Visitor Center, Director of Tourism & Main Street, Marketing Manager, Utility Manager, GIS Manager, Water Quality, Water Distribution, Wastewater, Water Plant, Senior Center, Jackson Theatre Operations Manager, and Jackson Theatre Technical Director.

6. Approve the job description for the Events Manager for the Visitors Center, and to be utilized in filling the vacant position.

Insert Job Description

7. Approve the declaration of the following Town equipment as surplus to be sold on GovDeals: Solid Waste Department – 17 rusty dumpsters and Fleet Maintenance – Gray QL-70 Auto Lift.

The next item on the agenda was the approval of the Financial Report. Mayor Vest asked Town Recorder Janet Jennings to give an update on the software update in regarding to utility billing. Janet Jennings said that approximately 4,600 customers have received an interim bill; and the company they are contracting with is working on a new design. Ms. Jennings said an 833 number will be available for customers to pay the utility bills and taxes, and it will be implemented in the near future. Ms. Jennings commended her staff for their hard work and dedication during this transition process.. Mayor Vest called for a motion. 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 expressed his appreciation to Operations Manager Craig Ford and staff for removing the junipers along 11-E. Mayor Vest said the 2025 Music-On-The-Square (MOTS) started the season off with a great event. Mayor Vest complimented the Jackson Theatre staff and their shows. Mayor Vest said housing building permits for the first four months of 2025 are up 70% compared to \$58,000 in 2024. Mayor Vest said the Town took ownership of the alley between 117-119 East Main Street, repairs have been completed and it looks great. Mayor Vest said the easements on the 24" water transmission line are almost completed, and the bids for the construction of the new Water Treatment Plant should be sent out in the near future.

Mayor Vest recommended the reappointment of Nancy Kavanaugh, Virginia Kennedy and Melinda Cop to the Tree & Townscape Board for three (3) year terms, expiring May 2028. Mayor Vest called for a motion. Alderman Countermine made the motion the approve the reappointment of Nancy Kavanaugh, Virginia Kennedy and Melinda Cop to the Tree & Townscape Board for three (3) year terms, expiring May 2028, as recommended by Mayor Vest. Alderman Dickson seconded the motion and it was duly passed.

Mayor Vest presented a Proclamation to Chris Furches, honoring his extraordinary accomplishments at the 2025 Special Olympics World Winter Games in Italy.

INSERT PROCLAMATION

Mayor Vest asked Bre Walker-Schadler to come up to accept the Employee of the Month Award. Mayor Vest read the following nomination letter:

Insert Nomination Letter

Mayor Vest asked Bre Walker-Schadler if she had any comments. Bre expressed her appreciation in being nominated and stated the McKinney is great and loves working there.

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. Ruth Verhegge addressed the BMA, announcing that the Paws In Blue demonstration competition will be held on Saturday, May 24, 2024, beginning at 10:00 a.m., in the field area of the former Jonesborough Middle School. A water customer addressed the BMA asking if there would be fees to pay for on-line paying of utilities and taxes. Janet Jennings replied yes, that a credit/debit card fee is 2.5%, and the ACH fee is \$1.00.

Alderman Communications was the next item on the agenda, and there were none.

Town Attorney Comments was the next item on the agenda. Mayor Vest asked Town Attorney Jim Wheeler if he had any comments. Jim Wheeler commended the Water Utility and Water Quality staff for their hard work in obtaining the easements for the 24" water transmission line. Jim Wheeler said that he needs to meet in Executive Session with the BMA after adjournment of this meeting.

The first item under New Business was approval of a Special Event Application request for the Wizardly World of Jonesborough, to be held on Saturday, August 9, 2025 from 1:00 p.m. to 8:00 p.m. The Town, JAMASA and Goose Chase will be partnering in the event. Alcohol will be served within downtown businesses only. The 1-mile run will be the same route as last year's run; and the road closure on Main Street from Fox Street to First Avenue from 11:00 a.m., to 9:00 a.m. Request for Services include: Police and security, street cleaning, signage, use of facilities (Storytelling Center – 12:00 noon – 10:00 p.m.), refuse collection, and event preparation/beautification. The Hold Harmless Agreement and Certificate of Insurance was submitted with the application. Mayor Vest called for motion. Alderman Countermine made the motion to approve the Special Event Application request for the Wizardly World of Jonesborough, to be held on Saturday, August 9, 2025 from 1:00 p.m. to 8:00 p.m. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was approval of a Special Event Application request from JAMSA for Pumpkin Fest to be held on Saturday, September 20, 2025 from 1:00 p.m. to 5:00 p.m. Businesses will be serving various pumpkin treat foods, hay rides, and other fall and pumpkin related events. 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. The Proof of Insurance and Hold Harmless was submitted with the application. Mayor Vest called for motion. Alderman Dickson made the motion to 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 re-open, as presented. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of a Special Event Application request from JAMSA for Jeeps on Main, to be held on Monday, September 1, 2025 from 12:00 noon to 4:00 p.m., with the street closure to begin at 10:30 a.m. on Main Street, from Fox Street to 2nd Avenue. There will be two to three food trucks in the downtown to serve the event. Request for services include police and security, signage, use of facilities (Courthouse, Main Street, Parking Lots), and communications and/or publicity. The participants in the event meet to mobilize at the old Middle School to sign-in/register. The Proof of Insurance and Hold Harmless was submitted with the application.

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. Staff will 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.

Police Chief Matt Rice discussed issues with staffing during holidays, and the impact it has on officers having to work many holidays during the year.

After brief discussion, Mayor Vest called for a motion. Alderman Kelly Wolfe made the motion to approve the Jeeps on Main Special Event Application sponsored by JAMSA on September 1, 2025 from 12:00 noon to 4:00 PM with the street closure to begin at 10:30 a.m. on Main Street, from Fox Street to 2nd Avenue. Seconded by Alderman Terry Countermine and duly passed.

The next item on the agenda was approval for an Outdoor Use Permit for Neuma Coffee at 105 Fox Street. 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. 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. The Certificate of Insurance and Hold Harmless Agreement have been submitted with the application. Town staff 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. Mayor Vest called for a motion. Alderman Dickson made the motion to 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. Alderman Countermine second the motion and it was duly passed.

The next item on the agenda was approval of the Tennessee Department of Transportation (TDOT) State Route Highway Maintenance Contract with the effective date of July 1, 2025 and extending for a period of twenty-four (24) months, ending June 30, 2027. The maximum amount of reimbursement from TDOT is \$44,546.46. Mayor Vest called for a motion. Alderman Dickson made the motion to approve the TDOT State Route Maintenance Contract from July 1, 2025 through June 30, 2027, and with the maximum amount of reimbursement to be \$44,546.46, as presented. Alderman Causey seconded the motion and it was duly passed.

INSERT CONTRACT

The next item on the agenda was approval of the Snow Hut Contract for the 2025 Wetlands Water Park Season, with James and Cheryl Harkleroad, who has operated the Snow Hut since the 2023 Water Park Season. The Water Park receives 20% of the gross sales, and less sales tax. The "hut" is owned by the Harkleroad's 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 Harkleroad's but for the Town as well. The Town has no related expenditure associated with the operations of the hut. Mayor Vest called for a motion. Alderman Countermine made the motion to approve the Snow Hut Contract for the 2025 Season of the Wetlands Water Park with James and Cheryl Harkleroad, as presented. Alderman Causey seconded the motion and it was duly passed.

INSERT CONTRACT

The next item on the agenda was approval of the 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. The Town's contracted engineer Mattern and Craig was present to conduct the bid opening, and 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. The 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. Mattern and Craig recommend approval of the bid award to Stansell Electric Company, Inc. Mayor Vest called for a motion. Alderman Causey made the motion to 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. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of the bids for the County Water Line Projects, pump stations identified as "Town of Jonesborough, Tennessee – 5023-04 Charlie Hicks and Bumpus Cove BPS Replacements". Three bids were received, and GRW Engineers reviewed the bids, and 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. Washington County is funding this project through the County Water Line Extension agreement. Mayor Vest called for a motion. Alderman Causey made the motion to 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. Alderman Dickson seconded the motion and it was duly passed.

There being no further business the meeting was duly adjourned.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

PUBLIC HEARING

June 9, 2025

The Board of Mayor and Aldermen (BMA) met in a Public Hearing on Monday, June 9, 2025, at 7:00 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN.

The only item on the Public Hearing agenda was the ordinance amending the Town of Jonesborough Municipal Code, Title 2, "Alcoholic Beverages" Chapter 2, Beer. There were no comments.

The Public Hearing was closed.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

MINUTES

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

JUNE 9, 2025

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, June 9, 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 Dana Helvey 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.

CONSENT AGENDA

1. Approval of Bills
2. Town Administrator Report (no report included)
3. Operations Manager Report
4. Committee Reports – Historic Zoning Commission; McKinney Center Advisory Committee; Jonesborough Board of Zoning Appeals; Jonesborough Planning Commission
5. Supervisor Reports – Police Department; Building Inspector; Fire Department; McKinney Center; McKinney Center Program Manager; Director of Tourism & Main Street; Marketing Manager; Jackson Theatre Operations Manager; Jackson Theatre Technical Director; Parks and Recreation; Utility Manager; Water Distribution; Water Quality; Water Plant; Wastewater
6. Declaration of Town Equipment as Surplus
7. Appointment of a Street Director – Steve Prisament; Grade 19, Step 05
 - Human Resources Director, Michelle Stewart, introduced Mr. Prisament to the group.
8. Wetlands Updated Menu 2025 – addition of pizza to the menu
9. Report on Debt Obligation – TMBF Water and Sewer Loan (Information only)
 - After issuing debt, State law requires us to file a Debt Report with the State Division of Local Government Finance in the Comptroller's Office. We must also file a copy with the local governing body. The Report on Debt Obligation filed with the Comptroller's Office for the \$2,469,730 Tennessee Municipal Bond Fund capital outlay note. This borrowing funded the purchase of the following Water/Sewer Projects approved in the 2024-2025 fiscal year budget:

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

MOTION: ALDERMAN WOLFE MADE A MOTION, SECONDED BY ALDERMAN DICKSON TO APPROVE THE CONSENT AGENDA AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

AGENDA

1. Financial Report and Special Accounts

Town Recorder Janet Jennings stated that the billing conversion is going well; customers are utilizing the call-in and online bill pay options; and tax notice reminders will be sent soon.

MOTION: ALDERMAN DICKSON MADE A MOTION, SECONDED BY ALDERMAN COUNTERMINE, TO APPROVE THE FINANCIAL AND SPECIAL ACCOUNT REPORT AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

2. Mayor's Communication

- a. Committee Appointments – Mayor Vest requested that two appointees to the Tree and Townscape committee be added to the agenda.

MOTION: ALDERMAN WOLFE MADE A MOTION, SECONDED BY ALDERMAN CAUSEY TO ADD TWO TREE AND TOWNSCAPE COMMITTEE APPOINTEES TO THE AGENDA. MOTION CARRIED UNANIMOUSLY.

Tree and Townscape Committee Appointments:

- Teresa Campbell Smith
- Melissa Ganshirt

MOTION: ALDERMAN WOLFE MADE A MOTION, SECONDED BY ALDERMAN COUNTERMINE, TO APPROVE TERESA CAMPBELL SMITH AND MELISSA GANSHIRT TO THE TREE AND TOWNSCAPE BOARD AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

McKinney Center Advisory Committee Appointments:

- Nancy Kavanaugh (Re-appointment - 3yr term/expiring 4/2028)
- Pauline Douglas (Re-appointment - 3yr term/expiring 4/2028)
- Starlene Casey (Fill open seat – Term expiring 4/2026)

MOTION: ALDERMAN WOLFE MADE A MOTION, SECONDED BY ALDERMAN DICKSON, TO APPROVE NANCY KAVANAUGH, PAULINE DOUGLAS, AND STARLENE CASEY TO THE MCKINNEY CENTER ADVISORY BOARD AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

Chuckey Depot Museum Advisory Board Appointments:

- Les Billings
- Richard Szymkowski

MOTION: ALDERMAN COUNTERMINE MADE A MOTION, SECONDED BY ALDERMAN DICKSON TO APPROVE LES BILLINGS AND RICHARD SZYMKOWSKI TO THE CHUCKEY DEPOT MUSEUM ADVISORY BOARD AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

b. Employee of the Month

Mayor Vest asked Paul Harris to join him at the podium to accept the Employee of the Month Award. Mayor Vest read the following nomination letter that was submitted by Cameo Waters, Director of Tourism:

I am proud to share that Paul Harris was just awarded Northeast Tennessee's Frontline Employee of the Year at the Tourism Pinnacle Awards on May 28, 2025. This regional recognition is a testament to the impact Paul continues to make right here in Jonesborough. This is just one of the many reasons why Paul deserves to be Jonesborough's employee of the month. Paul, a former U.S. Probation Officer at the US Federal, has been a team member of the Jonesborough Tourism Department for 3 years serving as a Host at the Historic Jonesborough Visitors Center. His role has since expanded to include assisting with festivals and events, helping to sustain our town's vibrant cultural atmosphere. Paul consistently offers assistance and performs his duties flawlessly. Beyond his professional competence, he exudes a level of hospitality that leaves a lasting impression on both our visitors and residents. One particular story exemplifies this perfectly. A woman visited the Tourism Office to express her gratitude for Paul's assistance. Although he was not working that day, she recounted her conversation with him at the Visitors Center. Initially, she engaged Paul with standard visitor inquiries before sharing her difficult situation and need for employment. Paul recommended several downtown businesses that might be hiring. She tearfully shared that the conversation provided her with the motivation she needed, ultimately leading to her securing a job in Downtown Jonesborough. It was clear that Paul's words and kindness made a significant impact. This story is just one example of the many ways Paul goes above and beyond. His influence extends far beyond the walls of the Visitors Center, touching nearly every aspect of our town's cultural life as he is one of Jonesborough's most passionate advocates, embodying the essence of what makes our town special. In addition to being a part of our festivals and events, he is an official Town Tour Guide with the Heritage Alliance, and he is a cast member of the Story Town Radio Show. He manages a social media account, where he shares updates about his adventures and activities in Jonesborough. No matter the situation, Paul consistently brings an upbeat and positive attitude. He is extremely kind, absolutely hilarious, and someone you want on your team. Our department and the Town of Jonesborough is a better place because of Paul.

Paul thanked everyone for the honor and stated that he appreciates the opportunity to work for the Town.

Cameo Waters announced the awards the Town received at the Tourism Pinnacle Awards held May 28th:

- The Tourism Department was awarded Best Brochure or Guide for the Jonesborough Visitors Guide and the Partnership Award for its collaboration with Rocky Creek Highlands and Happy Hens and Highlands during the St. Paddy's Festival.

- The McKinney Center earned Best Marketing Campaign for its rebranding of the Story Town Radio Show.
- The Jackson Theatre received two honors: Best Short Video and the Roll With It Award for its Storytelling Benefit Concert, presented in partnership with the International Storytelling Center.
- Frontline Employee of the Year was presented to Paul Harris, Event Coordinator and Visitor Center Host.
- Rising Star Award was presented to Isabel Hawley-Lopez, Marketing Manager.

3. Citizen Comments

Frank Collins, Academy Hill HOA President, residing at 312 W Main Street, requested that the BMA make the completion of the sidewalk on W Main Street between Second Avenue and Washington Drive a priority. He stated completing this section will allow pedestrians to be able to walk from Persimmon Ridge Park to Hometown Road on a safe, level, and smooth surface as well as address ADA compliance issues. Mr. Collins shared text from a letter dated 1989 from Academy Hill to the Town requesting the sidewalk be repaired. Mr. Collins suggested that to limit the removal of parking spots for residents in that section of W Main that the width of the sidewalk could start at five (5) feet wide extending to seven (7) feet wide rather than the previously discussed eight (8) feet wide. Mayor Vest thanked Mr. Collins and assured him the Town would review the information.

Mike and Lori Mitchell residing at 4144 Greenwood Drive recounted their interactions with the Town since a water main leak on February 26 resulted in severe damage to their finished basement. Mrs. Mitchell stated that she had spoke to town employees who told them to file a claim with the Town. Public Entity Partners (PEP) denied the claim. The Mitchell's were then in contact with Town Administrator, Glenn Rosenoff, who on May 1st stated that the case had been turned over to the Town Attorney, Mr. Wheeler. Emails were sent to Mr. Wheeler, but no response was received. On May 5, the Mitchell's sent a Public Record request to Town Recorder, Janet Jennings, who on June 3 sent a copy of the Water Department's incident report. The Mitchell's claimed that the incident report included a false story about a rock truck atop their driveway and ditch line which caused damage to the water line. The Mitchell's requested five requests be completed: 1) interview Chris Christian, Bernard Murray and other employees that were onsite that day about what transpired. 2) Correct the incident report. 3) Send the corrected report to PEP. 4) Ensure they are fairly compensated for the damages either by PEP or the Town. 5) Fulfill the Public Record that was requested on May 5, 2025. Mayor Vest requested there be a brief executive session with Attorney Wheeler upon completion of the regular meeting for further discussion.

4. Aldermen Communications

Alderman Countermine stated that the Garden Gala was a great success.

5. Town Attorney Comments

Attorney Wheeler stated that a brief executive session to discuss Mr. and Mrs. Mitchell's situation would be appropriate and there would be no action following the executive session.

6. Old Business

- a. Discussion and possible action concerning second and final reading of a Beer Ordinance Amendment

The proposed amendment to Title 2, Chapter 2 of the Jonesborough Municipal Code adds that a Community Theatre under the provision of Tennessee Code Annotated (TCA) 57-4-102, Paragraph 14, Letter M, be permitted to apply for an on-premises beer permit. A Liquor by the Drink (LBD) Special Legislation License has already been issued for the Jackson Theatre/Stage Door facilities. The amendment clarifies an on-premises beer permit for a Community Theatre as defined by TCA.

MOTION: ALDERMAN WOLFE MADE A MOTION, SECONDED BY ALDERMAN COUNTERMINE, TO APPROVE THE AMENDMENT TO THE JONESBOROUGH MUNICIPAL CODE TITLE 2, CHAPTER 2, ADDING A NEW SECTION 2-226, COMMUNITY THEATRE BEER PERMIT, AND TO RENUMBER THE OTHER SECTION SEQUENTIALLY AS PRESENTED ON SECOND AND FINAL READING. MOTION CARRIED UNANIMOUSLY.

7. New Business

- a. Dumpster on First Avenue

The Town will be constructing a pad at the end of First Avenue behind the Eureka Hotel in the Town's right-of-way. The collection site will serve the Jackson Theatre, Stage Door and JRT. According to Town Ordinance 8-218 (1), "Large bulk collection containers handled mechanically by a garbage truck must be located for easy accessibility by the collection vehicle in a position approved by the Director of Solid Waste, and screened from view on at least three sides with a gate on the fourth side in a manner that eliminates unsightliness and is acceptable to the Director of Solid Waste." Subsection (2) of the ordinance states, "Screening of collection containers must also be approved by the Historic Zoning Commission if the container is within the historic district." On May 22, 2025, the Historic Zoning Commission (HZC) approved the project and suggested that the structure be slightly turned, and a landscaping plan be created to beautify the area.

The enclosure screening will be made of brick (red or brown to match the sidewalk colors downtown) featuring decorative columns and a black metal powder-coated gate. The enclosure will be no larger than 18-feet wide by 16-feet deep by 8 feet tall. Garbage collection up would be three times a week (Monday, Wednesday, and Friday) to ease concerns of potential odors.

Alderman Countermine requested the item be tabled until discussions with the Methodist Church be had to possibly situate the enclosure utilizing some of their parking lot. Initial discussions with the Church sounded as though they are open to the idea of working with the Town on placement. It was noted that the weight of the trash truck and any turning motion can cause deterioration of parking lots/black top, to limit damage/deterioration a concrete pad will be constructed.

It was discussed that approving the project and the general location of the enclosure would allow for the project to be budgeted. Exact location and landscaping plans will be brought back to the BMA for consideration and approval.

MOTION: ALDERMAN WOLFE MADE A MOTION, SECONDED BY ALDERMAN DICKSON TO APPROVE THE GENERAL PLACEMENT OF THE ENCLOSURE TO BE AT THE END OF FIRST AVENUE, AS FAR RIGHT AS POSSIBLE, SLIGHTLY ANGELED, AND TO HAVE CONVERSATIONS WITH THE CHURCH IF NEEDED FOR ADEQUATE PLACEMENT. FINALIZED PLACEMENT DETAILS AND AN AGREEMENT WITH THE CHURCH, IF APPLICABLE, WILL BE PRESENTED TO THE BMA AT A LATER DATE. MOTION CARRIED UNANIMOUSLY.

b. Hazardous Duty Study

In 2024, the Tennessee General Assembly took a step in addressing the unique challenges faced by Tennessee's public safety officers who are apart of the Tennessee Consolidated Retirement System (TCRS) by unanimously passing House Bill 2683, now codified as Public Chapter 919. Recognizing the inherent risks and responsibilities associated with these roles, the General Assembly introduced the "hazardous duty supplemental benefit," a new optional provision designed to offer enhanced financial security to those who retire after years of service in public safety positions.

Prior to adopting any resolution to add the Hazardous Duty Supplemental Benefit, the Town must make a resolution to authorize a study of the cost, to the Town, of implementation. The cost of the study is \$400.

Public Chapter 919 defines "public safety officer" to include: full-time salaried employees of a political subdivision who are:

- Law Enforcement Officers: Sheriffs, deputies, police officers, chiefs of police, and other officers who work to prevent and solve crimes.
- Correctional Officers: Full-time workers who oversee prisoners.
- Firefighters: Full-time workers responsible for fighting fires and responding to emergencies.

For officers who retire under the standard service retirement allowance, the hazardous duty supplemental benefit is calculated by applying a percentage multiplier to their average final compensation. Specifically, the benefit equals 0.375% of the officer's average salary, multiplied by the total years the officer has served in a public safety role.

To be eligible for the "Hazardous Duty Supplement"

- Officer must be eligible to retire under the rules set by the Tennessee retirement system.
- The officer must have completed at least 20 years of creditable service, specifically as a public safety officer.
- Officer must retire under standard retirement conditions. Disability retirements do not qualify for the hazardous duty supplement.

MOTION: ALDERMAN WOLFE MADE A MOTION, SECONDED BY ALDERMAN COUNTERMINE TO APPROVE THE RESOLUTION TO AUTHORIZE AND APPROPRIATE \$400.00 FOR AN ACTUARIAL STUDY OF THE COST ASSOCIATED WITH A HAZARDOUS DUTY SUPPLEMENTAL BENEFIT PURSUANT TO TENNESSEE CODE ANNOTATED, SECTION 8-36-212 AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

c. Downtown Improvement Grant

The Town was awarded a Downtown Improvement Grant (DIG) through the Tennessee Department of Economic and Community Development (TNECD). The façade improvements include Stage Door and Jackson Theatre. Bids were solicited for the improvements and were opened on May 22, 2025. Geneva King, of the First Tennessee Development District, the town's grant administrator for the DIG, was present for the bid Opening. Only one bid was received, it was from J. Ross Conglomerate, LLC, dba J. Ross Painting and Drywall in the amount of \$60,705.00. Ms. King reported that the bid met the bid specifications requirements. The grant match is 80/20 split, with the town funding at 20% or \$12,141.00.

In consultation with Finance Director Janet Jennings, the \$12,141.00 due from town is to be funded as follows:

- \$5,000 available funds through the town's Local Façade Program
- \$7,141 available funds through the General Administration budget line items remaining balances (\$5,700/Travel; and \$1,441/Municipal Judge Supplies)

MOTION: ALDERMAN DICKSON MADE A MOTION, SECONDED BY ALDERMAN COUNTERMINE TO APPROVE AWARDDING THE BID TO J. ROSS CONGLOMERATE LLC, DBA J. ROSS PAINTING AND DRYWALL IN THE AMOUNT OF \$60,705.00. MOTION CARRIED UNANIMOUSLY.

d. Special Event – Genealogical Society Heritage Fair

Special Event Permit Application received for the Washington County Tennessee Heritage Fair, sponsored by the Jonesborough Genealogical Society. Setup for the event will take place on Friday, September 5, 2025, and the event will begin Saturday, September 6th from 10:00 am to 4:00 pm. This is a two-part heritage event open to the

public at no charge, and targets 5th – 8th grade students. The intent is to foster engagement and knowledge of local heritage and culture through crafts, displays and storytelling. The estimated number of attendees is 300. No street closures are requested. Additional services requested are signage, use of facilities, and communications and/or publicity. Proof of Insurance and Hold Harmless have been received.

The map of Event Boundary shows where certain events will be located is as follows: Visitor's Center Auditorium, Washington County – Jonesborough Museum, Mill Springs Park, Greenspace between Visitor's Center and Boone Street Market, Lawn of the Christopher Taylor Cabin, Jimmy Neil Smith Storytelling Park, Lawn of Central Christian Church, Lawn of Presbyterian Church and Parking Lot. Permission to use these facilities and spaces have been received.

MOTION: ALDERMAN CAUSEY MADE A MOTION, SECONDED BY ALDERMAN COUNTERMINE, TO APPROVE THE WASHINGTON COUNTY, TENNESSEE HERITAGE FAIR FOR SETUP TO TAKE PLACE ON FRIDAY, SEPTEMBER 5, 2025, AND THE EVENT TO BEGIN SATURDAY, SEPTEMBER 6TH FROM 10:00 AM TO 4:00 PM IN VARIOUS LOCATIONS WITHIN THE DOWNTOWN AREA OF JONESBOROUGH AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

e. 81N Pump Station Change Order

On January 13, 2025, the BMA awarded the bid to Traxon Construction, Inc in the amount of \$599,050.00 for the County Water Line Projects, a pump station identified as 81N Booster Pump Station, GRW Project No. 5023-04, as required to serve Highway 81N to supply the northern parts of our water system.

A change order for the project has been received for approval, stating "This change order makes changes to the BPS entrance drive to avoid interference with an existing storage building and adds an 80 KW emergency standby generator and 200-amp automatic transfer switch to the project. Additional conduits and wiring, concrete generator pad, etc. as required for generator installation are included." The increase is \$80,367.00, thus increasing the total contract price to \$679,417.00.

The funding for the additional costs of \$80,367.00 is funded the same as the original bid and through the County Water Line Extension agreement.

MOTION: ALDERMAN COUNTERMINE MADE A MOTION, SECONDED BY ALDERMAN DICKSON TO APPROVE THE TRAXON CONSTRUCTION, INC CHANGE ORDER FOR THE 81N BOOSTER PUMP STATION, GRW PROJECT NO. 5023-04 TO TRAXON CONSTRUCTION, INC, IN THE AMOUNT OF \$80,367.00 INCREASING THE TOTAL CONTRACT PRICE TO \$679,417.00 AND TO BE FUNDED THROUGH THE COUNTY AS THIS PROJECT IS THROUGH THE COUNTY WATER LINE EXTENSION AGREEMENT. MOTION CARRIED UNANIMOUSLY.

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

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

WORK SESSION

JUNE 17, 2025

The Board of Mayor and Aldermen (BMA) met in a Work Session on Tuesday, June 17, 2025, at 7:00 p.m., at the Jonesborough Town Hall Board Room, 123 Main Street, Jonesborough, TN.

Mayor Chuck Vest called the meeting to order.

Upon call of the roll those present were: Mayor Chuck Vest, Alderman Virginia Causey, Alderman Terry Countermine, and Alderman Adam Dickson. Absent: Alderman Kelly Wolfe.

Also present were: Town Administrator Glenn Rosenoff, Town Recorder Janet Jennings, Operations Manager Craig Ford, and Town Attorney Jim Wheeler.

The purpose of the Work Session was discussion of the FY26 Budget. Ms. Jennings presented a detailed PowerPoint for all funds (General, Solid Waste, Jackson Theatre, and Water).

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

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

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

DATE: <u>July 14, 2025</u>	AGENDA ITEM	<i>Consent Agenda</i> <u>2</u>
SUBJECT: <u>Approval of Bills</u>		

Attached for BMA approval is the list of bills for June 2025.

Check Register - General Fund - June 2025

06/02/25	113237	\$	393.15
06/05/25	113238 - 113346	\$	242,455.47
06/12/28	113347	\$	22,564.50
06/12/25	113226 - void	\$	(6,750.00)
06/12/25	112934 - void	\$	(275.25)
06/12/25	113052 - void	\$	(4,666.10)
06/12/25	113348 - 113417	\$	62,604.42
06/20/25	113418	\$	5,004.36
06/20/25	113419	\$	21,584.45
06/25/25	113085 - void	\$	(95.88)
06/25/25	113146 - void	\$	(1,000.00)
06/26/25	112795 - void	\$	(1,125.60)
06/27/25	113420 - 113537	\$	263,446.91
06/30/25	113413 - void	\$	(2,950.00)
06/30/25	113538 - 113542	\$	12,431.91
		\$	613,622.34

Check Register- Water Fund June 2025

06/02/25	69053 - 69075	\$	8,765.07
06/05/25	69076-69125-void printing error		
06/05/25	69126 - 69175	\$	835,509.19
06/12/25	69176	\$	1,622.90
06/12/25	68969 - void	\$	(68.00)
06/12/25	69177 - 69192	\$	73,507.75
06/20/25	69193	\$	48,008.21
	69192 - void	\$	(376.45)
06/27/25	69194 - 69249	\$	363,390.98
06/30/25	69250 - 69252	\$	14,230.12
		\$	1,344,589.77

Check Register -Sanitation Fund - June 2025

06/05/25	10781-10791-void printing error		
06/05/25	10792 -10802	\$	8,758.37
06/12/25	10803	\$	79.64
06/12/25	10804 - 10809	\$	9,723.56
6/27/2025	10810 - 10821	\$	35,081.49
		\$	53,643.06

MEMORANDUM

To: Glenn Rosenoff, Town Administrator

From: Craig Ford, Operations Manager

Ref: June 2025 Monthly Report

Date: July 01, 2025

We have faced a myriad of problems with the ISC building. We continue to have leaks in the lobby. We also have HVAC issues in the building. The Town entered into contract with J Ross to repair the windows of the building. Through a formal bid process, I hope to work with J Ross on this project to attempt to stop the leaking around some of the windows.

The ISC deck was also re-bid in June as the first bid did not receive any interest. We did receive two bids this second round, and that is on the July agenda for approval. I met with the contractor and talked with him about looking for any possible leaking from the deck that could be contributing to the leak in the lobby. I am hoping both contractors can start these two projects in July.

The HVAC system is under contract with Holston Engineering to develop bid specifications for the repair, or replacement of the geo-thermal HVAC unit in the building. The downstairs units were repaired by Norwell just days prior to their Teller-in- Residence series for the summer. The four window air conditioners Rick Duval installed upstairs have been a tremendous help.

We were hoping to have the contractor doing the CIPP work for Wastewater could complete CIPP treatment on the gutters and downspouts of the building. I have been informed by the company that the lines are too small and have too many turns in them. They are not going to be able to do the work.

I had another meeting with Todd Wood and Bill Kennedy regarding the sidewalk renovation project on West Main Street. We have developed a new plan that does not call for eliminating on-street

parking. This is on the July 14, 2025, Board of Mayor and Alderman agenda for approval. I think the plan is a good compromise.

I also met this month with Alderman Terry Countermine and two members of the Methodist Church Board regarding the dumpster pad for First Avenue. Again, we have reached a new plan that is a good compromise on this project. This item is also on the July 14, 2025, agenda for approval.

I have continued to work with Todd Wood on Phase 2 of the First Frontier Walkway project. I was able to draft and send out bid specifications to five contractors on this project. It was also advertised online and through the local paper. Bids are to be opened on July 03, 2025, and an agenda presentation will be presented at the July 14, 2025, meeting.

Phase II of this project includes the one-way street/sidewalk on Spring Street, sidewalk on Franklin Avenue, sidewalk on Depot Street from Woodrow to Depot Street Park, and the concrete island on Main Street.

The Street Department finished the installation of the dumpster pad at the Gillespie Building, as well as repairs to the asphalt in the parking lot. This was placed on the Washington County Highway Department paving list. I hope we can pave this parking lot this year and have it re-stripped.

The Street Department also completed the construction of the new intersection at Parsons Circle and Skyline. They did an excellent job on this project. I have spoken with the Highway Department and was told they would pave Skyline and Parsons Circle the week of July 07, 2025.

I completed the FEMA SAFER grant in June. The project took several days to complete. The grant is to hire seven firefighters. The grant is for 1.5 million dollars with the Town's total match for the three-year period at around \$500,000.00.

We have finally taken delivery on the asphalt "hotbox" trailer. This will be a game-changer for the Street Department in completing pothole repairs and utility cut repairs. Once the company receives payment for the trailer, they will send a representative to Jonesborough to train our staff.

I prepared a final budget document for the General Fund and the Solid Waste Fund.

Summers Taylor began the TDOT State Route 81 paving project in June. The project will cover West Main Street, Oak Grove Road, and West College Street. I have spoken with a local TDOT supervisor about a couple of concerns I would like to see addressed on the West College Street section. I am in hopes they will satisfactorily complete our requests.

We have experienced some issues with the mailbox placement on West Main Street as a part of Phase 1 of the Frontier Walkway project. We have addressed those on an individual basis and will continue to do so in the near future.

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

DATE: July 14, 2025 **AGENDA ITEM #:** *Consent Agenda*
5

SUBJECT: Committee Reports

1. Historic Zoning Commission
2. Jonesborough Planning Commission
3. Tree & Townscape

HISTORIC ZONING COMMISSION

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

June 12, 2025 – 6:00 PM

Minutes

Members Present: Frank Collins, Chad Hylton, Matt Kehn, Marcy Hawley, Colton Brasure, Nita VanTil, Rebecca Moss, Michael Kieta

Members Absent: Herman Jenkins

Call to Order

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

Addition to the Agenda

Motion: Nita Van Til made a motion, seconded by Michael Kieta, to add 122 E Main Street, 107 South Second Avenue, and 305 West College to the agenda. Motion passed unanimously.

Public Comments

There were no public comments.

Item 1: - New Business

1. 128 Boone St. – Owner/Presenter: Paul Davidhizar.

Request to replace the roof with 5-V Black Metal roofing, permission to remove two chimneys from the rear of the property, repaint the white pillars on the front porch the same color, repaint the gray foundation and front steps the same color, repaint the white outbuilding the same color and repaint the ceiling of the porch a light blue. The existing roof is asphalt shingles. The house was built around 1930 and is in the H-2 district. Currently, the house is considered non-contributing and will likely be considered contributing once the new criteria is applied.

The chimneys cannot be seen from the street and are unusable. One of the fireplaces has been sheet rocked over and the other one, located in the bedroom is inoperable. Per item 5.11 "The Commission will not approve the removal of a chimney, no matter how badly deteriorated it may be. Chimneys must be repaired and preserved." Prior to the meeting Dr. Kennedy provided the following guidance, "In recent history, three chimneys have been approved for removal. The HZC considered whether the chimneys were "character defining", could be seen from the street, or from nearby historic properties, and the location and age of the structure."

Matt Kehn shared concerns about allowing the removal of the chimneys. The chimneys can be seen from the properties to the rear of the house.

Motion: Nita VanTil made a motion, seconded by Michael Kieta, to approve the 5-V black, not glossy, metal roof, the removal of the two chimneys and the painting as presented. Six yea votes, One nay vote. Motion passed.

2. 605 W Main St. – Owner/Presenter: Bill & Marianne Anderson

Requested approval to replace the rotten composite wood on two Dormer Windows located over the garage with white vinyl D4 siding. Mr. Anderson also requested approval to remove

the guttering that was placed along the top of the dormer that contributed to the disintegration of the wood. The house was built in 2000 and is considered non-contributing.

Motion: Matt Kehn made a motion, seconded by Michael Kieta, to replace the composite wood on the two dormer windows over the garage with D4 vinyl keeping the same look and the removal of the gutters on the tops of the dormers as presented. Motion passed unanimously.

3. 122 E Main St. – Owner/Presenter – Brian Ponder

Requested approval for 3-ton air conditioner to be mounted on the roof and approval for exterior door. The air conditioner will be placed on the red roof, hidden well. The door is a five-panel exterior door. Mr. Ponder plans to add tempered glass to the top two panels of the door. He will attend a future meeting to get the color of the door approved. Chad Hylton recused himself from the vote.

Motion: Nita Van Til made a motion, seconded by Matt Kehn, to approve the installation of the air conditioner and the exterior door. Motion passed unanimously.

4. 107 S Second Ave. – Presenter: Jamie Newgarde

Requested approval to replace the gables with vinyl shakes. The current gables are rotted. Mr. Newgarde would like to paint the vinyl shakes green to match the doors. The building is non-contributing and would be non-contributing under the updated criteria. The building is made of concrete block with a layer of stucco. The current gables are vertical on one side and horizontal on the other. Both sides appear to be hardy board.

Motion: Michael Kieta made a motion, seconded by Nita Van Til, to approve replacing the gutters with vinyl shakes, painted green to match the doors, as presented. Motion passed unanimously.

Item II: Expedited

1. 305 W College

Frank Collins and Nita Van Til granted expedited approval for 305 W College to repair rotted porch wood. The rotted wood will be replaced with oak wood and be painted the same color to match.

2. 605 W Main St – Owner: Bill & Marianne Anderson

Frank Collins and Michael Kieta granted expedited approval to replace roof with asphalt shingles with same style and similar color (Timberline HDZ Pewter Gray). Frank Collins and Michael Kieta also granted expedited approval to repaint a wood retaining wall, deck and rails and bridge to Behr Wood Chip Solid Brown stain. The items are in the rear of the property, not viewed from the street, and are currently brittle and faded.

3. 208 W Woodrow Ave “Historic Church” – Contact: Dr. Evalina Huggins AMEZ

Frank Collins and Nita Van Til granted expedited approval to make small siding repairs with salvage wood from the Architectural Salvage Warehouse. They also granted approval to scrape, wash, and repaint the building the same color white as before.

Item III: Old Business

312 W Main St – Academy Hill

Frank Collins provided an update on Academy Hill gutter project. After consulting with Dr. Kennedy, and two gutter repair companies, Academy Hill has decided to repair the old box gutters on the rear of the building. One section will be bent back into shape. The gutter nails tie into the end of the roof rafters instead of fascia board. The gutters will be re-secured with long screws inserted into the roof rafters or a sister board. Fasteners will be added for additional support. One downspout will be straightened.

Item IV: Sandwich Board Discussion:

Proposed changes to the Advertising Standards and Guidelines were reviewed. The agreed-on language was discussed and listed below.

6. PORTABLE SIGNS AND EXTERIOR FURNISHINGS

Item 6A

Guidelines and Requirements

6A — Construction

1. Portable signs shall be no more than 42 inches tall and 24 inches wide.
2. A-frame or sandwich board signs hinged at the apex to be folded into a sandwich position when transported or stored, must be securely locked into position or have a chain so the sign is not unstable when it is displayed. Other portable signs must be mounted on stable stands.
3. Portable Signs shall not contain foil, mirrors, bare metal, or other reflective materials that could create hazardous conditions for motorists, bicyclists, or pedestrians.
4. Portable Signs shall not have attention getting attachments such as spinning or moving parts or balloons, streamers, or pennants.
5. Exterior furnishings and portable signs must be compatible with the style, historic period, and color scheme of the building, as well as the business. They must also be compatible with the public streetscape and complementary to the visible furnishings provided by the Town.
6. Exterior furnishings and portable signs must be constructed of durable metal and/or wood and must be in good condition, stable, and safe for public use and enjoyment.
7. Exterior furnishings and portable signs made of plastic are prohibited.
8. Portable sign shall not incorporate modern white backings such as dry ink white boards and white chalkboards. [Owners who were previously approved to display this type of sign will be allowed to continue to display the sign until July of 2026]. On August 8, 2024, the HZC approved the following update to the "Advertising Standards & Guidelines Overlay Zones H-1 and H-2": "No sign in the historic district shall have a "white board/ white chalkboard" backing of any kind".

6C – Location

5. Portable signs displayed in front of adjoining buildings must be uniformly placed in front of each building. The business owners can work together to determine the placement as long as the other conditions set forth in section 6C are met.

Motion: Rebecca Moss made a motion, seconded by Michael Kieta, to pass changes to the Advertising Standards and Guidelines, Portable Signs, items 6A and 6C. Motion passed unanimously.

Item V: Lighting Discussion:

HZC members shared concerns about lighting in the business district that may possibly violate the current Advertising Standards and Guidelines or the Municipal Code. Many businesses have twinkle lights that remain on while the business is closed.

The Commission agreed to table the discussion until the next meeting.

Item VI: Property Designation Committee:

HZC members are Nita Van Til, Rebecca Moss, Herman Jenkins, and Marcy Hawley. Ruth Verhegge expressed a willingness to continue serving on the committee as a community member. One more community member needs to be named. The committee will discuss and decide who to approach about serving on the committee. The committee will plan a meeting soon.

Item VII: Demolition by Neglect:

1. 208 W Woodrow Ave – “Historic Church”

Chair, Frank Collins, spoke with Dr. Huggins (contact person). She is responsible for AMEZ properties all over the southeast U.S. She stated some men from Baltimore will be here from Thursday, July 17-20 to address the issues. Gordon Edwards will have some old wood available at the Salvage Warehouse for small wood repairs. The wood will be scraped, washed, and painted the same color. Bushes will be trimmed, and weeds/vines will be removed. She expressed interest in selling the building for public/historical purposes.

Item VIII: HZC Database with Maps:

Amy Collins created an online database that HZC members can access. For each house in the H-1 and H-2 overlay zone, the database includes prior HZC actions dating back to 1970, maps, photos, and other information. Amy will attend a future meeting to demonstrate the database.

Item IX: Commissioners Comments:

There is a training in Chattanooga, July 15th about the National Register process. If any members attend, please bring information back to the group.

Michael Keita will reach out to the owners of 239 E Main St. to get an update on their foundation repair.

Item X: Approval of Minutes: May 22, 2025

Motion: Nita VanTil made a motion, seconded by Matt Kehn, to approve the May 22, 2025 minutes as presented. Motion passed unanimously.

Chair Frank Collins adjourned the meeting.

JONESBOROUGH PLANNING COMMISSION
Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN
May 20, 2025 – 6:00 PM
MINUTES

The Jonesborough Planning Commission met in a regular meeting on Tuesday, May 20, 2025, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

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

Staff Present: Glenn Rosenoff, Brandi Miller, JW Greene, Kevin Fair

Others Present: Renee Johnson, James Lively, Mat Epling

1. Public Comments:

James Lively, 1310 McCoy Circle, shared concerns about repercussions of rezoning 1215 E. Jackson Blvd. Primary concerns are 1) Privacy (if a restaurant is created on property); 2) No barrier between the subject property and his residence; and 3) Subject property drainage/erosion.

Matt Epling, Medicine Shoppe Owner, shared concerns about the potential for increased traffic depending on the ingress/egress plan for Chapmans Reserve.

2. Approval of Minutes – April 15, 2025

Motion: *Josh Conger made a motion, seconded by Robin Harpe, to approve the April 15, 2025 minutes as presented. Motion passed unanimously.*

3. Request to Rezone Property Located at 1215 East Jackson Boulevard from R-4 (Transition Residential District) to B-3 (Arterial Business District)

Sisana Sasorith, requested a rezoning of a tract of land located at 1215 East Jackson Blvd. from R-4 (Transition) Residential District to B-3 Arterial Business District. The subject property is further described on Washington County Tax Map 52-K, Group A Parcel 004.00. The proposed use of the property is to construct a Miso Teriyaki House.

The existing R-4 district is a unique zoning district as it requires commercial use within the R-4 to architecturally resemble residential structures to preserve the residential neighborhood integrity adjacent to arterial routes. The immediate zoning of the area (abutting the subject property) is R-1 and R-4 zones, both of which are “residential” in character. The immediate land uses are predominantly residential, with commercial use (professional offices) that does preserve the neighborhood integrity architecturally.

The R-4 District does permit “small cafés or eating establishments with seating seventy-five (75) seats or less and no drive-in windows”. The significant reason for the rezoning request

is that the owners' proposed eating establishment is primarily a drive-in window-oriented business. The B-3 district has more flexible type uses related to eating establishments. The rezoning of the subject property to B-3 would not be in character to the immediate and existing zoning and land uses, which are predominantly residential in nature, with the existing commercial use in the R-4 preserving the neighborhood integrity architecturally.

Staff recommended to deny the requested rezoning.

Motion: Darrell Fowler made a motion, seconded by Josh Conger to deny the request to rezone the property as presented. Motion carried unanimously.

4. Request to Rezone Property Located at 1776 Hwy 11-E (Washington County) from A-1 General Agriculture District to B-3 General Business District.

The rezoning request is for property not located within the town's city limits but within the town's Planning Region, and as such, the Jonesborough Planning Commission makes recommendations to the Washington County Board of Commissioners on rezoning matters within the region.

Robert Eastep requested the rezoning of a tract of land from A-1 General Agriculture District to B-3 General Business District. The subject property is located on Hwy 11-E, and further described on Washington County Tax Map 59, Parcel 169.02, and containing 1 acre. The current land use of the subject property is vacant.

The purpose of the rezoning is to permit the property owners of Jonesborough Funeral Home and Cremation Services located at 1776 Hwy 11-E (Parcel 175.00) to expand their business and add much needed parking for the funeral home business.

Staff's analysis of the immediate area abutting and adjacent to the subject property is a mixture of vacant, agriculture, residential, and commercial land uses. The expansion of the B-3 zone would not be out of character with the immediate land uses. Also, the expansion of the business to the south would require a landscaping buffer adjacent to the agricultural parcel (169.00).

It was recommended, based on the land use analysis and the immediate area, to rezone the subject tract from the A-1 General Agriculture Zoning District to the B-3 General Business District, to the Washington County Board of Commissioners.

Motion: Terry Countermine made a motion, seconded by Jim Rhein, to approve the rezoning of the subject tract from the A-1 General Agricultural zoning district to the B-3 General Business District to the Washington County Board of Commissioners as presented. Motion passed unanimously.

5. Request for approval by the Washington County Planning Office for Approval of a Zoning Text Amendment to Washington County Zoning Resolution Article VI, Use Requirements by District, Section 611, B-1 Neighborhood Business District Text Amendment.

Washington County Planning Director, Angela Charles, requested Jonesborough Planning Commission's approval of a zoning text amendment to Washington County Zoning Resolution Article VI, Use Requirements by District, Section 611, B-1 Neighborhood Business District.

Tennessee Code Annotated (TCA) requires that all jurisdictions within a County's urban growth boundary to consider text amendments prior to review by the County's legislative body. Therefore, the Jonesborough Planning Commission is being asked to consider the amendment to add churches and cemeteries to the county's B-1 Neighborhood Business District.

The text amendment would allow churches and cemeteries in the commercial districts, as the B-2 through B-4 districts pyramid back to the B-1, so allowing the uses in the B-1 also allows them in the other commercial districts.

Staff recommended the zoning text amendment to the Washington County Zoning Resolution Article VI, Use Requirements by District, Section 611, B-1 Neighborhood Business District to the Washington County Board of Commissioners, as presented.

Motion: *Josh Conger made a motion, seconded by Robin Harpe, to approve the zoning text amendment to the Washington County Zoning Resolution Article VI, use requirements by District, Section 611, B-1 Neighborhood Business District to the Washington County Board of Commissioners as presented. Motion passed unanimously.*

6. Request for Release of the Following Bonds:

a. Cash Bond for Elite Development Group LLC for Wendy's

A Cash Bond for Elite Development Group LLC was issued in the amount of \$35,160 for Wendy's at 300 East Jackson Boulevard. On March 18, 2025, the Planning Commission approved the reduction of the bond amount to hold back 30% of the bond (\$10,548). The site was inspected by Kevin Fair on April 30, 2025, and he recommended the release of the remainder of the bond as the site has been cleaned up and stabilized.

b. Performance Bond for Bradford Park PUD Phase II

A Performance Bond was issued for Bradford Park PUD Phase II in the amount of \$29,315 for the completion of topcoat and sidewalks. The site was inspected by Jonesborough Building Inspector, Kevin Fair, on May 13, 2025, and he recommended the release of the bond as the road and sidewalk are complete.

Motion: *Darrell Fowler made a motion, seconded by Terry Countermine, to approve the release of Cash Bond for Elite Development Group LLC in the amount of \$35,160 and the release of the Performance Bond for Bradford Park PUD Phase II in the amount of \$29,315. Motion passed unanimously.*

7. Request for approval of new monument sign for Starbucks located at 1504 East Jackson Blvd.

Starbucks requested approval for a monument sign to be located at 1504 East Jackson Boulevard, and further described on Washington County Tax Map 52, Part of Parcel 225.03.

In the B-3 district, a monument size may not exceed 100 square feet in sign area and not exceed 14 feet in height at ground level. The proposed sign is to be internally lighted, 14 feet in height, and 70 square feet in sign area. The monument sign meets the minimum requirements of the town's sign regulations.

Motion: *Bill Graham made a motion, seconded by Richie Hayward, to approve the new monument sign for Starbucks as presented. Motion carried unanimously.*

8. Request for final plat approval of the Eldridge Subdivision, Lots 4-7, located on Headtown Road and John France Road.

Item withdrawn.

9. Request for approval of a Home Occupation Permit located at 229 Spring Street.

Property owner, Renee Johnson, requested approval to establish a home occupation in an outbuilding located on the same lot as her primary residence. The proposed use is to hand pour candles and wax melt (Cozy Cottage Candles) and ship to customers with no retail sales taking place on the property. The subject property is zoned R-2 which allows any use in the R-1 zone, which contains the regulations for home occupations. The total square footage of the outbuilding is 400 square feet. The building will include space for one car for a total of 250 square feet for the business. A home occupation shall not utilize more than 1/3 the area of the principal building or a maximum of 500 square feet. At present time, the outbuilding has not been placed on site. The building will require a permit and meet all applicable codes.

Motion: *Jim Rhein made a motion, seconded by Josh Conger, to approve the Home Occupation permit located at 229 Spring Street as presented. Motion carried unanimously.*

10. Request for approval of a Site Plan and Grading Security for Wolfe-Boones Creek Phase 3.

Request made for site plan approval for the Construction Plans for Wolfe-Boones Creek Phase 3 located off of Boones Creek Road and a part of the "Reserve at Boones Cree" residential development, and further described on Washington County Tax Map 52, Part of Parcel 70.00. The overall preliminary plans for Wolfe-Boones Creek was approved by the Planning Commission in April 2021. Engineer, Todd Wood, attended the meeting and participated in the discussion.

The property is within the town limits and is zoned Planned Residential District (PRD). The developer plans to continue with multi-family townhome units as a Planned Unit Development. The proposed development meets the density of the zoning district. The total

site area permits for 197 dwelling units but is proposed for 130 dwelling units. Phase 3 consists of 18 dwelling units. The development's major access point is through the existing portion of development identified as "Section 1" or said section of The Reserves at Boones Creek. The proposed street will be public and 24 feet wide paved.

A trail system has been previously approved by the Planning Commission as part of the comprehensive pedestrian plan for the entire development, therefore no in lieu of sidewalk fee is required.

All utilities are available at the site for Phase 3. The site plan includes 1 fire hydrant to be installed by the developer. According to the development's engineer, Todd Wood, there is an overall stormwater plan for the comprehensive development plan. There will be additional phases across the valley and up the hill in the near future. At the time of presenting the construction plans for the future Phase 4, the plan will include the design and construction of a large stormwater pond for phase 3, 4, and the remaining phases. Currently, a detention pond is not needed because of the size of the open space for water from Phase 3 flows through and the size of the drainage area through the property.

The Grading permit Security Calculation Form was completed and totaled \$15,770.00.

Motion: *Bill Graham made a motion, seconded by Josh Conger, to approve the development layout for grading, road, stormwater, and utility plans as presented. Motion carried unanimously.*

Motion: *Bill Graham made a motion, seconded by Richie Hayward, to approve the grading security in the amount of \$15,770.00. Motion carried unanimously.*

11. Request for approval of a Site Plan, Grading Security, In-Lieu of Sidewalk Fee for Chapman's Reserve Subdivision located off East Main Street.

The request is for site plan approval for the Construction Plans for Chapman's Reserve Subdivision located off E. Main Street and connecting to Chuck's Alley, and further described on Washington County Tax Map 52, Parcel 225.00. The property is within the town limits and is split zoning R-1 Low Density Residential District and B-3 Arterial Business District. The proposed use will be for single family and two-family residential properties.

The B-3 zoning density reverts to the R-3 zone and has a minimum lot size of 6,000 square feet. The proposed lot sizes are 7,440 square feet. The zone permits single family, two-family (duplex) and multi-family dwellings. Only single family and two-family dwellings are proposed in the area zoned B-3. The R-1 zoning density has a minimum lot size of 15,000 square feet and permits single family dwellings. The plans indicate a total of 32 single family dwellings – 1 dwelling per lot; and a total of 8 duplexes (16 dwelling units), for a total of 48 dwelling units. The plans as submitted are less than the allowable density of the property under the current R-1/B-3 zoning.

The site plan shows a series of internal roads to be constructed as part of the development, including Road A, B, and C. There are 2 existing road systems shown on the plans that include access at E. Main Street and access at Chuck's Alley (Chuck's Alley connects from and to East Jackson Boulevard). The construction entrance is located at E. Main St. The

proposed streets are public and paved 24 feet wide. It is proposed to construct a sidewalk along one side of the new street in the development; therefore, an in-lieu fee of sidewalk is required. The total fee is \$17,200. All utilities are available at the site. The site plan includes 3 fire hydrants to be installed by the developer. A stormwater management plan has been submitted as part of the site plan dated May 1, 2025.

The Grading Permit Security Calculation Form was completed and totaled \$85,125.00.

Staff spoke with the Engineer and developers when the plans were received on May 1, 2025, regarding the Planning Commission discussing multiple growth issues and that the Subdivision Regulations were being amended soon regarding traffic impact studies for residential and commercial developments.

The proposed development based on density permitted is well below the maximum allowed so the impact is less, however without a traffic impact study, staff is utilizing a trips per day number of 10 per residential dwelling. The site plan indicates 48 dwelling units or an estimated total of 480 trips per day. Of course, the number may somewhat less or more depending on the circumstances of the day.

The main concern of planning staff to include the Operations Manager/Public Safety Director and Chief of Police is primarily the ingress/egress for the development at Chuck's Alley, and that Chuck's Alley is not capable of handling the projected traffic load. When you have two vehicles in the left turn lane, it blocks traffic trying to exit Pal's and it blocks access into the north entrance of the Medicine Shoppe. Mat Epling, Medicine Shoppe Owner, shared earlier in the meeting that currently there are upwards of 2,000 cars per day on that road.

One of the options is extending the "Ex. 50' Transportation Easement" as indicated on the site plan to the Lowes Home Center. The cost has not been determined but the elevation and topographical challenges, and the distance of approximately 320 feet could reach as high as \$500,000. The second option would be to remove the road median on East Jackson Blvd. and install a traffic signal. The recent bid for the mast-arm signalization project at Tiger Way is close to \$900,000 and is estimated at \$1M at this intersection.

Motion: Josh Conger made a motion, seconded by, Darrell Fowler, to approve the development layout for grading, road, stormwater, and utility plans as presented. Motion carried unanimously.

Motion: Terry Countermine made a motion, seconded by, Robin Harpe, to approve the grading security in the amount of \$85,125.00. Motion carried unanimously.

Motion: Frank Collins made a motion, seconded by, Terry Countermine, to approve the in-lieu of sidewalk fee in the amount of \$17,200.00. Motion carried unanimously.

Motion: Jim Rhein made a motion, seconded by, Robin Harpe, directing Staff and the Developer to work on a fire gate, traffic calming and an exit strategy options prior to the road being constructed. Motion carried unanimously.

Addition to the agenda:

Motion: *Robin Harpe made a motion, seconded by, Josh Conger to add Traffic Impact Study to the Agenda. Motion carried unanimously.*

12. Traffic Impact Study

The Planning Commission needs to vote on the proposed amendment and determine the number of dwelling units (residential) or square feet (non-residential) to establish the circumstances to indicate a traffic impact study is needed.

Glenn Rosenoff is working to get a traffic impact study cost estimate. In most cases the developer would be responsible for the cost of the traffic impact study.

Motion: *Bill Hayward made a motion, seconded by Robin Harpe, to require a traffic impact study with a residential development with 25 or more dwelling units or non-residential development with 30,000 square feet of floor space or more. Roll call vote was called. Tom Foster, no vote; Frank Collins, yes; Terry Countermine, yes; Darrell Fowler, yes; Bill Graham, yes; Robin Harpe, yes; Jim Rhein, yes; Josh Conger, yes; Richie Hayward, yes. Motion carried.*

Motion: *Frank Collins made a motion, seconded by Jim Rhein, to eliminate the mixed-use criteria of the traffic impact study resolution. Motion carried unanimously.*

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

Town of Jonesborough
Tree and Townscape Board
Meeting Minutes for June 23rd, 2025

The Jonesborough Tree and Townscape Board met in a regular meeting on Monday, June 23, 2025, at 11:06 a.m. in the Board Room at the Town Hall, Jonesborough, Tennessee. The meeting adjourned at 11:30 p.m.

Present: Terry Countermine, Lori Rosenoff, Nancy Kavanaugh, Melinda Copp, Teresa Smith, Melissa Ganshirt

Staff: Lauren Little

Absent: Geoff Hoare, Sue Henley, Virginia Kennedy

Nancy Kavanaugh called the meeting to order noting that a quorum was present.

There were no public comments.

Item 4. New Members

The June 2025 BMA meeting appointed two new members to the Tree and Townscape Board. We happily welcome Melissa Ganshirt and Teresa Smith. Melissa loves Jonesborough and loves the community we have established here. She is excited to be a part of the Tree and Townscape board. Teresa is passionate about historic landscaping and grew up in Jonesborough. She is excited to be a part of this board!

Item 5. Monarch Waystation

Stage Road Park has seen multiple improvements over the last year including the addition of a rain garden! This garden is at the crossroads of the freshly paved walking paths. This area harbors the excess runoff from the street and paths after heavy rain events. The terrain is depressed, making it suitable to hold water for plants that love wet feet! The area has been planted with Swamp Milkweed, various species of mint, and other perennials making this a pollinator haven in our local park. Due to the presence of Swamp Milkweed, we will be able to aid in the population recovery of the Monarch butterfly. Milkweed is a keystone species for the monarch, without it, the butterfly cannot complete its delicate lifecycle.

The Monarch Waystation Program is an opportunity to conserve this small but crucial area in our parks system and provide education for the public. A \$36 fee paid

directly to the program provides us with signage and a certificate officiating the presence of the Monarch Waystation.

The Board discussed how education for the public is of the utmost importance when it comes to pollinators and native plants. The board made a motion to approve the allocation of funds from the Tree and Townscape budget for the certification of the Stage Road Park Monarch Waystation. Lori Rosenoff seconded the motion for the Monarch Waystation certification and signage purchase.

Item 6. Ardinna Woods Arboretum Update

The Ardinna Woods arboretum is in bloom as summer comes into full swing! There have been many hours of volunteer work put into the space by the Dirty Street Fighters of Jonesborough and long-standing volunteers. The arboretum now has a gently used wheelbarrow donated by Terry and Sandy Countermine to replace the older ones no longer useful.

Frances Lamberts has been the keystone in the founding and upkeep of the arboretum. We are all grateful for her dedication to native plant restoration and public education. Frances has recently decided to step down from an active role in Ardinna woods to be more passive. I am confident that we must do something as a board to honor her years of service not only to the arboretum but to this board as well in years past. Chris Kudera and I have discussed multiple options including an updated sign for the butterfly garden, naming a different piece of a park after her, etc.

The question was proposed to the board about what the best option would be to honor Frances. The board members agreed the best option is to reach out to Foster Signs with a design to receive a quote on. The board discussed making a sign with a photo or painting of Frances in the background surrounded by coneflowers, her favorite native perennial.

Additional board comments:

The Mill Spring Fox Street greenspace was mentioned by Melinda Copp for some needed updates to the landscaping. Previous landscaping close to the building has died and there was inquiry as to getting evergreen replacements for these shrubs and short, native perennials in the beds. The future ownership of this plot depends on lease renewal agreements by the current leasee.

The board discussed the Jonesborough triangle in front of the Shell station on 11E. There is a desire to have the landscaping updated with color and limited obstruction of the Historic Jonesborough sign by plant material. Multiple board members mentioned that individuals new to the area have voiced a desire to them to update the sign appearance and landscaping. This is one of the major entrances to Historic Jonesborough, so the

initial impression holds significance. The request was for low growing shrub species and seasonal bloom rotation. However, it was mentioned by the board that due to the location along 11E, state approval is required for updates to this area.

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

Consent Agenda

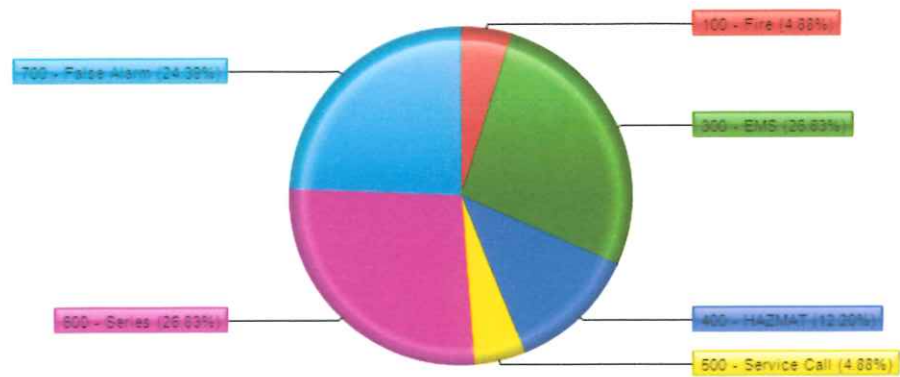
DATE: July 14, 2025 **AGENDA ITEM #:** 6

SUBJECT: Supervisor Reports

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

Fire Incident Type Breakdown

Incident Type Group	
100 - Fire	2
300 - EMS	11
400 - HAZMAT	5
500 - Service Call	2
600 - Series	11
700 - False Alarm	10
	41



Total Calls by District

District	2025-06-01	Total
County	22	22
Inside City of Johnson City	3	3
City	16	16
Total	41	41

Incident List by Alarm Date/Time

Incident Number	Alarm Date	Alarm Time	Location	Incident Type Code	Incident Type	NFIRS Number
25097748	6/2/2025 5:47:36 PM	5:47 PM	107 MILLER RD	611	Dispatched & canceled en route	0000307
25097883	6/2/2025 10:38:49 PM	10:38 PM	134 BERRY RIDGE RD	600	Good intent call, other	0000308
25098595	6/3/2025 9:05:06 PM	9:05 PM	1074 HAWK NEST CT	611	Dispatched & canceled en route	0000309
25098647	6/3/2025 10:30:16 PM	10:30 PM	114 W JACKSON BL	311	Medical assist, assist EMS crew	0000310
25098880	6/4/2025 8:57:10 AM	8:57 AM	201 HIDDEN FOREST CT	745	Alarm system activation, no fire - unintentional	0000311
25099078	6/4/2025 1:34:33 PM	1:34 PM	177 HIGHWAY 81 N	553	Public service	0000312
25099163	6/4/2025 3:01:14 PM	3:01 PM	132 HEATHER VIEW DR	745	Alarm system activation, no fire - unintentional	0000313
25099727	6/5/2025 9:44:26 AM	9:44 AM	684 OLD STATE ROUTE 34	745	Alarm system activation, no fire - unintentional	0000314
25100603	6/6/2025 1:51:41 PM	1:51 PM	1764 BOONES CREEK RD	671	HazMat release investigation w/no HazMat	0000315
25100628	6/6/2025 2:31:25 PM	2:31 PM	122 TIPTON RD	311	Medical assist, assist EMS crew	0000316
25101013	6/7/2025 12:30:44 AM	12:30 AM	304 SUGAR HOLLOW RD	322	Motor vehicle accident with injuries	0000317
25101152	6/7/2025 9:38:08 AM	9:38 AM	684 OLD STATE ROUTE 34	735	Alarm system sounded due to malfunction	0000318
25102067	6/8/2025 9:27:36 PM	9:27 PM	110 KIRK LN	600	Good intent call, other	0000319
25102107	6/8/2025 10:39:43 PM	10:39 PM	223 MATSON RD	311	Medical assist, assist EMS crew	0000320
25102697	6/9/2025 8:59:43 PM	8:59 PM	789 OLD EMBREEVILLE RD	322	Motor vehicle accident with injuries	0000321
25104204	6/12/2025 9:40:01 AM	9:40 AM	497 HEADTOWN RD	322	Motor vehicle accident with injuries	0000322
25104244	6/12/2025 10:50:09 AM	10:50 AM	156 VINES DR	611	Dispatched & canceled en route	0000323
25105810	6/14/2025 12:58:06 PM	12:58 PM	122 TIPTON RD	311	Medical assist, assist EMS crew	0000324
25107660	6/17/2025 6:40:37 AM	6:40 AM	2018 HIGHWAY 11 E	445	Arcing, shorted electrical equipment	0000325
25109967	6/20/2025 12:35:30 PM	12:35 PM	991 BOONES CREEK RD	745	Alarm system activation, no fire - unintentional	0000326
25110085	6/20/2025 3:20:08 PM	3:20 PM	COUCH RD	322	Motor vehicle accident with injuries	0000327
25110141	6/20/2025 5:10:45 PM	5:10 PM	PATTON MAY RD	622	No incident found on arrival at dispatch address	0000328
25110586	6/21/2025 8:25:53 AM	8:25 AM	507 BOONES CREEK RD	745	Alarm system activation, no fire - unintentional	0000329
25112170	6/23/2025 5:29:54 PM	5:29 PM	BOONES CREEK RD	322	Motor vehicle accident with injuries	0000330
25112784	6/24/2025 3:35:09 PM	3:35 PM	128 POTTER RD	744	Detector activation, no fire - unintentional	0000331
25112885	6/24/2025 6:22:32 PM	6:22 PM	739 DEPOT ST	138	Off-road vehicle or heavy equipment fire	0000332
25112899	6/24/2025 7:04:29 PM	7:04 PM	1523 PERSIMMON RIDGE RD	413	Oil or other combustible liquid spill	0000333
25112901	6/24/2025 7:08:12 PM	7:08 PM	111 W MAIN ST	743	Smoke detector activation, no fire - unintentional	0000334
25112970	6/24/2025 9:08:31 PM	9:08 PM	376 E JACKSON BL	444	Power line down	0000335
25113949	6/26/2025 9:45:20 AM	9:45 AM	263 BACON BRANCH RD	151	Outside rubbish, trash or waste fire	0000337

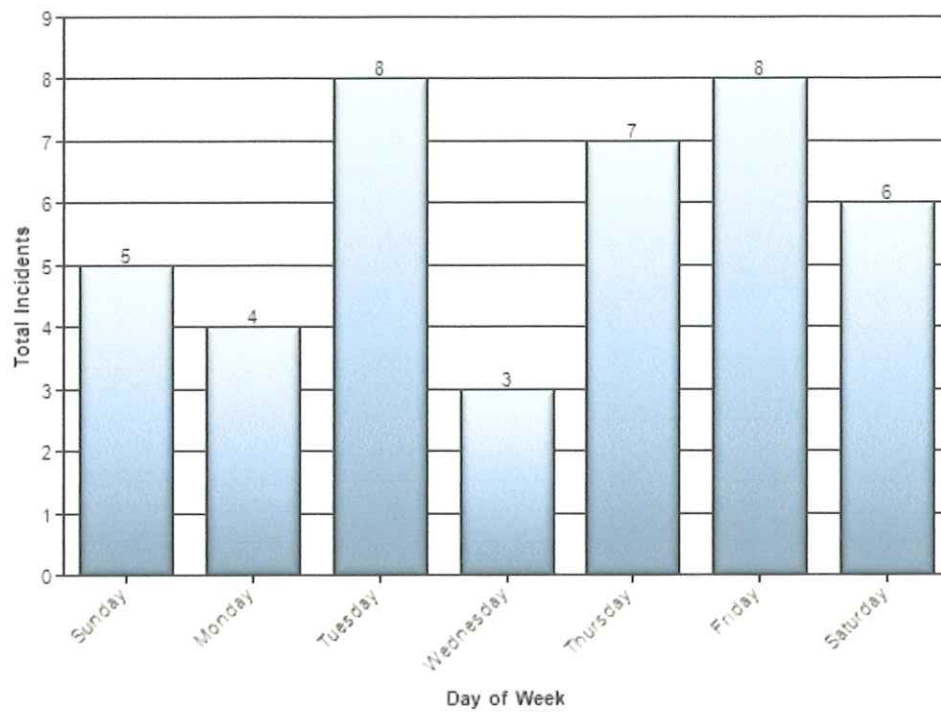
25114137	6/26/2025 2:15:38 PM	2:15 PM	1985 CARROLL CREEK RD	611	Dispatched & canceled en route	0000338
25114250	6/26/2025 4:50:30 PM	4:50 PM	119 OAKWELL LN	745	Alarm system activation, no fire - unintentional	0000339
25114263	6/26/2025 5:37:24 PM	5:37 PM	1801 HIGHWAY 81 S	445	Arcing, shorted electrical equipment	0000340
25114877	6/27/2025 3:40:43 PM	3:40 PM	264 BRANDONWOOD DR	631	Authorized controlled burning	0000341
25114930	6/27/2025 5:13:00 PM	5:13 PM	205 HAIRETOWN RD	500	Service Call, other	0000342
25114990	6/27/2025 7:27:44 PM	7:27 PM	188 STAGE RD	611	Dispatched & canceled en route	0000343
25115305	6/28/2025 10:07:50 AM	10:07 AM	1196 E JACKSON BL	650	Steam, other gas mistaken for smoke, other	0000344
25115550	6/28/2025 6:25:31 PM	6:25 PM	1985 CARROLL CREEK RD	744	Detector activation, no fire - unintentional	0000345
25116021	6/29/2025 4:05:25 PM	4:05 PM	14 OYCE ROWE CT	410	Combustible/flammable gas/liquid condition, other	0000347
25116030	6/29/2025 4:22:24 PM	4:22 PM	1102 BOONES CREEK RD	324	Motor vehicle accident with no injuries.	0000348
25116080	6/29/2025 6:46:39 PM	6:46 PM	MATSON RD	322	Motor vehicle accident with injuries	0000349

District	Incident Type Code	Alarm Date	Incident Number	NFIRS Number	Addresses Combined More
CRV					
	138				
		6/24/2025 6:22:32 PM	25112885	0000332	739 DEPOT ST
	311				
		6/3/2025 10:30:16 PM	25098647	0000310	114 W JACKSON BL
	322				
		6/23/2025 5:29:54 PM	25112170	0000330	BOONES CREEK RD
	324				
		6/29/2025 4:22:24 PM	25116030	0000348	1102 BOONES CREEK RD
	410				
		6/29/2025 4:05:25 PM	25116021	0000347	14 OYCE ROWE CT
	413				
		6/24/2025 7:04:29 PM	25112899	0000333	1523 PERSIMMON RIDGE RD
	444				
		6/24/2025 9:08:31 PM	25112970	0000335	376 E JACKSON BL
	600				
		6/8/2025 9:27:36 PM	25102067	0000319	110 KIRK LN
	611				
		6/12/2025 10:50:09 AM	25104244	0000323	156 VINES DR
		6/27/2025 7:27:44 PM	25114990	0000343	188 STAGE RD
	650				
		6/28/2025 10:07:50 AM	25115305	0000344	1196 E JACKSON BL
	743				
		6/24/2025 7:08:12 PM	25112901	0000334	111 W MAIN ST
	744				
		6/28/2025 6:25:31 PM	25115550	0000345	1985 CARROLL CREEK RD

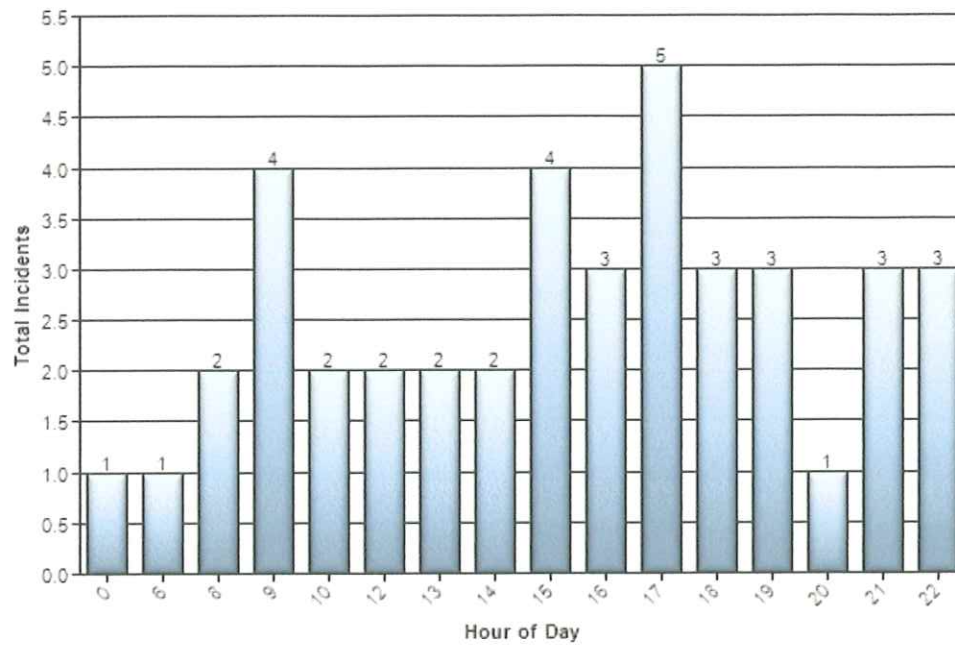
	249				
		6/26/2025 4:50:30 PM	25114250	0000339	119 OAKWELL LN
		6/20/2025 12:35:30 PM	25109967	0000326	991 BOONES CREEK RD
		6/21/2025 8:25:53 AM	25110586	0000329	507 BOONES CREEK RD
County					
	353				
		6/26/2025 9:45:20 AM	25113949	0000337	263 BACON BRANCH RD
	311				
		6/14/2025 12:58:06 PM	25105810	0000324	122 TIPTON RD
		6/6/2025 2:31:25 PM	25100628	0000316	122 TIPTON RD
		6/8/2025 10:39:43 PM	25102107	0000320	223 MATSON RD
	377				
		6/12/2025 9:40:01 AM	25104204	0000322	497 HEADTOWN RD
		6/20/2025 3:20:08 PM	25110085	0000327	COUCH RD
		6/29/2025 6:46:39 PM	25116080	0000349	MATSON RD
		6/7/2025 12:30:44 AM	25101013	0000317	304 SUGAR HOLLOW RD
		6/9/2025 8:59:43 PM	25102697	0000321	789 OLD EMBREEVILLE RD
	445				
		6/17/2025 6:40:37 AM	25107660	0000325	2018 HIGHWAY 11 E
		6/26/2025 5:37:24 PM	25114263	0000340	1801 HIGHWAY 81 S
	500				
		6/27/2025 5:13:00 PM	25114930	0000342	205 HAIRETOWN RD
	553				
		6/4/2025 1:34:33 PM	25099078	0000312	177 HIGHWAY 81 N
	600				
		6/2/2025 10:38:49 PM	25097883	0000308	134 BERRY RIDGE RD
	611				

		6/2/2025 5:47:36 PM	25097748	0000307	107 MILLER RD
		6/26/2025 2:15:38 PM	25114137	0000338	1985 CARROLL CREEK RD
	622				
		6/20/2025 5:10:45 PM	25110141	0000328	PATTON MAY RD
	631				
		6/27/2025 3:40:43 PM	25114877	0000341	264 BRANDONWOOD DR
	671				
		6/6/2025 1:51:41 PM	25100603	0000315	1764 BOONES CREEK RD
	735				
		6/7/2025 9:38:08 AM	25101152	0000318	684 OLD STATE ROUTE 34
	744				
		6/24/2025 3:35:09 PM	25112784	0000331	128 POTTER RD
	745				
		6/5/2025 9:44:26 AM	25099727	0000314	684 OLD STATE ROUTE 34
Inside City of Johnson City					
	611				
		6/3/2025 9:05:06 PM	25098595	0000309	1074 HAWK NEST CT
	745				
		6/4/2025 3:01:14 PM	25099163	0000313	132 HEATHER VIEW DR
		6/4/2025 8:57:10 AM	25098880	0000311	201 HIDDEN FOREST CT

Monthly Breakdown of Incidents



Hourly Breakdown of Incidents



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	13	1,493,560.00	13,318.10	4	0	7		2
June	15	1,492,616.81	13,312.24	5	0	6	4	0
July								
August								
September								
October								
November								
December								
TOTALS	95	\$14,391,887.35	\$125,197.11	37	13	33	6	6

Year-To-Date

New House Permits	Monthly Total	Year-To-Date
New House Permit Fees	1,300,000.00	\$10,060,681.00
Commercial Permits	11,150.00	\$85,817.28
Commercial Permit Fees	0.00	\$3,602,223.76
Renovations, Additions Permits	0.00	\$31,239.06
Renovations, Additions Permit Fees	192,616.81	\$728,982.59
	2,162.24	\$8,140.77

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	13	1,493,560.00	13,318.10
June	18	3,181,275.00	17,998.04	June	15	1,492,616.81	13,312.24
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	95	\$14,391,887.35	\$125,197.11

TOWN OF JONESBOROUGH
2025 BUILDING PERMITS

	DATE	OWNER	ADDRESS	CONSTRUCTION	COST	FEE
JUNE						
	6/5/25	Henley Const. & Development	474 Middays Rest	House	350,000.00	2,975.00
	6/5/25	Henley Const. & Development	488 Middays Rest	House	350,000.00	2,975.00
	6/6/25	Randal Henley	915 Russell Circle	Roof Over Deck	6,000.00	51.00
	6/13/25	Tim Broderick	1665 Meadow Creek Lane	Carport	2,600.00	22.10
	6/16/25	Cheryl Garland	182 Old State Route 34	Mobile Home	0.00	100.00
	6/16/25	Tucker Home Builders, LLC	500 Middays Rest	House	300,000.00	2,550.00
	6/16/25	Tucker Home Builders, LLC	518 Middays Rest	House	300,000.00	2,550.00
	6/16/25	Lai Mooi Chai-Bunce	622 Bittersweet Trail	Sunroom	8,459.00	71.90
	6/16/25	Brandon Arrowood	1269 Meadow Creek Lane	Above Ground Pool	10,000.00	85.00
	6/17/25	Hometown Plumbing	204 West Main Street	Plumbing	5,357.81	45.54
	6/23/25	Roto-Rooter	209 Spring Street	Plumbing	5,200.00	44.20
	6/23/25	Karl Klein	140 Boone Street	Renovation	100,000.00	850.00
	6/23/25	Chris Churchwell	337 Azure Landing	Swimming Pool	50,000.00	850.00
	6/24/25	Jeff Thomas	105 John Sevier Ave	New Back Deck	5,000.00	42.50
	6/25/25	Ronald McDowell	1578 West Main St	Modular Home		100.00
				TOTAL	1,492,616.81	13,312.24

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

Summer 2025 – Every camp was full this summer with waiting lists! We ended the summer with 108 registrations. Our June camp schedule was as follows:

June 2- 7 th	Play-in-a-Week Camp, 4 th – 8 th grades.
June 9-13	Artsploration Camp, K-3 rd grade.
June 9-13	Pottery Studio 101, K-3 rd grade.
June 16-20	Artsploration Camp, 4 th -7 th grade.
June 16-20	Pottery Studio 202 Camp, 4 th -7 th
June 23-27	Pottery Studio 101, K-3 rd
June 23-27	Artsploration Camp, K-3 rd

Last summer we had such an extensive wait list for our K-3rd grade camps that I decided to have 2 for this age group in 2025. Although both camps for K-3rd were full, the second camp was slow to fill up. Instead, this year, we had a wait list for 4th-7th grade camps, which has never happened before. We also experienced some serious burnout this month by adding the additional camp. We will go back to 3 weeks of camp in 2026 and skip the week with the Juneteenth holiday. That way our staff can have their days off and camps will not be disrupted.

Summer 2025	108 registrations	Increase of 36% due to the additional camp
Summer 2024	79	
Summer 2023	74	

This was successful, but I fear we do not have enough staff to increase the number of camps in 2026. Therefore, we will revert to 3 camp weeks in June next year. We can add some one-day workshops to make up the difference.

Summer camp took most all our time this month. Campers arrive at 9am. The first-round leaves at noon. Some stay with us and eat lunch. The second round arrives at 1pm and stays at 4pm. We provide snacks for each camp. We hire instructors to conduct the camps but our staff support the camps by checking students in and out, helping take children to the restroom, attend to any accidents, falls, or application of band aids, etc. It is a fun month but it is exhausting!

Fall 2025 – The fall catalog went online during the month of June. I worked with our instructors to get their class descriptions, logistics, and budget details. I calculated the budgets and registrations fees. Bre put the classes into our online system, Course Storm. Skye then took the Course Storm descriptions and designed our hard-copy catalog. I have written and sent out a press release that the Marketing Team will release after JBO Days. They will also schedule me for TV and Radio interviews. Nori and Martha have been busy printing the catalogs and distributed them in downtown. After JBO days we will work on getting more catalogs distributed. We will also print flyers and send digital flyers to the school systems. And, we will start our social media posting schedule. So far we have 30 registrations for fall already. This is a great start to the season. My goal for fall 2025 is 220 registrations.

Fall Market – This event will be August 23rd. We have received several submissions for the fall market. The deadline for submissions is July 11. During the month, I have also corresponded with several of the applicants regarding questions and accessibility issues.

Exhibits - Artists Stephen Simmerman and Jaimi Biggs, both professors at Concord University opened Friday, June 6, 5 – 7pm. This exhibit will be up through July 4. We helped the artists carry in their artwork. I placed the artwork where I wanted it, and Nori and Martha hung the show. Skye wrote the press release and did a video about the exhibit and artists. The opening was not well attended. However, we have had a number of visitors come through to view the exhibition and we did sell one piece. Our next exhibit opens on July 17, 5 – 7pm. The artist is Chasidy Hathorn. Her exhibition of paintings will run through August 15th. I met with Chasidy in June to go over all the exhibit planning. She has sent us her photos and biography so that we can start promoting the exhibition.

Budget, Building, and Grounds – Our grounds have been kept beautiful this summer by the company's hired by the Town. Parks and Rec removed two Juniper bushes in the parking lot this past February and planted native flowers and they are in full bloom now. They look lovely. There are no major concerns with the building currently. We will be writing a grant to the Tennessee State Museum in hopes of getting funding for the window replacement. I also attended an online seminar hosted by the TN State Museum regarding the grant and application process.

I met with Janet Jennings in June to go over the need for our part-time positions. I am only asking for 2 part-time positions even though we lost two full-time volunteers. Their workable hours went from 40 hours each per week to 29 hours each per week. Therefore, we have still lost 22 working hours. We will be cutting back on a few things to help minimize their workload. Hopefully, over the next couple of years we can work our way back to previous staffing levels.

We received the Berea College Traditional Arts Grant again. The amount was less than requested and less than last year. I had to revise the original budget and submit that information to Berea. We will not subsidize the spring classes with the grant. Instead, I will save money for summer camps in 2026 to keep our camps affordable.

Rentals – We did not have a lot of rentals this month due to summer camps but the ones we did have went well. July will not be a heavy month of rentals either due to the play. Martha Blaser will be overseeing the rental program while Bre Walker-Schadler is on parental leave.

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.

250th Semi quincentennial – Tennessee, Voices and Volunteers – After the meeting I sent out an email to all the participants asking for their program dates and times. Once I get that information I will work with Cameo to do a Town of Jonesborough page.

NETMA Awards – the McKinney Center won a Pinnacle Award for the Re-branding of StoryTown Radio Show. Skye created all the posters and graphics last year for the show. We had a lot of help from the Marketing Team as well.

Other Tasks:

- 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.
- Prepared and coded invoices.
- Sent Sheri Course Storm deposit information from classes.
- Communicating with instructors about classes, promoting classes, etc.
- I attended a JBO Days meeting.

June 2025 Monthly Report, Anne G'Fellers-Mason

Program Manager

StoryTown Radio Show/StoryTown Initiative

Our annual "Salute to Veterans" in May was sold out. The musical guest was the Jonesborough Novelty Band and storyteller Milbre Burch joined the cast. Mauk's of Jonesborough sponsored. To date, we have sold 37 season passes. We've raised \$3,800 in sponsorship money for 2025 so far.

- As of this report, there are 75 tickets sold for the June show.

"Can't Get Away with This"

The play is in rehearsal and tickets are on sale now. So far, we have sold 87 tickets. Publicity is ramping up and we already have several media appearances scheduled. We will also be doing a billboard. I would love to hold a memorial for Officer Hood in tandem with the play and work with the Jonesborough Police Department to get his name added to the National Law Enforcement Officers Memorial. He is the only Jonesborough policeman to be killed in the line of duty. We have raised \$3,500 in sponsorships/donations for the play.

Story Collecting

We collected four stories at our June 20th Listening Day at the Senior Center. The next Listening Day will be in September.

- We have received three stories via the Regfox form about Jimmy Neil and another story was dropped off on my desk. I will be collecting more stories about Jimmy Neil this summer and fall. I have several leads I am pursuing.

Summer Camp

Play in a Week Camp was very successful. The campers' original play premiered to a full house on June 7th. I am currently applying for the Arts Build Community grant from the Tennessee Arts Commission for the 2026 camp. We did have parents ask us if we would consider doing another version of the camp during the school year or offer other theatre classes. The students who come to this camp find it very beneficial for their mental health.

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.

Total Downloads: 277 in the last thirty days

Social Media Posts

Facebook last 28 days

Page Followers: 1.6K

Page Following: 454

Most interacted with Post – Boosted ad for June show (15,496 views, 5,963 post reach), One Week Notice for June 20th Listening Day (2,933 views and 1,897 post reach)

Views: 31,737

Post reach: 10,564

New Page Followers: 14

Interactions: 936

Link clicks: 145

Instagram last 30 days

Followers: 865

Views: 6,637 (43.6% followers, 56.4% non-followers)

Content Interactions: 529

Profile Visits: 39

The “Can’t Get Away with This” reel featuring the Central Christian Church had 181 views. A reel from the May Radio Show featuring the Jonesborough Novelty Band had 172 views.

YouTube last 28 days

Subscribers: 18

Views: 19

Watch Time: 0.1

New Subscribers: 0

Impressions: 334

Numbers for Month

StoryTown Volunteers: 27 (Number of volunteer hours, 48)

Story Brigade Volunteers: 4 (Number of volunteer hours, 8)

CGAWT Play Cast Volunteers: 16 (Number of volunteers hours, 320)

Interactions: Play Rehearsal – 145, Play in a Week Camp – 102, Play in a Week Camp Performance – 88, CGAWT Related – 3, America 250th Meeting – 13, Crowns Meeting – 2, Governor’s School – 33, Marketing Team – 3, Listening Day – 4, StoryTown Production Meeting – 2, Jonesborough Days- 13, Misc - 1

Total for Month –440

June 2025 Monthly Report, Skye McFarland

Outreach For the month of June we have had two in-person outreach events, Blue Plum Festival and the June Farmer's Market. At these two events we reached about 465 people. I have worked this month to organize and work the craft at Blue Plum, assured that our StoryTown assistant was ready to take the craft to the farmer's market. I worked to recruit volunteers and communicate with them before these events. We have been working this month to prepare a craft for Jonesborough Days, and I have been helping Martha Blaser work on decorations for our Jonesborough Days float. For social media reach this month, we have done decently considering it has been a slower month for us. It has been slower as it was the break between summer camp and fall semester posting and had no major events to boost. I posted almost daily about upcoming events, the radio show, created the ad for the radio show on their page, posted about the exhibit on display, and continued to mention our Fall market coming up.

Facebook- Page Follows: 5,568

New Page Follows: 31

Instagram- Followers: 2,082

Reach: 10,367

YouTube- Subscribers: 271

Watch Time: 14.8 Hours

New Subscribers: None

Month	Number	Digital	Paper	
January		36,755		36,755
February		30,044	70	30,114
March	1517	66397	30	67,944
April	555	85398	40	85993
May		75868	40	75908
June	465	53946	30	54441
July				0
August				0
September				0
October				0
November				0
December				0
				351,155

Volunteers In the month of June, volunteers have helped us with donating more summer camp snacks, working on the StoryTown Radio Show, and Blue Plum helpers. For these events and for the donations needed, I worked to recruit through emailing the volunteer list and key clubs. I worked to maintain contact with those who signed up and send them reminders and details regarding events. I posted about volunteers and sent out a press release, but I believe it has been lost due to Jonesborough Days. I will re-send it to our marketing team after this event is over.

	McKinney	StoryTown	Total
January	14	152	166
February	14	102	116
March	20	128.5	148.5
April	51.5	3	54.5
May	40	342	382
June	53		
July			
August			
September			
October			
November			
December			
			867

Community Engagement Sub-Committee This sub-committee met on May 22 on Zoom. We will meet again on June 27th on zoom, again. We will discuss upcoming events, outreach, and past events. For this meeting I took minutes from the last meeting, created an agenda, and contacted the members.

Marketing & Miscellaneous Videos: I created a slideshow to advertise the Fall classes, put clips together of Booker T. Alumni videos to pass along to the news, created a slideshow requesting Jonesborough Days volunteers, edited and uploaded the Play in a Week Performance, and created a video of Stephen Simmerman and Jamey Biggs' exhibition. I also recorded our interview with Margaret Thea Dudley for the Booker T. Alumni project.

Photography: I took photos of all our camps including Play-In-A-Week, Artsploration, and Pottery camps. Kay Grogg took photos of the June radio show, and I edited them. I took cast head shot photos of the "Can't Get Away with This" cast.

Graphics: During June the largest graphics project that I worked on was creating the Fall 2025 catalog from the class descriptions and putting them in photos. I also created graphics for the July radio show, a billboard design for the Fall classes, a billboard design

for the “Can’t Get Away with This” play, and a graphic requesting straws from our community for our Jonesborough Days craft. I also created an insert for the June radio show advertising our upcoming events.

Other tasks this month have included creating sign ups for our staff to work Jonesborough Days and the upcoming play, created an Asana plan for the showing of the “Indelible Appalachians” film we’ll be showing here in September, worked with summer camp to help with check-in, check-out, snacks, and lunch.

Breanna Walker-Schadler June Monthly Report- McKinney Center

Classes & Special Events:

During June, we hosted four weeks of summer camp. Play-in-a-Week was June 2-June 7th for 5-8th graders. The first week of Artsploration and Pottery Studio 101 was June 9th – June 13th. The second week of Artsploration and pottery Studio 202 was June 19th – June 20th. The final week of summer camp was Artsploration and Pottery Studio 202 was June 23rd – June 27th. We had 605 students in June.

Anne Mason held rehearsals for Can't Get Away with This Monday – Thursday of every week. She typically had at least thirteen crew members at each rehearsal. Summer camp parents and rehearsals helped contribute to our general visitor numbers for June. We hosted the June radio show production "How Did You Get Here?" with Jenny and the Weazels on June 23rd. We sold 86 tickets and had 104 visitors including cast and crew. We had 727 visitors in June.

Rentals:

We had 2 rentals in the month of June. CASA of Northeast Tennessee held a volunteer appreciation in classroom 2 on June 5th 5-8pm. They had 28 people in attendance. A community member held their 50th wedding anniversary at the center in the auditorium on June 28th from 11:00-5:00pm. They had 90 people in attendance. We had 118 rental visitors in June. Total rental income for June was \$680.00.

Front Desk:

I spend my shift at the front desk greeting people and answering the phone. Questions this month were about summer camps, rentals, and "Can't Get Away with This". I communicate with Roger every morning about the set-ups for the building. Other staff help me set up rooms midday and clean up the center as necessary. I hosted the second part of intro to building manager training for all staff, just to go over general customer service and website questions. I am continuing to train Martha for a hour a day in my position for when I go on leave in July.

MBM Support:

I would alternate with other staff whose turn it was to check children in and out of summer camp every day. Staff would still need to be at the front desk during this time. Staff would alternate who gets snack ready, who sits with children during the twice daily snack, and who sits with the "lunch club" children. We submitted the June summer camp faculty payments to send to teachers through the mail. We had 108 registrations for summer camps and private lessons.

Faculty sent their class proposals to Theresa by June 2nd. I went through and had all classes added to coursestorm around June 4th. After Theresa finished the class budgets, I made sure the totals were updated and matched both coursestorm and the hard catalog. Staff went through the hard copy catalog several times to make sure they had correct information and matched with the online system. Theresa sent the final drafts to teachers to finish reviewing. Staff began to print catalogs at the Jackson the last full week of June to make sure we had enough to pass out to summer camp students, around town, and during the Jonesborough Days festival.

Private lessons resume in the month of July. I spent time contacting students from May to make sure they signed up again for July after the break. Jonathan Edens has 5 students, Roxanne McDaniel has 2 students, and Rheva Myhre does not have any. Private lessons will begin the week after Jonesborough Days and continue through November. I spent time updating the June host schedule and making the July host schedule. The hosts were scheduled for the following hours during the month of June: Kelly – 3.25 hours, Nancy – 4 hours, Robin – 3.5 hours, Chasity – 4 hours, Kay – 13.5 hours, Micah - 9 hours, Wayne – 16 hours.

Donations:

We received \$500.00 in donations in June.

Martha Blaser – June 2025 Monthly Report – McKinney Center

McKinney Center:

- Summer Camp
 - Helped to check in campers as they arrived and check out as they left
 - Assisted with daily snacks for the campers and supervised them outside
 - Ate lunch with the campers who attended both Artsploration and Pottery camps on selected days
 - Assisted teacher with any needs that were identified
- Front Desk
 - Watched the front desk and assisted visitors as needed
 - Worked with Bre to begin training for their maternity leave
 - Led a rental tour and booking on 6/24
- Booker T. Washington School Tour
 - Continued to work on research for the BTW School tour
 - Began incorporating feedback from the first draft into a second draft
 - Continued working on a binder for my research for staff to use
 - Had a meeting on 6/11 to discuss feedback and next steps
 - Assisted Anne with Governor's School tour and activities on 6/10
- Meetings
 - Attended weekly staff meetings
 - Attended Marketing Meeting on 6/18
 - Attended StoryTown meeting on 6/18
- Simmerman and Biggs Exhibit
 - Printed and cut out labels for each artwork
 - Assisted in hanging artwork in selected position

Outreach:

- Blue Plum
 - Attended the Blue Plum festival in Johnson City on 6/6 from 3pm-7pm and 6/7 from 10am-6pm
 - Worked in the kids' craft tent, helped children with the spin art craft, and informed parents about the McKinney Center mission
- Jonesborough Days
 - Worked with Skye to plan a bolo tie craft and make examples
 - Worked with Skye to plan for the parade float and create decorations

Norah Shaw, June Monthly Report- McKinney Center

Outreach:

This June, I printed and distributed copies of StoryTown Radio Show posters, as well as posters for our upcoming murder-mystery play in downtown Jonesborough and Johnson City. I also printed many copies of our new fall catalog to be distributed to summer camp attendees, as well as distributed at the upcoming Jonesborough Days event and downtown businesses. Another way I contributed to outreach this Month is by making social media posts. I created and uploaded five social media posts to our StoryTown Facebook and Instagram page, in addition to the posts made by other members of our staff. During the month of June, I also attended the Jonesborough Farmers Market where I represented the McKinney Center! I assisted children with an interactive craft activity and shared with parents what we do at the McKinney Center.

StoryTown:

This month, I produced June'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 June'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. During this June's radio show, I helped with special effects! I attended the rehearsal for the event and helped with props, set up and sound effects. On the day of, I helped gather supplies and set them up beforehand, as well as placing outdoor signage for the event. Once the radio show started I successfully managed sound effects. After the event ended, I helped take down and clean up. During the month of June, I also hosted two interviews with people who attended or were involved with Booker T. Washington School. These include Margerat Rhea Dudley and Pam Daniels. These interviews are to be shared during the Booker T. Washington Alumni exhibit we're hosting September of 2025.

Meetings:

During the Month of June I attended four weekly staff meetings, two Storytown production meetings, and a marketing 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 June, we have children's summer camps happening each week. I assisted with summer camp by helping children check in, assisting with snack/break time, supervising lunch breaks, and helping children check out at the end of the day. As mentioned above, I also attended the Jonesborough Farmers Market, where I represented the McKinney Center. I assisted children with a craft activity, and provided information to parents about what we do at the McKinney Center. The last event I assisted with this June was our aforementioned 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 managed sound effects and assisted with set-up and take-down.

Supervisor Report for June 2025

Senior Center

All hands were on deck to process and renew our membership of 2,402 people. The membership drive was held from June 16th-June 30th.

Our cooking class for June included making food from Jamaica. We had a special guest, a member of the Senior Center is from Jamaica, and she included songs and stories for the class. We had a great turnout and a wonderful time. Our hiking group the Red Liners took a trip to the Natural Tunnel in Virginia; we enjoyed a ride to the tunnel and a four-mile hike with a picnic at the end. We completed our Walk Across America challenge and of the 75 participants 67 made it to the finish line. Our winner completed the challenge in 14 days, a record.

We partnered with the McKinney Center and collected stories about Jimmy Neil Smith during our Listening Day on June 20th.

We are working on outsourcing our Senior Center trips, I have been working with a travel agent that can plan our trips. We hope to take an overnight trip in the fall and look forward to using travel agencies to broaden our members' excursion opportunities. Looking forward we are partnering with Parks and Recreation to host our Senior Swim event at Wetlands Water Park on July 22nd, this event is open to anyone 50 and older. We are also partnering with the Jackson Theatre on the same day and hosting our members and other local Senior Centers for the movie Breakfast at Tiffanys.

Lincoln Park

Mulch was added to the beds at Lincoln Park, a special thank you to Parks and Recreation for coordinating the Washington County inmate crew to spread 14 pallets of mulch. We are thankful to all our community partners who make the Senior Center and Lincoln Park look great. The University of Tennessee Extension Master Gardeners continue to harvest and manage the raised beds at Lincoln Park. The produce is such a blessing to our meal program and for our members. Any harvested vegetables that are surplus are made available to our senior members.

We kicked off our pottery class in June, taught by Carolyn Tomko. The pieces turned out great and the members seemed to really enjoy themselves. We also hold a monthly journaling class in the Education building. The gardening classes provided by UT Extension were a huge hit and we look forward to upcoming classes. The Education Building at Lincoln Park provides a wonderful meeting space for classes surrounded by the beauty of the park. We are currently working with Washington County School system to move our Pickleball group from Stage Road Park to Tiger Park. Our group has grown significantly, and the extra courts would support the growth. Bocce Ball, Shuffleboard, Cornhole, Lincoln Loopers and Parkour Silver continue to go well. We have adjusted the times to accommodate the weather.

Respectfully,

Mary Regen, Director







Monday	Tuesday	Wednesday	Thursday	Friday
<p>Color-Coded Calendar Key:</p> <p>...Closing Announcements or Altered Classes</p> <p>... New or Infrequent Classes, or Special Events</p> <p>... Trips</p> <p>...Scheduled Activities meeting at Lincoln Park</p>	<p>1</p> <p>8A: Balance & Stretch 8A: Lincoln Loopers 9A: Silver Sneakers Ener-Chi 9A-11A: Pottery: C. Tomko 9A: Pickleball 9A: Instructional Cornhole 10A: Chair Yoga 10A-2P: Massage Therapy 10A: Bridge 12:30P: Cribbage 1P: Movement w/ Intention 1:30P: Knit Pickers 2P: Zumba Class 3P: Yogalates 5P-7P: Open Line Dancing</p>	<p>2</p> <p>9A: Silver Sneakers Classic 10A: Silver Sneakers Circuit 11:30A: Café Connection 12P: Hand & Foot 1P: An Encouraging Word 1P: Scrabble 1:30P: Meditation with Lotus 2P: Fun Pump 2P: Chess 2:45P: Equip. Orientation 3P: Chair Yoga</p>	<p>3</p> <p>No Massage Therapy Today</p> <p>8A: Balance & Stretch 8A: Silver Sneakers Splash 9A: Silver Sneakers Ener-Chi 9:30A: Veteran's Meet & Greet 10A: Bocce Ball 10A: Gentle Yoga 1P: Bridge 2P: Kickboxing Class 3P: Yogalates 4:30P: Line Dancing Level 1 6P: Join the Jam 6P: Line Dancing Level 2</p>	<p>4</p> <p>CLOSED in observance of Independence Day</p> 
<p>7</p> <p>8A: Silver Sneakers Splash 9A: Silver Sneakers Classic 9:30A: Stitch Therapy 10A: Instructional Shuffleboard 10A: Silver Sneakers Circuit 10:30A-11:30A: "Coffee & Chat with Kathy" 12:30P: BINGO by AssureSource 1P: Mahjong 1:30P: ROOK 2P: Life Fit 3P: Gentle Yoga</p>	<p>8</p> <p>8A: Balance & Stretch 8A: Lincoln Loopers 9A: Silver Sneakers Ener-Chi 9A: Pickleball 9A: Instructional Cornhole 10A: Chair Yoga 10A-2P: Massage Therapy 10A: Bridge 11:30 Bethel Housing Residents Only Cookout 12:30P: Cribbage 1P: Movement w/ Intention 1P: Trivia with Budds by Christian Assisted Living 1:30P: Knit Pickers 2P: Zumba Class 2P: Alzheimer's TN 3P: Yogalates</p>	<p>9</p> <p>9A: Silver Sneakers Classic 10A: Silver Sneakers Circuit 11:30A: Café Connection 12P: Hand & Foot 1P: An Encouraging Word 1P: Scrabble 1:30P: Meditation with Lotus 2P: Fun Pump 2P: Chess 2:45P: Equip. Orientation 3P: Chair Yoga</p>	<p>10</p> <p>8A: Balance & Stretch 8A: Silver Sneakers Splash 9A: Silver Sneakers Ener-Chi 10A-2P: Massage Therapy 10A: Gentle Yoga 10A: Bocce Ball 10A: Writers Group 1P: Bridge 2P: Kickboxing Class 3P: Yogalates 4:30P: Line Dancing Level 1 6P: Join the Jam 6P: Line Dancing Level 2</p>	<p>11</p> <p>9A: 8-Ball Tournament 9A: Silver Sneakers Classic 9:30A: Cooking Class with Mary & Susan: 10A: Silver Sneakers Circuit 10A: Bridge 10:30A: Fun with Trivia 12:30P: Sun Safety & Ice Cream Social by Princeton Transitional Care 1P: Beg. Double-Deck Pinochle 1P: Scrabble 1P: Joyful Women's Bible Study 1P: Parkour Silver 1:30P: ROOK</p>

Flip over, to see the rest of the month

<p>14 8A: Silver Sneakers Splash 9A: Silver Sneakers Classic 9:30A: Stitch Therapy 10A: Instruct. Shuffleboard 10A: Silver Sneakers Circuit 10:30A-11:30A: "Coffee & Chat with Kathy" 12:30P: BINGO by <i>Abundant Christian Living</i> 1P: Mahjong 1:30P: ROOK 2P: Life Fit 3P: Gentle Yoga</p>	<p>15 8A: Balance & Stretch 8A: Lincoln Loopers 9A: Silver Sneakers Ener-Chi 9A: Pickleball 9A: Instructional Cornhole 10A: Chair Yoga 10A-2P: Massage Therapy 10A: Bridge 10A: Regions Bank: Preparing A Personal Savings & Spending Plan 12:30P: Cribbage 1P: Movement w/ Intention 1:30P: Knit Pickers 2P-3P: General Technology Assistance RETURNS 2P: Zumba Class 3P: Yogalates 5P-7P: Open Line Dancing</p>	<p>16 Not meeting this day "An Encouraging Word" 9A: Silver Sneakers Classic 9:30A: Painting with Tania: "" 10A: Silver Sneakers Circuit 10A: Book Crazyies 11:30A: Café Connection 12P: Hand & Foot 12:30P: Lauren's Ridges & Roots: 1P: Scrabble 1:30P: Meditation with Lotus 2P: Fun Pump 2P: Chess 2:45P: Fitness Equipment Orientation 3P: Chair Yoga</p>	<p>17 8A: Balance & Stretch 8A: Silver Sneakers Splash 9A: Silver Sneakers Ener-Chi 9:30A: Mid-South Financial 10A-2P: Massage Therapy 10A: Gentle Yoga 10A: Bocce Ball 1P: Bridge 2P: Kickboxing Class 3P: Yogalates 4:30P: Line Dancing Level 1 6P: Join the Jam 6P: Line Dancing Level 2</p>	<p>18 9A: 9-Ball Tournament 9A: Silver Sneakers Classic 9:30A: Not Your Mother's Sewing Guild 10A: Silver Sneakers Circuit 10A: Bridge 10:30A: Fun with Trivia 11A: Rockin' with Robin: Erwin Linear Trail/ Lunch at Clinchfield Sub Station 1P: Beg. Double-Deck Pinochle 1P: Scrabble 1P: Joyful Women's Bible Study 1P: Parkour Silver – No Instructor this day 1:30P: ROOK</p>
<p>21 8A: Silver Sneakers Splash 9A: Silver Sneakers Classic 9:30A: Stitch Therapy 10A: Instruct. Shuffleboard 10A: Silver Sneakers Circuit 10:30A-11:30A: "Coffee & Chat with Kathy" 12:30P: BINGO by <i>Dillow-Taylor</i> 1P: Mahjong 1:30P: ROOK 2P: Life Fit 3P: Gentle Yoga</p>	<p>22 8A: Balance & Stretch 8A: Lincoln Loopers 9A: Silver Sneakers Ener-Chi 9A: Pickleball 9A: Instructional Cornhole 1P: Habits of Health by Delora Bennett 10A: Chair Yoga 10A-2P: Massage Therapy 10A: Bridge 12:15P: Bus departs for Jackson Theatre Movie Day: Breakfast at Tiffany's 12:30P: Cribbage 1P: Movement w/ Intention 1:30P: Knit Pickers 2P: Zumba Class 3P: Yogalates 6P-8P: Senior Swim Night at Wetlands \$5</p>	<p>23 Not meeting this day "An Encouraging Word" 9A: Silver Sneakers Classic 10A: Silver Sneakers Circuit 10:30A-12P: Christmas in July Card Making 11:30A: Café Connection 12P: Hand & Foot 12:30P-2P: Christmas in July Card Making 1P: Scrabble 1:30P: Meditation with Lotus 2P: Fun Pump 2P: Chess 2:45P: Fitness Equipment Orientation 3P: Chair Yoga</p>	<p>24 8A: Balance & Stretch 8A: Silver Sneakers Splash 9A: Silver Sneakers Ener-Chi 8:30A: Red Liner's Hike 9:30A-10:45A Gratitude Journal 10A: Gentle Yoga 10A: Bocce Ball 10A: Writers Group 10A-2P: Massage Therapy 1P: Bridge 2P: Kickboxing Class 3P: Yogalates 4P: Advisory Board 4:30P: Line Dancing Level 1 6P: Join the Jam 6P: Line Dancing Level 2</p>	<p>25 9A: Silver Sneakers Classic 9:30A: Bowling & Lunch 10A: Silver Sneakers Circuit 10A: Bridge 10:30A: Fun with Trivia 1P: Beginner Double-Deck Pinochle 1P: Scrabble 1P: Joyful Women's Bible Study 1P: Parkour Silver 1:30P: ROOK</p>
<p>28 8A: Silver Sneakers Splash 9A: Silver Sneakers Classic 9:30A: Stitch Therapy 10A: Instruct. Shuffleboard 10A: Silver Sneakers Circuit 10:30A-11:30A: "Coffee & Chat with Kathy" 12:30P: BINGO by <i>Visiting Angels</i> 1P: Mahjong 1:30P: ROOK 2P: Life Fit 3P: Gentle Yoga</p>	<p>29 8A: Balance & Stretch 8A: Lincoln Loopers 9A: Silver Sneakers Ener-Chi 9A: Pickleball 9A: Instructional Cornhole 10A: Chair Yoga 10A-2P: Massage Therapy 10A: Bridge 12:30P: Cribbage 1P: Movement w/ Intention 1:30P: Knit Pickers 2P-3P: General Technology Assistance 2P: Zumba Class 3P: Yogalates</p>	<p>30 9A: Silver Sneakers Classic 10A: Silver Sneakers Circuit 11:30A: Café Connection 12P: Hand & Foot 1P: An Encouraging Word 1P: Scrabble 1:30P: Meditation with Lotus 2P: Fun Pump 2P: Chess 2:45P: Fitness Equipment Orientation 3P: Chair Yoga</p>	<p>31 8A: Balance & Stretch 8A: Silver Sneakers Splash 9A: Silver Sneakers Ener-Chi 10A-2P: Massage Therapy 10A: Gentle Yoga 10A: Bocce Ball 10:30A: Lunch Bunch: 1P: Bridge 2P: Kickboxing Class 3P: Yogalates 4:30P: Line Dancing Level 1 6P: Join the Jam 6P: Line Dancing Level 2</p>	<p>UPDATED 6/24/25</p>



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

Updates and Projects

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

Main Street and Downtown

Attended the TN Main Street Manager Meeting in Greeneville TN where we learned more about grant opportunities, resources for small businesses and other tools to strengthen our downtowns.

Tourism

Worked with Visit JC and NETTA on marketing campaigns.

Collaborated with the Storytelling Center on upcoming marketing co-ops.

Attended the NETTA board meeting and was officially voted in as their treasurer.

Marketing

The marketing focus for the month was heavy for Jonesborough Days while we still had a focus on Wetlands, MOTS, and Brews & Tunes.

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

Worked with Robert King on content efforts for Jonesborough Days and mapped out our photo and video plans.

Events

My monthly report may be short this month but that is because majority of my time was spent working on Jonesborough Days Festival.

We will have our wrap up meeting in a couple of weeks, but overall, the event was great. We had a nice crowd for the parade and fireworks. Carson Peters brought a huge crowd for the 4th, considering we didn't have fireworks that night. The ABBA band had everyone up and dancing. Began working on details for the Wizardly World of Jonesborough event, where Main Street Jonesborough works with JAMSA to co-produce this event.

Began planning for Brews & Boos (fundraiser for Brews & Tunes).

Jonesborough



DEPARTMENT of PUBLIC SAFETY

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

Jonesborough Department of Public Safety June 2025 Monthly Report

- CITATIONS & ARRESTS**

Offenses	Count
Sex Offenses, Forcible	1
Assault	8
Larceny/Theft	13
Counterfeiting/Forgery	2
Fraud	1
Vandalism	2
Miscellaneous (TIBRS Group B)	6
Miscellaneous (Department Only)	4
Total:	37

Memos	Count
Accident Report Refusal	1
Animal Destruction	1
Assisting Other Agency	2
Community Relations	18
Crisis Intervention Report	5
Event After Action Report	4
Field Interview	2
Found Property	1
K9 Deployment	2
Miscellaneous Information	10
No Tow Form	4
Officer Assistance Form	8
Property Damage/Misc	9
Sensitive Information Report	1
Trespass Warning	7
Total:	75

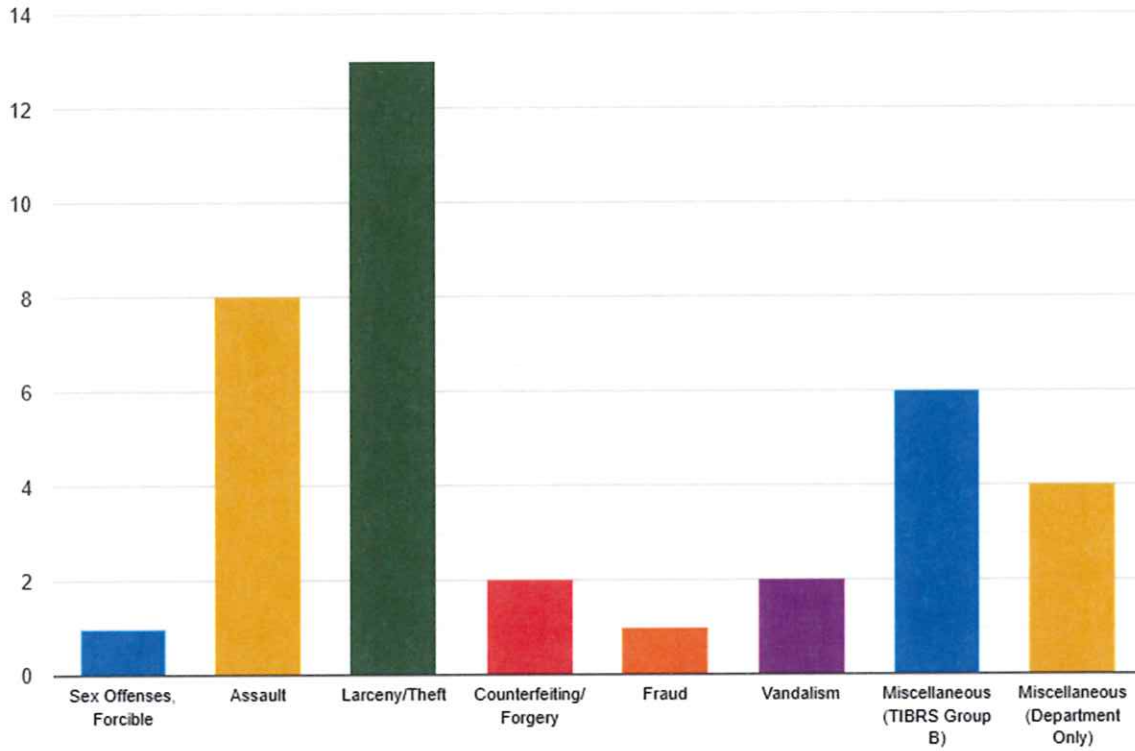
Arrests	Count
Adult (On-View Arrest)	10
Adult (Summoned/Cited)	34
Adult (Taken Into Custody)	10
Total:	54

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

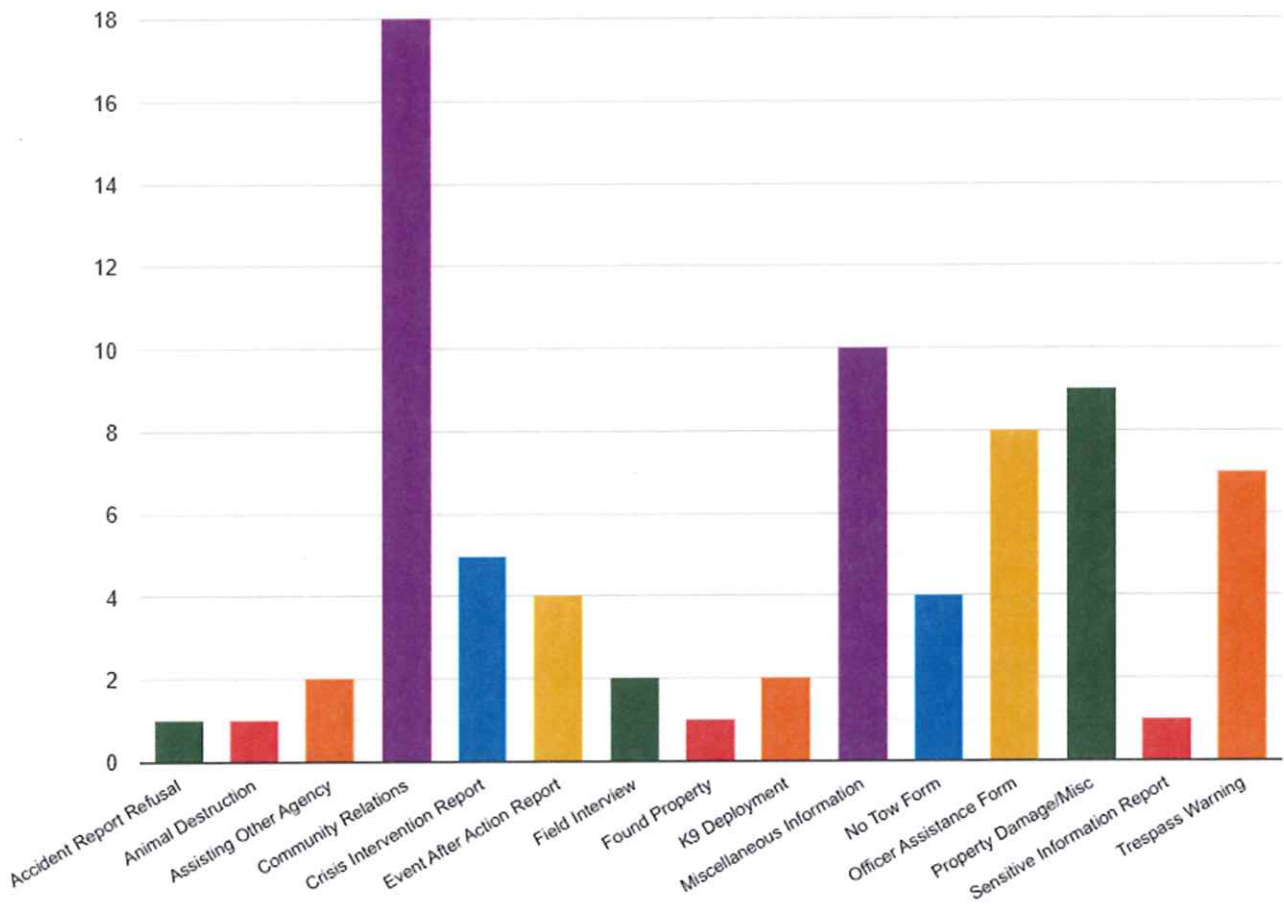
Non-Investigatory Crashes	Count
Injury possible	1
Property damage (over \$ threshold)	1
Property damage (under \$ threshold)	2
Total:	4

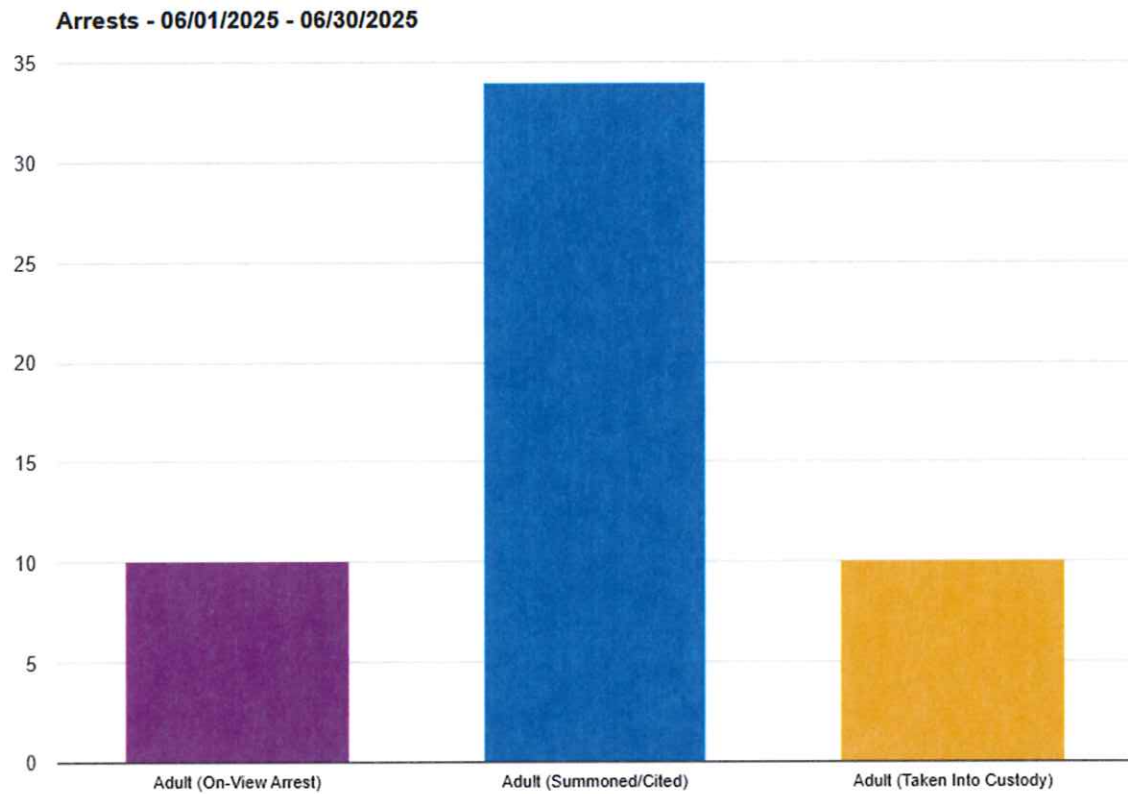
Tickets	Count
Traffic (Municipal Court)	303
Traffic (Washington County Juvenile Court)	4
Traffic Charges (Municipal Court)	587
Traffic Charges (Washington County Juvenile Court)	5
Tow	8
Warning	137
Total:	452

Incidents - 06/01/2025 - 06/30/2025



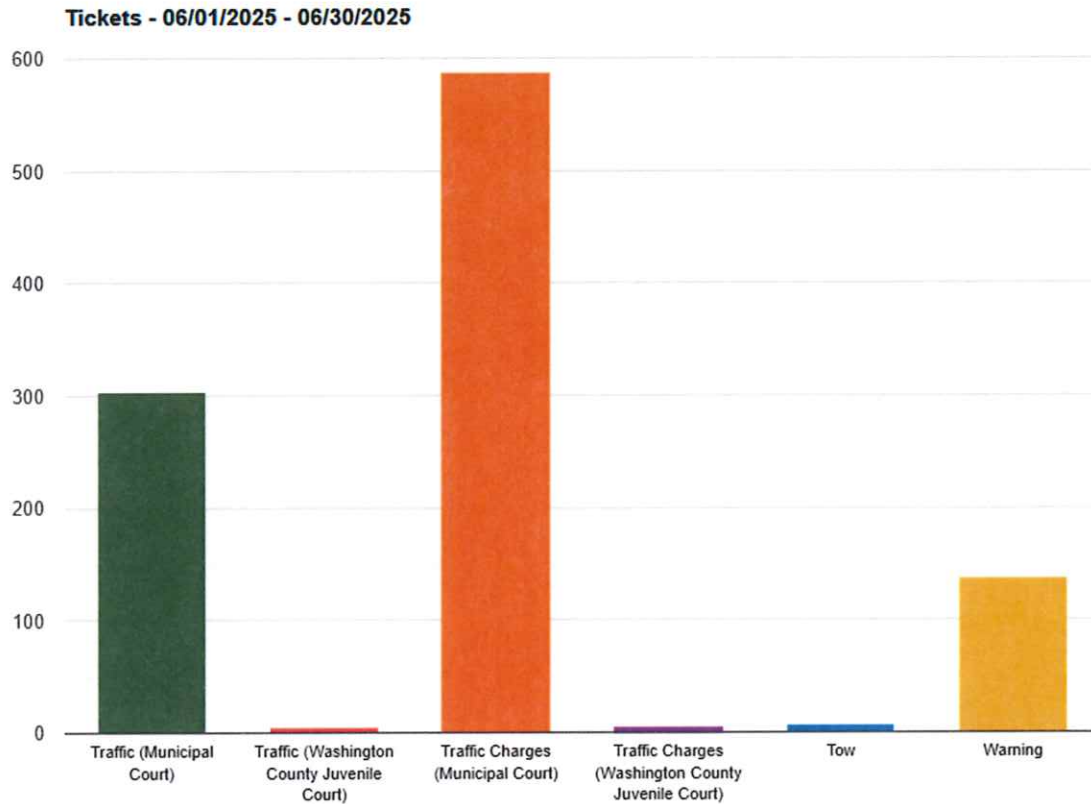
Memos - 06/01/2025 - 06/30/2025





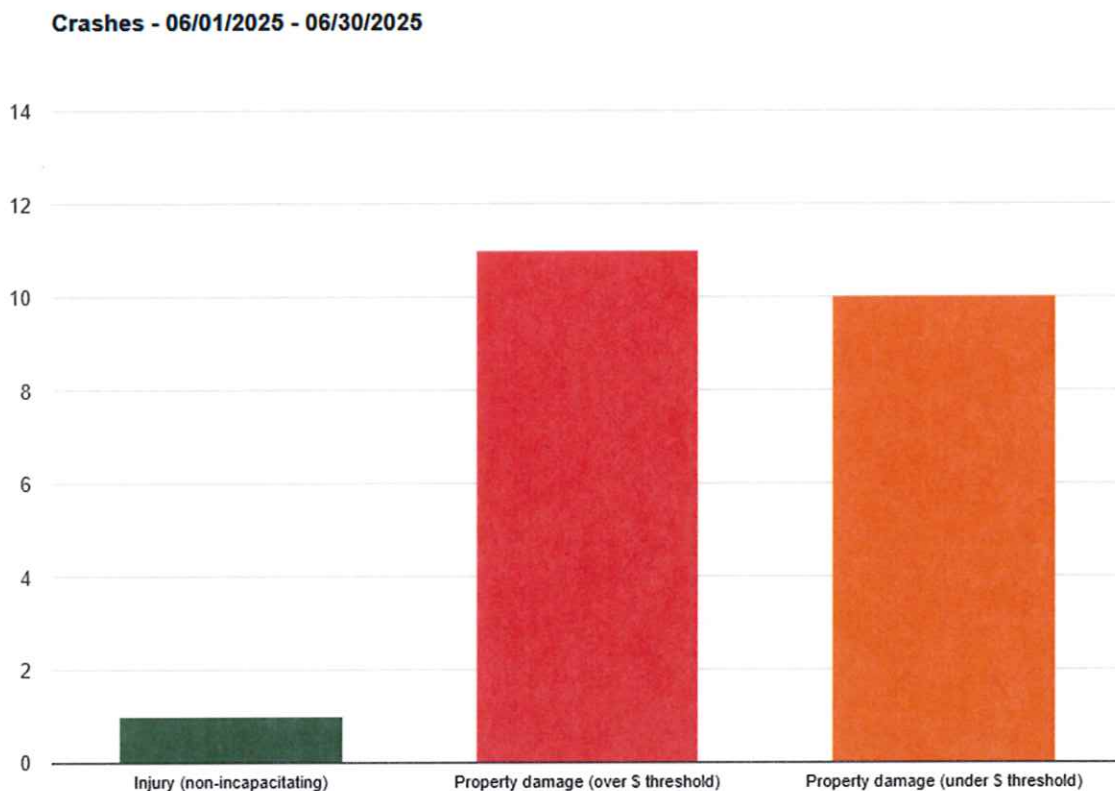
- **CRIMINAL INVESTIGATIONS**

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



- MOTOR VEHICLE CRASHES**

A total of **(26)** crashes were reported and investigated for the month of June. 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**

K9 hours were reported later. Here are the K9 stats for the month of May.

- K9 Cygan: 28 hours of training and recertification
- K9 Daryl: 22 hours of training and no deployments
- K9 Falco: 16 hours of training and 3 deployments

- **RESERVES**

Reserve Officer	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date
Beagle, William				30	42.5	18.5							91
Chiarieli, James				19	40	15.5							74.5
Collins, Robin	13	7	7	8	10	6							51
Dickens, Travis				26.5	24.5	25							76
Dugger, Peyton				10.5	41			Resigned					51.5
Elliott, Cody				10.5									10.5
Grecco, Corbin				20.5	21	38.5							80
Greenway, Chester		8	32	9	6								55
Hough, Richard				10.5	6.75	4							21.25
Lyons, Robert				9	10.5	18.5							38
McCracken, Logan				25.5	5.5								31
Rice, Jesse	9			16									25
Wilt, Paul				21.5	19	10.5							51
Wood, George				10.5	19	11.5							41
TOTALS:	22	15	39	227	245.75	148	0	0	0	0	0	0	696.75

- **CODE ENFORCEMENT**

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

- DISPATCH TRANSACTIONS FOR JCPD

For June, our dispatchers assisted Johnson City Police Department with approximately (26) transactions.

- **OTHER CALLS FOR SERVICE**

There were **(1513)** CAD Entries for the month of June.



June 2025 Redflex Report

From June 1st through June 30th the traffic cameras registered a total of **(2898)** violations with **(0)** violations remaining for processing. Of the total violations, Redflex and Jonesborough officers rejected **(244)** resulting in **(756)** violations mailed. The primary reasons for violations being rejected are Plate/Vehicle Obstruction, Glare/Weather Conditions, Incorrect Plate and Extended Vehicle.

The highest number of violations occurred at Jackson at Forrest (Westbound) with **(391)** violations followed by Forrest at Jackson with **(324)**.



Utility Manager Monthly Report

JUNE 2025

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

Distribution Department installed 12 new service taps and repaired 31 service leaks for the month of June. Water Distribution has also done 6-meter box replacements and located 362 TN 811 one calls.

Water Quality Department read 13,756 meters and set up 2 new service meters for the month of June. The Water Quality Department cut off 41 meters with 1 of those for non-payment. 41 meters have been serviced and 18 locations entered into harmony. The Water Quality Department had a total of 15,826 total actions taken in the month of June. The Water Quality Department completed all scheduled flushing for the month of June.

Water Treatment Plant processed 83.632 million gallons of water with a daily average of 2.787 million gallons per day in the month of June. The monthly BacT testing is completed with 30 samples made. The Water Treatment plant is operating at full capacity and needs an upgrade. The security camera installation will start on April 7th, 2025, at the water plant site. The Turbidimeters were replaced on Tuesday June 24th. The Miox units were repaired June 27th. The water system scored 98 on the Sanitary Survey for 2025. Chandler Bennett & Dustin Purcell have passed their Grade 3 Operators exam.

Wastewater Department operated under normal conditions for the month of June. Wastewater had three releases due to contractor activities, and no overflows in June. Numerous pump station repairs, taps, repairs and pump station cleanings were completed in June. The APC in Telford is progressing and is expected to be fully operational in July 2025. All industries are within compliance. WWTP is operating well. The diesel redundancy pump did operate in June. The month of June experienced 15 days of precipitation for a total of 4.98 inches. The need for further I&I work is still apparent. Current data indicates a daily inflow rate between 30-45 %. For June, this rate was 29%, equating to an average of nearly 183,000 gallons daily.

County Water Line Construction Crew has completed Jackson Bridge Rd. line extension – Bridge crossing per contractor will begin pending site set-up. Crew have installed and are cleaning up, putting on finish touches on the first phase of Taylor Bridge Rd.

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. Construction at Hwy 81 N pump station has begun.

We have had a productive June in Utilities. 2025 Sanitary Survey has been completed with a score of 98 for our water system. June has had an abundance of leaks repaired, as well as tap installs. We are on schedule with OpenGov and the Cartegraph phases. Once online this system will give utilities the asset management to implement more preventive maintenance measures as well as a more detailed account of assets within the water system. Construction on the Hwy 81 N Booster Station has begun. Jackson Bridge Rd. project is completed – Bridge crossing to begin per Southern Construction pending site set-up. All departments have turned in their 2025–2026-year budgets and have been sent in for adjustments and finalization. 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. Generator sites are currently being laid out and constructed. Generators have been ordered and are currently several months out. Currently 125 of 143 easements have been signed for the 24” Transmission line installation. Sewer easements for the “A” Station project are all completed, construction to begin pending cost summary and bid of phase 1 & 2. 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. Bids will start July 31st for the Water Treatment Project. As of now, we have two vacancies in Distribution. All other departments in Utilities positions are filled.

Kevin Brobeck

Utility Manager

Town of Jonesborough
Water Quality Department
Monthly Report
JUNE 2025

<u>Meters Read:</u>	<u>Meters Cut On:</u>	<u>Meters Cut Off:</u>	<u>Meters Rechecked:</u>
13,756	90	41	44

<u>Meter Maintenance:</u>	<u>Non-Payment :</u>	<u>Customer Inquiries:</u>
	1	105

30 Meters Marked

41 Meters Serviced

18 Locations Entered in Harmony

<u>Water Line Flushing:</u>	<u>Service Line Leaks:</u>	<u>Reports & Spreadsheets:</u>
219	18	1,102

<u>Valve Maintenance:</u>	<u>Water Line Locates:</u>
43 Valves exercised	16

Dispatch & Service Calls:

302

Total Actions Taken:

15,826



TOWN OF JONESBOROUGH

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

Monthly Report June 2025

Water Distribution

Complaints Total - 3 5 - Total Complaints Last Month

Taps Installed - 12 10- Total Taps Last Month

Tennessee One Call - 362 300 - Total Last Month

This Month there were 362 locations marked on our Water System for proposed work such as Telephone Co, Gas co, Cable co, and Power Board.

Water Leaks Total-31 32 - Total Last Month

Down Meters Installed Total - 0 2 - Last Month

Meter Box Replaced Total - 6 4 - Total Last
Month

Paving Locations - 24 2- Total Last Month

Yard Work Clean Total - 3 5- Total Last Month

1. Yards to sow (150 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 shorthanded and having only limited time to dedicate to GPS program. Currently we are looking at 10-15 years before the water system is completely mapped.

Meter Change Out Program

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

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

For the month of June 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. . The town also started a small line extension on Headtown Rd @ John France Rd. and installed a 3 way valve at the intersection and crossed the intersection of John France Rd and Headtown Rd with 80 feet of 6" DI water line

Upcoming Line Extensions Town Crew

Yankee Camp Rd- 300' of 6" DI Completed

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

Yankee Camp Rd 300 feet 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 June County Construction Crew

The county construction crew has concentrated on cleaning up and putting the finishing touches on the first phase of the Taylor Bridge Job

July 2025 Monthly Report

- I 81 N BPS – Traxon will complete installation of the 6-inch waterline and 6-inch check valve vault for the proposed BPS. Complete disinfection, hydrostatic testing and water sampling on the 6-inch waterline. Set pre-cast concrete vault for the booster pump station. All valves, check valve, tie-in points and fire hydrant will be GPS'd.
 - Waterline Crossing at Jackson Bridge – Southern Constructors Inc (SCI) will complete installation of the pipe supports on the bridge concrete girder for the 6-inch waterline crossing the week of July 1st. Potentially complete installation and testing of the 6-inch DIP waterline and the 6" expansion coupling into the pipe supports along the concrete girder.
 - GIS Survey - Complete GPS and ArcGIS mapping of the Reserve at Boones Creek subdivision waterline, water meters and sewer cleanouts & Hales Road existing waterlines.
 - OpenGov GIS integration next steps teams meeting on Tuesday July 1st with Darrin Belcher and Rob Hench (GRW Engineering) to provide information on 8-layer per service for water & sewer assets and unique ID numbers in ArcGIS.
-



TOWN OF JONESBOROUGH

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

Wastewater – June 2025 Monthly System Operations Summary

Date: July 3, 2025

Customer Calls:

Total: 5 Resolved: 5

TN811: Taken: 470 Required Action: 247

Sewer Taps:

New: 4 Completed: 2 Pending: 2 Pending Contracted: *

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

Projects Completed:

1. Bowman Avenue Rehab
2. Skyline Landing Manholes Sealed
3. Manholes Raised for Paving x 7
4. Repaired Manhole @ Trinity Church

Projects Underway:

1. CIPP – South Cherokee & Woodrow

System Maintenance:

Line Cleaning: 5000'	Line Inspections: 5000'	System Repairs: 8
Station Repairs: 3	Station Cleaning: 5	STEP Unit Repairs: 1

Overflows/Releases/Bypasses:

Release – 6/10/25 707 S. Cherokee – CIPP lining caused backup (No Backflow)
Release – 6-17-25 Skyline Landing – I&I Contractors Impacting Manholes
Release – 6-19-25 Skyline Landing – I&I Contractors Impacting Manholes

Town of Jonesborough Environmental Services Department Monthly Report	June 1, 2025 thru June 30, 2025
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Wastewater Plant: The WWTP is operating well. The Diesel Redundancy Pump did operate in June. The month of June experienced 15 days of precipitation for a total of 4.98 inches. The need for further I&I work is still apparent. Current data indicates a daily inflow rate between 30-45%. For June, this rate was 29%, equating to an average of nearly 183,000 gallons daily.

Wastewater Plant Compliance – June 2025

Parameter	Result	Limit	Violation Y/N
CBOD Monthly	6mg/l – 36lb/d	21mg/l – 167lb/d	N
CBOD Weekly	7mg/l – 39lb/d	25mg/l – 208lb/d	N
CBOD Daily	10mg/l – 96%Rmv	30mg/l – +40%Rmv	N
Ammonia Mo.	1.4mg/l – 8lb/d	8mg/l – 67lb/d	N
Ammonia Wk.	1.5 mg/l – 8lb/d	12mg/l – 100lb/d	N
Ammonia Day.	3.4 mg/l	16mg/l	N
TSS Monthly	7mg/l – 30lb/d	30mg/l – 250lb/d	N
TSS Weekly	7mg/l – 39lb/d	40mg/l – 304lb/d	N
TSS Daily	9mg/l – 97%Rmv	45mg/l – +40%Rmv	N
E. coli Monthly	2/100ml	126/100ml	N
E. coli Daily	6/100ml	941/100ml	N
Chlorine	0.2 mg/l	2.0mg/l	N
Sett. Solids	0.1ml/l	1.0ml/l	N
Diss. Oxygen	7.7 mg/l	6.0mg/l Minimum	N
pH	7.5su/7.8su	6su – 9su min/max	N

Please note that the information provided in the compliance table is accurate through 6/30/25

Sewer Construction/Collection System: Three Releases occurred during June due to contractor activities. Numerous pump station repairs, tap repairs, and pump station cleanings were completed in June.

Industrial Pretreatment: All industries are currently compliant with their industrial pretreatment permits. The APC in Telford is progressing and is expected to be fully operational in July 2025. The APC staff has received a discharge permit. 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

06/01/2025 to 06/30/2025 as of 7/3/2025
...Powered By eWorkOrders.com

Status: 2-Closed

Department: Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	232
WW-Corrective	12
Total Work Orders:	244

Work Orders By Type

09/01/2017 to 06/30/2025 as of 7/3/2025
...Powered By eWorkOrders.com

Status: 0-Open

Department: Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	128
WW-Construction Work	3
Total Work Orders:	131

	Current Month	Previous Month	% Change
Work Orders Generated	326	318	+2%
Percentage of Completion	75%	76%	-1%
Work Orders Completed	244	243	0%

*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 of June, 2025

For the week of July 2, 2025, the total amount of water processed was 83.632 million gallons for the total gallons produced of June 2025; with a daily average of 2.787 million gallons, a maximum of 3.000 million gallons, and a minimum of 1.729 million gallons.

This is the monthly report for the week of July 2, 2025. As of July 2, 2025, the sampling for the monthly BacT testing is completed with 30 samples made. The state report, MOR was delivered on June, 3rd, 2025. The raw water intake Pump #2 is under repair at Valley equipment for repairs and rebuilding. The security camera locations are about finished with all cameras. I have made calls for Denali Water Co., in Georgia about the lagoon needs and working on a date to land apply the sludge. Thompson screens arrived at water plant on Friday, June 27-2025. The Turbidimeters were replaced on Tuesday, June, 24, 2025. Allied pipe will be contacted on the pipe on the caustic tank. The sedimentation tank was cleaned out of coagulant sludge. The Miox. units were repaired on Friday June 27, 2025. Looking at lead and copper samples for July sample date. Worked on a new SOP Booklet of our BACT sampling plan and I need a sample map of the sites. The water system scored 98 on sanitary survey for 2025. Chandler Bennett and Dustin Purcell passed the Grade 3 Operator exams last week.

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

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

R. Jones—Jonesborough Water Plant.



Jackson Theatre- Operations Manager

Monthly Report for June 2025

Programming:

- We hosted two live shows in June. We had Dom Flemons (co-founder of the Carolina Chocolate Drops) on the Ballad Health Stage on June 14th and Colby T. Helms and the Virginia Creepers on June 21st.
- We participated in the Jonesborough Night at the Johnson City Doughboys game with the Department of Tourism, Parks & Recreation and the JBO Senior Center.
- Gift certificate sales are still going very well; we have sold \$1,630.00 in gift certificates.
- We have raised \$1,517.00 in our online donation campaign.
- Booked all movies shown at the Jackson in May.
 - June 1st- City Slickers
 - June 5th- Cabaret
 - June 6th- A Streetcar Named Desire
 - June 7th- Fried Green Tomatoes
 - June 7th- Purple Rain
 - June 8th- The Little Mermaid
 - June 12th- Rebel Without A Cause
 - June 13th- Friday the 13th
 - June 15th- Meet the Parents
 - June 19th- Black Panther
 - June 20th- I Know What You Did Last Summer
 - June 22nd- FernGully: The Last Rainforest
 - June 26th- Hud
 - June 27th- Raiders of the Lost Ark
 - June 28th- The Goonies
 - June 28th- Dazed and Confused
 - June 29th- Up
 - June 30th- Muriel's Wedding
- Continue to work on music programming, which we are now booking into 2026.
 - July 10th- Flatt Out Blue
 - July 12th- Robert Sorrell- Author Discussion and Book Signing
 - July 24th- The Po' Ramblin' Boys and Jim Lauderdale

- August 23rd- Chatham County Line
- August 24th- John McEuen and the Circle Band (founding member of the Nitty Gritty Dirt Band)
- August 30th- Tommy Prine
- The “Pay What You Can” movies are going well, and we are booking two movies each month with this program.
- Organized and attended a programming meeting with Lori Powell for August movies.

Rentals/User Group Agreements:

- Hosted the June DAR (Daughter’s of the American Revolution) meeting at the theatre with special guest Kelly Wolfe to talk about the renovation and future of the Jackson.
- Worked with ETSU to provide faculty tours during their training sessions.

Marketing:

- I continue to work with Jessica Sanders, contract employee, on all social media posts, posters, table tent graphics, press releases and graphics.
- Attended a media interview on WJHL to promote Dom Flemons and Colby T. Helms and the Virginia Creepers.
- Attended our June marketing meeting with Lori Powell, Jessica Sanders, Mitchell Calvin and Isabel Lopez.

Building Info:

- Continue to work with Mike D’Avella on security needs for the Jackson.
- Continue to work with Rick Duvall on the 2nd floor/Stage Door HVAC needs.

Additional Info:

- 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.
- Prepared the agenda and attended our June Jackson Theatre Board meeting.
- Attended the 250th birthday of our country planning session with town staff, organized by the McKinney Center.
- Attended three budget meetings with Mr. Rosenoff, with two of those including Ms. Jennings and one with Alderman Wolfe.
- Attended a meeting with Sandy Reeves (ISC staff) to discuss details of a rental of the theatre for the National Storytelling Festival.
- Attended the June supervisor’s meeting at the Senior Center.
- Attended two planning meetings with town staff for the Jonesborough Days Festival.

- Attended a meeting with Krystal Hawkins (ISC Staff) to discuss possible programming partnerships between ISC and the Jackson Theatre.

Date: 7/9/2025

To: Amber Crumley (for BMA July meeting)

From: Lori Powell

Re: Assistant Operations Manager Report – period 6/4/25 through 7/9/25

- Marketing and Community Outreach:** Designed the Jackson Journal, this will be our new handout flyer. It is larger format (11 x 17) and double sided, then folded. It will allow us more space for photos and information to engage the public. We handed out several hundred during Jonesborough Days.



Created a request for donations for our Jackpot Night on August 31 to celebrate our 80th anniversary. It was sent out to all JAMSA members. We are looking for gift cards or items with a value between \$25 - \$50 to give away as prizes after the showing of *The Kansan*. **If you know of someone that can donate, please have them contact lorip@jonesboroughtn.org or text me (423) 742-5354.**



- **Ticketing:** Entered movies events for August (6/25) onto Thundertix, Google calendar and Jackson website.

Event and Audience:

Live Events

- June 14 **Dom Flemons:** 38 tickets
- June 21 **Colby T. Hems and the Virginia Creepers:** 35 tickets
- July 1 **Charlie Maples with Mal Cooper:** 36 tickets

Movies

- **Family Series:** Little Mermaid (6/8) 11 tickets, FernGully (6/22) 33 tickets, Up (6/29) 60 tickets
 - Cabaret (6/5) 19 tickets
 - Fried Green Tomatoes (6/7) 30 tickets
 - Purple Rain (6/7) 30 tickets
 - Meet the Parents (6/15) 8 tickets
 - Black Panther (6/19) 6 tickets
 - Dazed and Confused (6/28) 43 tickets
 - **Golden Classics:** Streetcar Named Desire (6/6) 25 tickets, Rebel Without a Cause (6/12) 17 tickets
 - **Monthly Horror:** Friday the 13th (6/13) 77 tickets, I Know What You Did Last Summer (6/20) 19 tickets
 - **80's Classics:** Raiders of the Lost Ark (6/27) 62 tickets, The Goonies (6/28) 105 tickets
 - **Western:** Hud (6/26) 19 tickets
 - **JBO Days/Independence Day:** Muriel's Wedding (6/30) 7 tickets, Urban Cowboy (7/4) 9 tickets, Saturday Night Fever (7/5) 21 tickets, Yankee Doodle Dandy (7/6) 21 tickets
- **Volunteer coordination;** Follow up emailing and recruiting, we currently have 52 people signed up on our volunteer list. Sign up for events here: [VOLUNTEER SIGN UP FOR JACKSON THEATRE SHOWS.xlsx](#) Sign up to screen movies: [Movie Screening Sign-ups.xlsx](#)
 - **Meetings and Planning:** Attended staff, marketing and planning meetings throughout the month.
 - **Total visitor counts for June:** 817. We have 900+ visitors through Jonesborough Days. We had Doc's Front Porch performance each day from noon to 5pm. Lots of folks use our bathrooms and bought some concessions.
 - **Constant Contact** (email mailing list): we currently have 1,385 signed up. We captured 54 email sign ups when we had a table at the Doughboys Game on June 28th.
 - **Day to Day operations:**
 - Created templates for July host work schedule, work with Greg to build staff schedule. Finalize schedule each month. I am currently working on August host schedule.
 - Concession/Merch (Clover) deposit reporting: **Concessions, merchandise, rentals and donations: gross sales for June \$3,881.01.** We are starting to sell wine for live events and certain movies on 6/7 to date we have sold 37 glasses (5 oz) of wine. Our fresh pretzel sales, made by a local baker, are starting to pick up. We will be adding beef sticks and jerky soon to

the concession menu. We have added these (stronger) concession items to have a "food" option when serving alcohol. I created spreadsheets to keep alcohol inventory and sales, count inventory of supply each week.

- Continue to order supplies and concessions items, pick them up from Town Hall. Weekly trips to the bank for change for concession/box office. Pick up print jobs at Stafford Graphics. Ordered our August movies from Amazon.
- Worked events- front of house/box office 6/14, 6/20, 6/21, 6/28, 7/4 and 7/5.
- Point of contact for commercial cleaners- they are here Monday/Thursdays 8am to noon for public areas and once a month for non-public areas
- Assisted McKinney Center with them printing their fall catalog on our machine.
- Printed several hundred programs on our machine for Jonesborough Days.

Board of Mayor and Aldermen Report 7/9/2025

Wednesday July 8, 2025

3:30 PM

Jackson Theater - Technical Director

Progress Report for June 6 – July 8

Staffing:

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

3 Audio Engineers

2 Lighting Designers

2 Stagehands

5 Volunteers

2 Movie Technicians – Trained Joey Cantor to run movies

Volunteer Program for Prescreening movies with the help of the hosts

Movies:

A Streetcar Named Desire	6/6/2025
Fried Green Tomatoes	6/7/2025
Purple Rain	6/7/2025
The Little Mermaid	6/8/2025
Rebel Without a Cause	6/12/2025
Friday the 13th	6/13/2025
Meet the Parents	6/15/2025

Black Panther	6/19/2025
I Know What You Did Last Summer	6/20/2025
Ferngully: The Last Rainforest	6/22/2025
Hud	6/26/2025
Raiders of the Lost Ark	6/27/2025
The Goonies	6/28/2025
Dazed and Confused	6/28/2025
Up	6/29/2025
Muriel's Wedding	6/30/2025
Urban Cowboy	7/4/2025
Saturday Night Fever	7/5/2025
Yankee Doodle Dandy	7/6/2025

- Documented receipt
- Prescreened Movies
- Returned movies

Performances:

- Don Flemmons
- Colby T Helms
- Charlie Maples & Mal Cooper
- Doc's Front Porch

Rentals:

- Daughters of the American Revolution Facility Tour
- Theatrical system familiarizations with the technician for Christ Church Jonesborough. Documentation being developed for production procedures.
- Jackson Theatre Tours

Programming:

- All necessary tech staff was booked for Colby T Helms, Charlie Maples & Mal Cooper, Doc's Front Porch. Show information has been distributed to those staff members.
- Reviewed incoming riders
- Program Calendar for staff has been updated.

Building Info:

- Installation of first phase of Security complete. All exterior doors are now monitored, and video motion detectors have been installed. The alarm is monitored by Fleenor Security Systems and police will now be dispatched automatically in the event of a security breach.

Monthly Report June 2025

Mitchell Calvin, Digital Media Manager

Websites

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

Senior Center

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

McKinney Center

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

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

Parks and Recreation/Wetlands

- Meeting with the Director of P&R to go over marketing efforts for the upcoming year
- Updating Wetlands website as needed

Jonesborough Days

- Worked on creating the applications for vendors
- Worked with Isabel on the program design
- Worked with Isabel on the signage for the festival
- Helped prepare the rocks for the gem mining
- Helped set up and clean up for the Kick off Dinner
- Marked vendors spots
- Placed vendors the night before the festival
- Helped with the MoonPie competition
- Helped set up and take down chairs at the MainStage
- Set up the barricades at ISC for the beer garden
- Cleared out trash from the ISC plaza after the festival ended
- Helped with the Information tent
- Judged the ABBA costume contest
- Helped clean up downtown after the festival
- Helped craft vendors when problems came up

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

Google Analytics

- Monitored the Google analytics for the .org, .com, McKinney, Jackson and Wetlands site
- Jonesborough Days had 20,941 views on the website
- Our ad that is running through Advanced Travel has reached over 3000 people

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

DATE: July 14, 2025 **AGENDA ITEM #:** *Consent Agenda*
7

SUBJECT: Approval of MyRide Policy Revisions

BACKGROUND:

The Jonesborough Senior Center MyRide Rider Policy has been reviewed and updated by the Senior Center Director Mary Regen and the Senior Center Advisory Board. Attached is the policy recommendation and minutes indicating the Advisory Board approval of the policy (see attached). Changes reflect membership fees and clarification of rider responsibility.

Mrs. Regen is submitting this request for approval from the Board of Mayor and Alderman.

RECOMMENDATION:

Approve the revised Jonesborough Senior Center MyRide Rider Policy, with the changes reflecting membership fees and clarification of rider responsibility, as presented.

Memo:

To: Glenn Rosenoff

From: Mary Regen

Re: MyRide rider policies

The Jonesborough Senior Center MyRide rider policy has been reviewed and updated by our Advisory Board. Please find the attached policy recommendation and minutes indicating the Advisory Board approval of the policy. Changes reflect membership fees and clarification of rider responsibility. We submit this request for approval from the Board of Mayor and Alderman.

Thank you for your time and consideration.

A handwritten signature in black ink, appearing to be 'Mary Regen', with a large, stylized flourish extending from the bottom right.

Mary Regen

JONESBOROUGH AREA SENIOR CITIZENS ADVISORY COMMITTEE

Meeting Minutes for April 24, 2025

Members Present: Joe Allison
Lorena Craddock
Pauline Douglas
Phyllis Fabozzi
Charlene MacIntyre
Tom Pardue
Carlos Turriate
Mike Willis
Pat Wolfe
Hing Wong

Members Absent: None

Senior Center Staff Present: Mary Regen

Next Meeting: May 22, 2025 at 4:00 p.m.

1. Call to Order:

Meeting was called to order by Tom Pardue. Pat Wolfe led the Committee in the Pledge of Allegiance and Tom Pardue led the Committee in Prayer.

2. Approval of Minutes

Minutes from the March 27, 2025 meeting were reviewed. A motion to approve was made by Mike Willis. Seconded by Joe Allison. Approved by unanimous committee vote.

3. Financial Accounts Review

Mary Regen provided handouts detailing March statement balances. Special projects balance through March was \$23,136.31. Current up-to-date balance is \$21,029.19. First Horizon credit card statement was presented. MyRide account balance is \$1,442.97. Benevolence balance is \$3,048.50. Cafe Connection balance is \$1,781.80. Trip Fund is \$300.00. Hurricane Helene fund has \$132.88 left of \$500 donation. Mary advised insurance income averaged between \$5,500 and \$6,500 per month. Membership current count is 2,200 members. A motion to approve the March financial accounts was made by Lorena Craddock. Seconded by Hing Wong. Approved by unanimous committee vote.

4. Old/Unfinished Business

There was no old, unfinished business to be reviewed.

5. New Business – Spring Expo/Health Fair

Mary Regen advised the Spring Expo/Health Fair funds raised was \$4,970.73 which included 34 paying vendors and two donations. Vendors were very pleased with turnout and there was a waiting list for vendor tables. Approximately 300 people attended. Greenville Senior Center sent a bus with their members. The Fair also brought in four to five new MyRide volunteers and ten new members. 35 blood pressure checks were done and 33 people had health assessments. Mary advised that the fee for vendor tables may be increased next year.

6. New Business – First Tennessee Area Agency on Aging and Disability Conference

Mary Regen advised the Center would be closed on Tuesday, April 29th so the staff could all attend the FTAAAD conference. The conference is held at Meadowview in Kingsport. Mary also advised that Mike Willis is the winner of this year's Kathy Whitaker Volunteer of the Year award.

7. New Business – Volunteer Appreciation – May 16th

Mary advised the Volunteer Appreciation luncheon will be held on Friday, May 16th. Theme for this year is Games Shows. Door prizes are being collected by staff for the volunteers.

8. New Business – MyRide Policy and Procedure

Mary provided handout on new MyRide Jonesborough Rider Policies as of March 20, 2025. Discussion was held on the handout. A motion to approve the MyRide Policies and Procedures as presented (with two minor typo changes) was made by Joe Allison. Seconded by Mike Willis. Approved by unanimous committee vote.

9. New Business – Center Maintenance

Mary advised David would be having carpal tunnel surgery on April 29th. Mary is meeting with town maintenance staff to enlist some help. The Center will also utilize the inmates and Center staff for maintenance. Carpets were being steam cleaned this weekend. 1,200 bags of mulch for the Center and 800 bags of mulch for Lincoln Park are being delivered on April 29th. Inmates and Park & Rec to spread the mulch. New umbrellas have been purchased for Lincoln Park and the planter box in front of the Senior Center entrance is being repaired.

10. New Business – Upcoming Events, Trips, and Programs

Mary discussed upcoming events/trips/programs at the Center. On May 13th there will be an event for Jimmy Neil Smith stories. The first Red Liners Hike was held last week. Cornhole is starting in May. June 28th will be Jonesborough night at the Johnson City Doughboys. Pottery will hopefully return and UT Extension to present some gardening classes. Also hoping to have a summer concert in Lincoln Park on a Saturday evening in June. Mary advised there are at least 250 people a day coming through the Center.

Mike Willis provided an update on the Tennessee Strategic Planning Committee.

Motion to adjourn made by Pat Wolfe. Seconded by Joe Allison. Approved by unanimous Committee vote.

MyRide Jonesborough

Updated Rider Policies as of 04/24/2025

No-Show/Cancellation Policy:

The MyRide Program relies on the generosity of its volunteer drivers to provide transportation. These volunteers have schedules and personal commitments that must be kept; therefore, Riders who repeatedly neglect to cancel rides within a reasonable timeframe, who are late, or who do not appear at their scheduled departure times, prevent the MyRide Program from helping others who are awaiting rides. Repeated cancellations and no-shows will result in the Rider being unable to use the MyRide Program.

Definitions:

- **Late Cancellation:** A late cancellation is a cancellation after the driver has confirmed with the Rider the day before the ride.
- **No Show:** A Rider who does not promptly notify the MyRide Coordinator that they are unable to make a scheduled trip or does not appear within 15 minutes of the scheduled pickup time is considered a no-show.

Non-Acceptable Rides/Riders:

MyRide Jonesborough does not offer rides for work purposes or same-day surgery. Due to time constraints, we regretfully cannot offer rides to the Veterans Administration (VA) at this time.

We do not offer rides where wheelchairs must be transported. We do allow foldable walkers and oxygen.

If a Rider or MyRide applicant has been excluded or banned from the Jonesborough Senior Center, then they are not eligible for the MyRide services.

No Tipping Policy:

Absolutely no tipping of the driver is allowed. Doing so would void the driver's insurance and could lead to the driver leaving the program.

MyRide Jonesborough Updated Rider Policies as of 04/24/2025

Description of Fees:

- \$20.00 Annual Membership Fee
- \$20.00 for Four Rides
- First Ride is free

Balance Due:

Riders are expected to pay in advance for rides, purchasing a minimum of four rides at a time for \$20.00. Once a Rider owes more than \$20.00, no further rides will be scheduled until the balance is paid and additional rides are purchased in advance.

Membership Renewals:

The MyRide Coordinator will contact the Rider when the yearly \$20.00 membership renewal fee is due. It must be received by the end of the month when it is due, or the Rider cannot schedule any further rides. Once payment has been made, rides can resume being scheduled.

Payments made in the form of checks should be made payable to the "***Jonesborough Senior Center***" located at 307 E. Main Street, Jonesborough, Tennessee, 37659. It is important that your check reflect the designation of "MyRide Membership Renewal" in the "for" portion of the check. Cash is also accepted.

Available Times for Rides:

MyRide can provide service for rides between 8:30 a.m. to 3:00 p.m., Monday through Friday, excluding holidays. A minimum of a ***three-day business notice*** must be given when requesting a ride.

MyRide Jonesborough
Updated Rider Policies as of 04/24/2025

No Driver Alert:

We will make every effort to accommodate a Rider. If the requested ride has not been assigned to a Driver the day prior to the ride, the Coordinator will call the Rider so that other arrangements can be made.

Limit on Stops:

If the Rider needs a prescription filled after a doctor's visit, the Driver will take the Rider to get it filled – if time allows. This will be considered as one ride. Any other added destination or stops may cost an additional \$5.00. All stops must be **pre-approved** by the Coordinator **prior to the day of the scheduled ride.**

In Case of Illness:

We respectfully ask our riders to cancel their rides if they are ill with a contagious ailment such as fever, cough, cold, etc., so that any illness is not passed on to our Drivers. As such, our Drivers will not provide service if they are ill, to protect our Riders.

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

DATE: July 14, 2025 **AGENDA ITEM #:** *Consent Agenda*
8

SUBJECT: Fire Department Equipment Destruction

BACKGROUND:

The Fire Department is requesting that the "Jonesborough Fire Department Equipment Destroy Form", Dated 7/1/2025 be approved and the equipment destroyed (see attached).

RECOMMENDATION:

Approve the item for destruction, "Jonesborough Fire Department Equipment Destroy Form", Dated 7/1/2025, as presented.

Jonesborough



DEPARTMENT of PUBLIC SAFETY

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

**Jonesborough Fire Department
Equipment Destroy Form**

The following item(s) of Fire Equipment have been taken out of service by Fire Department Staff for the following reason:

Item: 1 Section of 1 3/4 Inch Fire Hose Reason: Contaminated with Hydraulic Fluid and Diesel Fuel

Item: _____ Reason: _____

Item: _____ Reason: _____

Item: _____ Reason: _____

Item: _____ Reason: _____

Item: _____ Reason: _____

Shift Supervisor requesting to destroy property. (Must be dated and signed)

Signature:  Date: 07/01/2025

Fire Chief Approval:  Date: 07/01/2025

Disposition:

To be disposed of after approval

Note: In extended absence of Fire Chief, Operations Lieutenant's signature shall be permitted.

Serving Tennessee's Oldest Town

Jonesborough



DEPARTMENT of PUBLIC SAFETY

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

To: Chief White, Major Freeman

From: Sergeant Wilson

Date: July 1, 2025

Re: Damaged section of attack line

On June 24, 2025 Jonesborough Fire Department was dispatched on a farm tractor with hay baler fire. While in the process of containing the fire one section of 1 3/4 attack line numbered E-107-18 was soaked in diesel fuel and hydraulic fluid. Numerous attempts to clean the section were made, and the hose was deemed to be too soiled to be cleaned and put back into service. This section will need to be replaced with a new section.

Thank You.

Serving Tennessee's Oldest Town

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

Consent Agenda

DATE: July 14, 2025 **AGENDA ITEM #:** 9

SUBJECT: Declaration of Town Equipment as Surplus

BACKGROUND:

Steve Beckett, Fleet Manager, is requesting to surplus additional items to be listed on GovDeals for auction. The equipment is as follows:

1. Portable Generator
2. Old Skid Steer Tires
3. Portable Scene Light
4. Ford 1920 Tractor
5. Trailer
6. Four Door Work Truck
7. John Deere Backhoe
8. John Deere Backhoe

RECOMMENDATION:

Declare the attached list of equipment as surplus to be sold at auction on GovDeals.



TOWN OF JONESBOROUGH

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

JULY 2025 GovDeals liquidation Requests #1

By: Steven Beckett Fleet Manager

This old generator has been stored for many years, not needed any longer.



Stack of old skid steer tires and wheels.



This light set has been replaced by portable LED light stands.



This tractor has many hours on it and is no longer needed.



This old trailer is rusted really bad, and brakes don't work, also need a new floor. Wheels are rusted on trailer so badly we could get them off.



This very tired truck has been replaced recently.



This John Deere backhoe needs an extend-a-hoe cylinder and hoses.

Also, all new tires. It is very worn and has many hours on it.



This John Deere backhoe needs main rear hoe control valve replaced.



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

Consent Agenda

DATE: July 14, 2025 **AGENDA ITEM #:** 10

SUBJECT: Town Sponsored Special Event – 2025 Halloween Haunts & Happenings

BACKGROUND:

Halloween Haunts and Happenings is scheduled this year for Friday, October 31, 2025, from 5:30 PM – 8:00 PM.

The event includes the following activities such as trick-or-treating, popcorn, games, face painting, a haunted house at the Christopher Taylor Cabin, a DJ, stage, costume contest for all ages, plus possibly some new Halloween activities this year for the children as well. Event staff are requesting food trucks like last year to be approved in handling the large number of children and families. They plan to have 2-3 food trucks again this year on the west side of the courthouse.

Additional requests include the following:

- Street closure for Friday, October 31st from 5:30-8:00 p.m. from the intersections of Main St. and Fox St. to Main St. and Second Avenue starting as soon as possible at 5:00 PM.
- Extra trash receptacles will need to be placed throughout downtown from Fox to First Avenue. Two will be needed on the front porch of the Eureka, 2 in front of Main Street Café, 4 in front of the Courthouse near the flag pole, 3 on the west side of the courthouse, 4 in front of the Storytelling Center, and several throughout town from Fox to First Ave.
- Following the event, assistance is needed with trash pickup and street cleaning starting around 8:30 PM, and the streets can be opened as soon as that is finished.
- We will be utilizing the JES/JMS lawn for parking again and will keep 2-3 buses running continually during the event. The DCHS Band Booster takes up the money (\$5 per car) and helps park as a fundraiser for their club.

RECOMMENDATION:

Approve the Halloween Haunts and Happenings scheduled for Friday, October 31, 2025 from 5:30 PM – 8:00 PM on Main Street, with street closure from the intersections of Main Street and Fox Street to Main Street and Second Avenue starting as soon as possible at 5:00 PM, as presented.

MEMO

To: The Board of Mayor and Aldermen

From: Event Staff

CC: Glenn Rosenoff, Town Administrator

Craig Ford, Operations Manager

Matt Rice, Police Chief

Steve Prisament, Street Dept.

Vince Sicca, Solid Waste

Date: July 1, 2025

RE: Halloween Haunts and Happenings

We are making plans for the Annual Halloween Haunts and Happenings Event that will be held on **Friday, October 31st from 5:30pm-8pm**. We are planning to offer our usual activities which include trick-or-treating, popcorn, games, face painting, a haunted house at the Christopher Taylor Cabin, a DJ, stage, inflatables and a costume contest for all ages. We'd like to have 2-3 food trucks again this year on the west side of the courthouse.

- The event will take place on Friday, October 31st from 5:30-8pm. and we would like to request the streets to be closed from the intersections of Main St. and Fox St. to Main St. and Second Ave. starting as soon as possible around 5:00pm.
- Extra trash receptacles will need to be placed throughout downtown from Fox to First Avenue. We will need 2 on the front porch of the Eureka, 2 in front of Main Street Café, 4 in front of the Courthouse near the flag pole, 3 on the west side of the courthouse, 4 in front of the Storytelling Center and several throughout town from Fox to First Ave.
- Following the event, we will also need assistance with trash pickup and street cleaning starting around 8:30pm. and the streets can be opened as soon as that is finished.
- We will be utilizing the JES/JMS lawn for parking again (upon their approval) and will keep 2-3 buses running continually during the event. The DCHS Band Booster takes up the money (\$5 per car) and helps park as a fundraiser for their club.

As always, a big thanks to each department who provides assistance.

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

DATE: July 14, 2025 **AGENDA ITEM #:** 1

SUBJECT: Financial Report

Due to the closing out of Fiscal Year 2024-2025, the Financial Report will be presented at the next regular Board meeting.

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

DATE: July 14, 2025 **AGENDA ITEM #:** 2-b

SUBJECT: Mayor Communication – Committee Appointments

Historic Zoning Committee

Re-appoint the following members for 5-year terms, expiring June 2030

1. Marcy Hawley
2. Herman Jenkins

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

DATE: July 14, 2025 **AGENDA ITEM #:** 2-c

SUBJECT: Mayor Communication – Discussion Concerning Change in BMA
November Meeting Date

Alderman, Terry Countermine, will not be in town for the November 10, 2025 BMA meeting. Would we like to consider changing the date of the BMA meeting?

TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION

DATE: July 14, 2025 **AGENDA ITEM #:** 6-a

SUBJECT: First Avenue Dumpster

BACKGROUND:

Attached is the June 09, 2025, agenda presentation to construct a dumpster pad at the end of First Avenue. Action on the item was deferred to search for an alternative. Alderman Terry Countermine contacted me, and I met with him and a couple of Board Members from the Methodist Church.

The purpose of the meeting was to discuss the possibility of the Town placing the dumpster on the church parking lot. I strongly urged we do not do that as the garbage truck would likely damage that parking lot.

Discussion moved to utilizing the green space between First Avenue and the parking lot owned by the Methodist Church. The Town's right of way goes into the green space, with the church owning the rest. The construction of the dumpster pad at that location would shift to the west of First Avenue. It would be less visible from Main Street at that location and would not interfere with the walking path off Woodrow Avenue.

The Methodist Church group was in favor of this option. This should allow the Town to keep the garbage truck from turning in the church parking lot.

The structure may be a little larger than the initial request. This will allow us to angle the dumpsters in the enclosure in order that the garbage truck could pull straight up to the refuse container. The brick design would remain the same.

We would also construct the site a couple of feet off the church parking lot to allow for landscaping. Also, there is a dead tree near this site that would need to be removed at the Town's expense.

As the majority of this project will be on private property, I will need approval from the Board of Mayor and Alderman to proceed with construction. I would recommend the Town enter into a contract with the church.

The Church Board members were also requesting in exchange for the property for the dumpster pad, the Town would discontinue charging them for garbage pick-up. Currently the church has a residential garbage tote. The Town could waive the garbage fee in lieu of payment to the church for the property. This would obviously need to be stated in the contract.

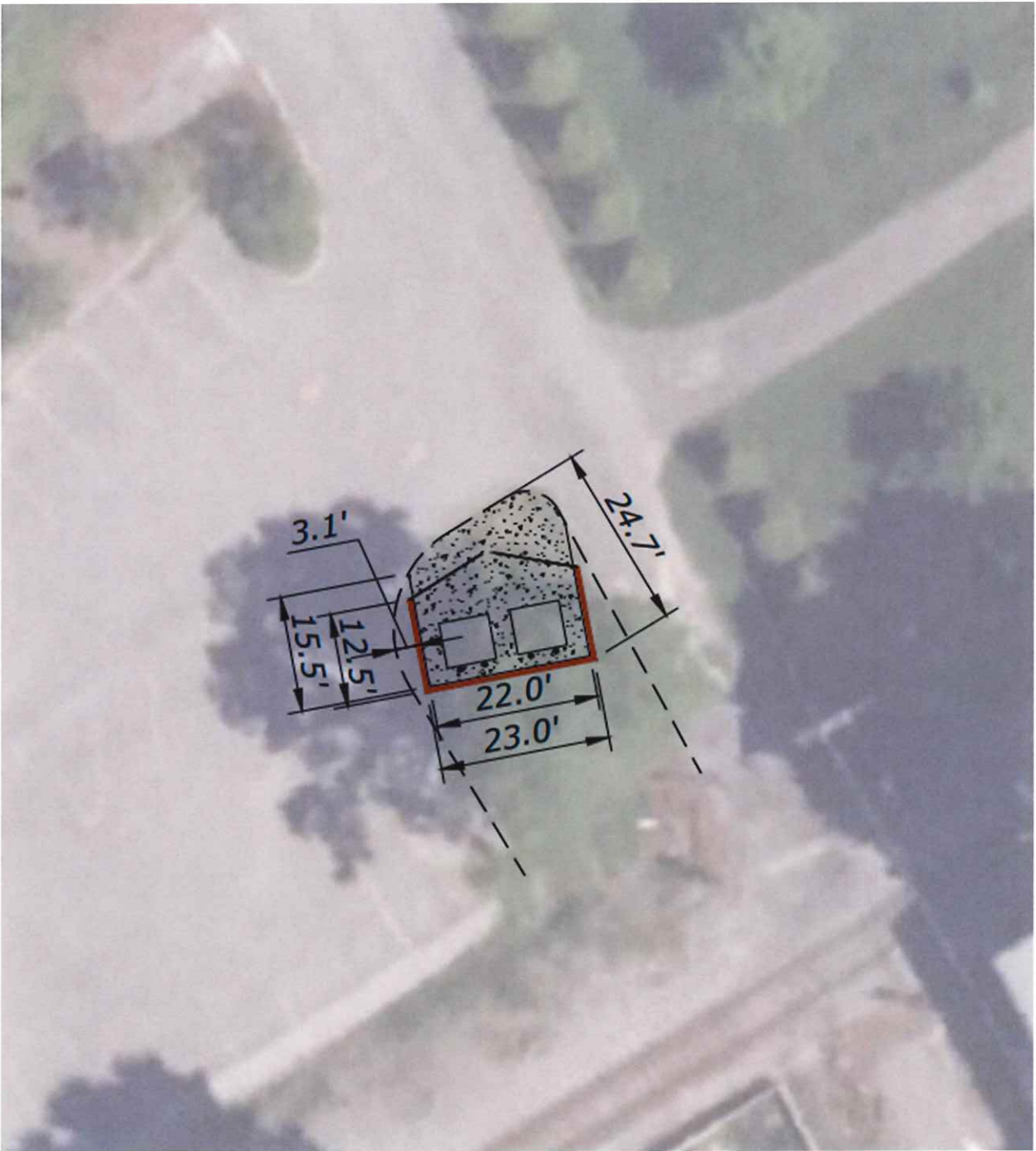
Engineer Todd Wood submitted two options for the construction of the dumpster pad. Option 2 functions a little better, but it is not “squared up” with First Avenue, or the Methodist Church parking lot. For this reason, the Board of Mayor and Alderman may prefer Option 1.

Funding is contingent upon the project being approved as part of the FY26 adopted budget.

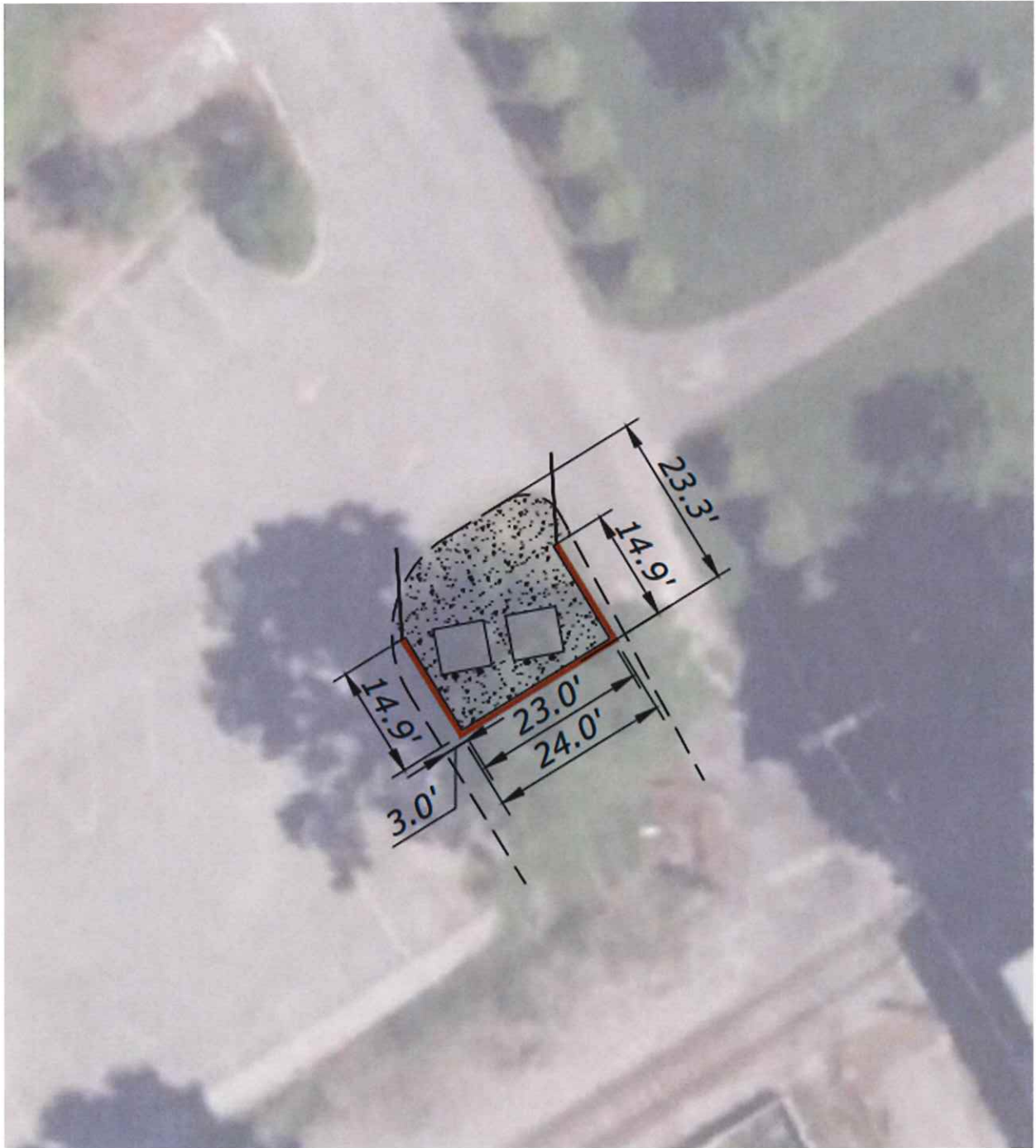
RECOMMENDATION:

Contingent upon funding the project in the FY26 Budget as a Capital Project, approve the dumpster pad as presented as option 1, or option 2. Staff is recommending option 2. Staff is further recommending the Board direct the Town Attorney to draft a contract between the Town and the Jonesborough Methodist Church allowing the Town to locate a dumpster on Church property; and in return, solid waste fees would be waived by the Town per a finalized agreement.

Option 1



Option 2



JUNE 09, 2025, AGENDA PRESENTATION

BACKGROUND:

The Town of Jonesborough will be constructing a pad at the end of First Avenue behind the Eureka Hotel for two refuse containers. The pad will be installed on the Town's right-of-way. The pad will serve the Jackson, Stage Door and JRT.

Currently, the JRT has three totes in the alley leading to their building. These totes remain in the alley 24/7 as they have nowhere else to put them.

According to Town Ordinance 8-218 (1), "Large bulk collection containers handled mechanically by a garbage truck must be located for easy accessibility by the collection vehicle in a position approved by the Director of Solid Waste, and screened from view on at least three (3) sides with a gate on the fourth side in a manner that eliminates unsightliness and is acceptable to the Director of Solid Waste."

Subsection (2) of the ordinance states, "Screening of collection containers must also be approved by the Historic Zoning Commission if the container is within the historic district."

There are countless ways in which these containers can be screened. Due to this being in the historic district, the Town has opted to screen these two containers with a brick structure with columns, and a Powder-coated metal-galvanized gate. The gate will remain locked at all times.

I have attached photographs of the screening the Town intends to utilize. The photographs depict a light brick color with capped columns and a powder-coated white gate. 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.

We will also develop a landscape plan for the site and present it to the Tree and Townscape Board for their approval.

We can schedule these containers for pickup on Monday, Wednesday, and Friday.

The total cost of the project should not exceed \$45,000.00.

The Jonesborough Historic Zoning Commission (HZC) approved the screening enclosure project with some comments (see attached) and provided a Certificate of Appropriateness at their May 22, 2025, HZC meeting.

RECOMMENDATION:

Approve the screening enclosure as presented. This project is not funded in the current fiscal year. Staff would further recommend funding this project in the 2025/2026 fiscal year.

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

DATE: July 14, 2025 **AGENDA ITEM #:** 6-b

SUBJECT: West Main Sidewalk Renovation

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.

Upon presenting a plan to the Board of Mayor and Alderman at the May 12, 2025, regular meeting, action was deferred on the plan as presented. The Board directed staff to notify the residents on the south side of Main Street in this block prior to considering whether to proceed. The plan presented would have eliminated on-street parking in this block.

A letter was prepared and mailed to each resident. I heard from all but one that they were opposed to eliminating on-street parking on their side of the street.

Subsequent to this, I had a follow-up meeting with Dr. Bill Kennedy and Engineer Todd Wood at this site. A new plan was drafted from this meeting.

The new plan would require pouring a new 6-inch-wide concrete wall, reinforced with rebar, in front of the existing wall. A monolithic curb would also be poured on top of this wall to serve as a barrier to hold the bricks in place.

Some grade work would be required on the existing sidewalk to eliminate a step. Once the new wall is in place, a brick sidewalk would be installed on top of the existing sidewalk in a sand base. The sidewalk will still be a couple of feet above the asphalt at the intersection of Washington Avenue, but this is the only way to repair the existing sidewalk without damaging the stacked stone wall and not eliminating parking on the south side of the street.

The street department will also have to do some work on the existing sidewalk on Washington Avenue in order to tie it into the renovated sidewalk on Main Street.

This project is not funded. It is in the 2025/2026 budget proposal under the General Fund Capital Projects request. I estimate the cost at \$100,000.00.

I am attaching a copy of the letter sent to the residents and the May 12, 2025, agenda presentation.

RECOMMENDATION:

Approve the new West Main Street sidewalk, pending approval of funding, as presented.

MAY 30, 2025, RESIDENT LETTER

May 30, 2025

Dear Resident,

The Town of Jonesborough is in the planning stages of replacing the sidewalk on West Main Street between Second Avenue and Washington Drive. This is the sidewalk on the north side of the street that is currently above the street elevation, especially near Washington Drive.

The current plan is to remove the existing sidewalk and construct a new sidewalk in front of the existing one. The main purpose of this is to protect structures that are of historic value to the Town that are currently attached to the existing sidewalk.

In order to construct the new sidewalk, West Main Street will become narrower. As a result, there will be no parking on West Main Street in this block. Currently, parking is allowed on the south side of West Main Street in this block; however, if the new sidewalk plan is approved, parking will no longer be allowed.

If you are opposed to “no parking” in this block, you may contact Craig Ford at Town Hall at 753-1030 by June 06, 2025, or you may attend the June 09, 2025, Board of Mayor and Alderman meeting. The meeting begins at 7:00pm, and you will need to sign in, if you wish to address the Board regarding this matter.

Thank you,

Craig Ford

Operations Manager

303 WEST MAIN STREET JOHN D LYLE & CAROL SALINAS

305 WEST MAIN STREET FRANK & NATALIE CURET

307 WEST MAIN STREET FRANCIS LIVING TRUST

311 WEST MAIN STREET JOHN DOSSER SAYLOR III

315 WEST MAIN STREET JAMES EDWARD & MAEGAN CHRISTINA AKERS

MAY 12, 2025, ORIGINAL AGENDA PRESENTATION

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 Brightridge 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.

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

DATE: July 14, 2025 **AGENDA ITEM #:** 7-a

SUBJECT: Downtown Improvement Grant – ISC Building Repair

BACKGROUND:

The Town was awarded a Downtown Improvement Grant (DIG) through the Tennessee Department of Economic and Community Development (TNECD). The grant included façade improvements for the Stage Door Stage Door and Jackson Theatre, and deck repairs for the ISC building.

If you will recall, the Stage Door/Jackson Theater bid was awarded at the June 2025 meeting; however, the Town did not receive any bids on the ISC building. As a result, the Town re-bid the ISC project, and several contractors were notified.

Bids for this project were publicly opened at Town Hall on June 13, 2025, at 11:00am. The Town received two bids. The bids were as follows:

- Andrews & Huskins Construction - \$45,360.00.
- Complete Construction Management, LLC, \$51,675.50.

Mr. Jeff Brobeck, (Andrews & Huskins), was present at the bid opening. He stated he was one of the subcontractors that built the ISC building and that this project was personal to him. He is the low bidder for the project at \$45,360.00.

The grant match is 80/20 split, with the town funding at 20% of the \$45,360.00 or \$9,072.00.

The Local Façade Program for FY26 is funded at \$10,000.00, which is the funding source for the 20% town match at \$9,072.00.

RECOMMENDATION:

Approve awarding the low bid of \$45,360.00 to Andrews & Huskins, and the attached contract.

JUNE 13, 2025 AT 11:00 A.M.

[illegible]

BID TABULATION

BID OPENING DATE/TIME: June 13, 2025 at 11:00 a.m.

GRANTEE: Town of Jonesborough

PROJECT: DIG – Exterior Deck Renovation – International Storytelling Center

Contractor Name:	Total Bid
Andrews + Huskins Construction	\$ 45,360 ⁰⁰
Complete Construction Mngmt. LLC	\$51,675 ⁵⁰

Certification:

Craig Jones

Date: 06-13-2025

NOTICE TO BID
TOWN OF JONESBOROUGH
EXTERIOR DECK RENOVATION – INTERNATIONAL STORYTELLING CENTER

The Town of Jonesborough is now accepting bids on the renovation work on the exterior decking of the International Storytelling Center at 116 West Main Street in downtown Jonesborough. Bids will be received at Town Hall, 123 Boone Street, Jonesborough, TN 37659 until 11:00 AM, Friday, June 13, 2025 at which time they will be publicly opened.

BID SPECIFICATIONS

General

1. The purpose of the work to be undertaken is to remove the under-decking wood support bracing that is rotting and replace the bracing system with metal tracks that will not rust. Replacing the damaged wood strips requires the composite decking to be removed and then re-applied when the new metal tracks are in place.
2. Bids must be labeled Downtown Improvement Project – ISC, and can be emailed or delivered to Town Hall, Jonesborough.
3. This project is largely funded by a Downtown Improvement Grant administered by the Tennessee Department of Economic and Community Development, and state guidelines for said grant program apply.
4. Any variation from the bid specifications must be clearly identified and a justification included.
5. Bidders must show capability of providing the complete installation of materials and must be responsible for processing and handling all warranties of materials and labor.
6. Warranties must detail what is covered, what is excluded, any conditions of service and a response time guarantee.
7. Awarded bidder must show proof of workers compensation insurance and adequate liability insurance.
8. All work undertaken must meet industry standards, any manufacturer's guidelines, and any local or state code requirements.
9. Bids must be good and remain in place for a period of up to 30 days from the date bids must be submitted.
10. Bidders must be licensed in the State of Tennessee with a contractor's license covering the scope and cost of the work to be performed as outlined in the specifications.
11. The Jonesborough Board of Mayor and Aldermen reserves the right to reject any or all bids.

12. Bidder selected will be based on cost of materials and labor, compliance with specifications, any references based on similar work performed, experience in working on buildings within a historic district, and the quality of work performed on similar projects.
13. Awarded bidder is responsible for removing all waste materials, and for protecting outside building walls, windows and railings from damage and/or discoloration including the repair of any damaged surfaces.
14. Bidder must detail any payment terms.
15. Any questions can be directed to the Administration area of Jonesborough Town Hall, 423-753-1030. Potential bidders can observe the decking area to be renovated during normal business hours of the International Storytelling Center, and in order to show they were onsite, bidders should sign in at the first floor information desk.

Renovation Work Specifications

- Remove existing composite decking, store onsite and be prepared to re-apply said decking when the under-deck repairs are complete.
- Remove the hand railing and metal fascia trim in order to remove all decking and to facilitate repairs. After repairs are complete, replace metal fascia trim and flashing.
- Carefully remove any bottom siding needed in order to properly access wood strips to be replaced. Be prepared to re-install siding that has been removed.
- Remove rotten wood strips, actually all wood strips noting the distance apart on centers, and replace strips by installing new metal tracks securing them to the concrete deck floor – same distance on center as wood strips.
- Install a rust resistant particle screen on top of newly installed metal tracks.
- Re-install composite decking and any siding removed, and properly re-install railing and fascia trim/flashing.
- Touch-up any screw/nail holes with appropriate matching caulk/paint.
- Bidders must detail any additional work that is necessary to perform the repairs intended, especially if not identified on these renovation work task specifications. Any cost of necessary additional work must be included in total amount of bid.
- Awarded bidder must alert owner of any unforeseen damage found during renovation that should be repaired and provide a cost of repair to review and approve prior to performing any additional work tasks not in bid submitted.

TOWN OF JONESBOROUGH

EXTERIOR DECK RENOVATION – INTERNATIONAL STORYTELLING CENTER

BID FORM

Specified Work Task Number	Specified Work	Base Bid Amount	Notes
1.	Remove existing composite decking, railing and bottom siding where necessary to gain access to underlying damaged wood strips.	\$ 17,675. ⁵⁰	
2.	Remove and dispose of underlying wood strips. Remove any remaining debris in under lying area on concrete.	\$ 500. ⁰⁰	
3.	Install metal tracts on same centers as wood strips and secure to concrete.	\$ 750. ⁰⁰	
4.	Install screen on top of metal strips.	\$ 150. ⁰⁰	
5.	Re-install composite decking, any siding removed and railing, as specified.	\$ 15,000. ⁰⁰	
6.	Detail any known additional work tasks needed to complete the renovation work intended that may not be identified in the specifications. Provide justification.	\$ 5000. ⁰⁰	
TOTAL PROJECT COST			\$ 51,675. ⁵⁰

- Provide information/cut sheets on metal and rails to be used and obtain approval of material prior to construction.
- Have metal track installation inspected and approved by Town prior to re-installation of composite decking, any siding and railing.

BID FORM CONTINUED

List any variations from specifications and justification: If any composite
Decking needs replaced; charges may apply if
substantial replacement is needed.

Warranty Information (materials and labor): 1 year Labor Warranty

Projected Project Schedule based on notice of award/notice to proceed: _____
Can start Job within 2 weeks of notice
of Award

Company submitting bid: Complete Construction Mgmt, LLC

Address: 2120 S. Economy Rd
Morristown, TN 37813

Contact Information: Josh Russell (423) 312-1179

State Contractors License Number: 71294

Years business has been in operation: 8 yrs.

References Included _____ Yes ☒ No

Submitted by: Josh Russell owner & GC
(print full name) (Title)

Signature: Josh Russell Date: 6-13-25

NOTICE TO BID
TOWN OF JONESBOROUGH
EXTERIOR DECK RENOVATION – INTERNATIONAL STORYTELLING CENTER

The Town of Jonesborough is now accepting bids on the renovation work on the exterior decking of the International Storytelling Center at 116 West Main Street in downtown Jonesborough. Bids will be received at Town Hall, 123 Boone Street, Jonesborough, TN 37659 until 11:00 AM, Friday, June 13, 2025 at which time they will be publicly opened.

BID SPECIFICATIONS

General

1. The purpose of the work to be undertaken is to remove the under-decking wood support bracing that is rotting and replace the bracing system with metal tracks that will not rust. Replacing the damaged wood strips requires the composite decking to be removed and then re-applied when the new metal tracks are in place.
2. Bids must be labeled Downtown Improvement Project – ISC, and can be emailed or delivered to Town Hall, Jonesborough.
3. This project is largely funded by a Downtown Improvement Grant administered by the Tennessee Department of Economic and Community Development, and state guidelines for said grant program apply.
4. Any variation from the bid specifications must be clearly identified and a justification included.
5. Bidders must show capability of providing the complete installation of materials and must be responsible for processing and handling all warranties of materials and labor.
6. Warranties must detail what is covered, what is excluded, any conditions of service and a response time guarantee.
7. Awarded bidder must show proof of workers compensation insurance and adequate liability insurance.
8. All work undertaken must meet industry standards, any manufacturer's guidelines, and any local or state code requirements.
9. Bids must be good and remain in place for a period of up to 30 days from the date bids must be submitted.

10. Bidders must be licensed in the State of Tennessee with a contractor's license covering the scope and cost of the work to be performed as outlined in the specifications.
11. The Jonesborough Board of Mayor and Aldermen reserves the right to reject any or all bids.
12. Bidder selected will be based on cost of materials and labor, compliance with specifications, any references based on similar work performed, experience in working on buildings within a historic district, and the quality of work performed on similar projects.
13. Awarded bidder is responsible for removing all waste materials, and for protecting outside building walls, windows and railings from damage and/or discoloration including the repair of any damaged surfaces.
14. Bidder must detail any payment terms.
15. Any questions can be directed to the Administration area of Jonesborough Town Hall, 423-753-1030. Potential bidders can observe the decking area to be renovated during normal business hours of the International Storytelling Center, and in order to show they were onsite, bidders should sign in at the first floor information desk.

Renovation Work Specifications

- Remove existing composite decking, store onsite and be prepared to re-apply said decking when the under-deck repairs are complete.
- Remove the hand railing and metal fascia trim in order to remove all decking and to facilitate repairs. After repairs are complete, replace metal fascia trim and flashing.
- Carefully remove any bottom siding needed in order to properly access wood strips to be replaced. Be prepared to re-install siding that has been removed.
- Remove rotten wood strips, actually all wood strips noting the distance apart on centers, and replace strips by installing new metal tracks securing them to the concrete deck floor – same distance on center as wood strips.
- Install a rust resistant particle screen on top of newly installed metal tracks.
- Re-install composite decking and any siding removed, and properly re-install railing and fascia trim/flashing.
- Touch-up any screw/nail holes with appropriate matching caulk/paint.

- Bidders must detail any additional work that is necessary to perform the repairs intended, especially if not identified on these renovation work task specifications. Any cost of necessary additional work must be included in total amount of bid.
- Awarded bidder must alert owner of any unforeseen damage found during renovation that should be repaired and provide a cost of repair to review and approve prior to performing any additional work tasks not in bid submitted.

TOWN OF JONESBOROUGH

EXTERIOR DECK RENOVATION – INTERNATIONAL STORYTELLING CENTER

BID FORM

Specified Work Task	Specified Work	Base Bid Amount	Notes
1.	Remove existing composite decking, railing and bottom siding where necessary to gain access to underlying damaged wood strips.	\$6156.00	We will try to save as much original composite material as possible. Remove and re-use metal chip clip. If unable to re-use metal clip addional \$21.00 per LF will be charged.
2.	Remove and dispose of underlying wood strips. Remove any remaining debris in under lying area on concrete.	\$3564.00	We are including caulkking the existing lap on screw holes in the existing concrete.
3.	Install metal tracts on same centers as wood strips and secure to concrete.	\$9122.00	From previous experience we are using composite strips in lieu of metal.
4.	Install screen on top of metal strips.	\$3527.00	N/A
5.	Re-install composite decking, any siding removed and railing, as specified.	\$20,721.00	The new composite decking will be as close a color match to existing as possible.

6.	Detail any known additional work tasks needed to complete the renovation work intended that may not be identified in the specifications. Provide justification.	\$2262.00	We recommend a liquid rubber waterproof on the concrete after demo is completed. We are NOT including rail repair in the concrete over 1/16" or 2 inch
TOTAL PROJECT COST			\$45,360.00

- Provide information/cut sheets on metal and rails to be used and obtain approval of material prior to construction.
- Have metal track installation inspected and approved by Town prior to re-installation of composite decking, any siding and railing.

BID FORM CONTINUED

List any variations from specifications and justification: Composite decking is a better product for this project and will last longer than metal.

Warranty Information (materials and labor): There is a standard one year warranty on all material and labor from date of completion

Projected Project Schedule based on notice of award/notice to proceed: Start date to be approximately 3 weeks after contract signed. Substantial completion to be reached in approximately 5 weeks. This completion date can be affected by rain and weather

Company submitting bid: Andrews & Hoskins Construction LLC

Address: P.O. Box 298

Jacobson In 37877

Contact Information: Leslie @ andrews construction inc. net 423-581-1664
Jeff @ andrews construction inc net 423-470-2770

State Contractors License Number: 22722

Years business has been in operation: 39 years

References Included Yes ✓ No

Submitted by: Leslie A Hoskins President
(print full name) (Title)

Signature: Leslie A Hoskins Date: June 13, 2025



ANDR&HO-01

KKYSOR

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/20/2025

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 Alliant Insurance Services, Inc. 620 W Summit Hill Dr Ste 1005 Knoxville, TN 37902	CONTACT NAME: Kira Kysor		
	PHONE (A/C, No, Ext): (615) 620-5864	FAX (A/C, No):	
	E-MAIL ADDRESS: kira.kysor@alliant.com		
INSURED Andrews & Hoskins Construction, Inc. P.O. Box 298 Talbot, TN 37877	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Cincinnati Insurance Company		10677
	INSURER B: Cincinnati Indemnity Company		23280
	INSURER C: Ironshore Specialty Insurance Company		25445
	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 checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			EPP 0711560	4/1/2025	4/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 10,000 MED EXP (Any one person) \$ 1,000,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" 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			EPP 0711560	4/1/2025	4/1/2026	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 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 <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			EPP 0711560	4/1/2025	4/1/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	<input checked="" type="checkbox"/> 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	EWC 0711561	4/1/2025	4/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	<input checked="" type="checkbox"/> Pollution Liability			ICELLUW00162908	4/1/2025	4/1/2026	Each Occur/Agg 1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

**TOWN OF JONESBOROUGH
DOWNTOWN IMPROVEMENT PROJECT
CONSTRUCTION CONTRACT – ISC PORCH DECKING REPAIR**

This AGREEMENT made the ____ day of June, 2025 by and between the Town of Jonesborough, in Tennessee, herein after referred to as the "Town", and Andrews & Hoskins Construction Inc, of Talbott, Tennessee, herein after referred to as the "Contractor" witness that the Town and the Contractor, in consideration of mutual covenants here after set forth, agree as follows:

1. **Scope of Work:** The work is generally described as renovating the porch deck of the International Storytelling Center by carefully removing the composite deck boards, taking out the under-decking wood support bracing that is rotting, replacing the bracing system with metal tracks or composite lathe that will not rust, and re-attaching the composite deck boards. The scope of work is further defined by the Exterior Deck Renovation – International Storytelling Center Bid Specifications established by the Town and the bid submitted by the Contractor June 13, 2025 and accepted by the Town which includes all materials, supplies, equipment, tools, labor and supervision necessary to complete work specified and provide proper clean-up.
2. **Contract Amount:** The contract amount is \$45,360.00
3. **Materials:** Materials used in the scope of work must meet project specifications. The metal tracks or composite lathe used for replacement as well as caulking and any water proofing treatment materials must be approved by a Town representative before application. The Contractor is responsible for asking for clarification and/or approval or any materials needed that are unspecified in which there may be some question about quality or effectiveness of the material used.
4. **Job Oversight/Inspections:** It is understood that the work undertaken in this contract is essentially funded through a Downtown Improvement Grant administered through the Tennessee Department of Economic and Community Development. All State requirements associated with this funding apply. Inspections of work performed may be undertaken periodically by Town Staff or Town representatives. The Town must inspect the amount of work completed and its quality that is included in any application for payment before payment is made.
5. **Access Accommodation/Job Site Safety:** The work to be undertaken is with a building that will continue to be occupied and in operation. The Contractor is responsible for making every reasonable effort to undertake the work intended with minimum impact on the inside activity. The Contractor's job foreman should have readily available contact numbers of key staff of the International Storytelling Center and the Town.

6. **Insurance:** The Contractor must have and keep current, during the entire project, minimum State of Tennessee requirements for liability and workers compensation insurance, and must provide the Town with proof of insurance, if requested.
7. **State Licensing:** The Contractor must have and keep current during the entire project the proper Tennessee State Licensing covering the scope, extent and cost of the work performed.
8. **Payment:** Payment for the work billed shall be within thirty (30) days from receipt of invoices, and billing can be monthly, or on a schedule mutually agreed upon.
9. **Completion Date:** Contractor will provide a projected completion date.

Andrews & Hoskins Construction Inc.

By: _____
Signed: Leslie A Hoskins Date: 6-23-2025
Print Name: Leslie A Hoskins Title: President

Town of Jonesborough

By: _____
Signed: _____ Date: _____
Print Name: _____ Title: _____

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

DATE: July 14, 2025 **AGENDA ITEM #:** 7-b

SUBJECT: Thomasson Annexation Request

BACKGROUND:

The Town has received a written annexation request from property owner Micah Thomasson. The subject property is located off Shell Road and is further described on Washington County Tax Map 59, Parcel 219.01. The request is to annex approximately 5.47 acres. The request includes zoning the tract of land to R-1 (Low Density) Residential District. The original request was for only a portion of the 5.47 acres, but after further consideration and discussions with staff, Mr. Thomasson revised his request to include the entire Parcel 219.01.

The Plan of Services known as the "Micah Thomasson Shell Road Annexation" reflects that all town services **are available** to the subject tract at the time of annexation. Future development of the tract would need to coordinate with the Town's development services and meet the Town's development regulations and standards. This annexation process does not constitute the approval of any future development plans that may or may not require infrastructure improvements to be made by the Town or Owner/Developer, only that town services are available to the subject tract.

The Planning Commission approved the annexation as presented at their June 17, 2025, meeting.

RECOMMENDATION:

1. Approve the Plan of Services as presented.
2. Approve the Resolution annexing, by request, property owned by Micah Thomasson, identified as Parcel 219.01 on Washington County Tax Map 59, located off Shell Road, on First Reading.
3. Approve the Ordinance zoning the property R-1 (Low Density) Residential District, on First Reading.

**ANNEXATION OF PROPERTY KNOWN AS THE "MICAH THOMASSON SHELL
ROAD ANNEXATION"
WASHINGTON COUNTY TAX MAP 59, PARCEL 219.01
INFORMATION SUMMARY**

PLAN OF SERVICES

A. Police

Jonesborough Police Services will be provided in accordance with Town policies from the effective date of annexation.

B. Fire Protection

The area proposed for annexation is currently served by the Jonesborough Fire Department.

C. Water Service

Public water is available to the subject property. Future development of the tract would need to coordinate with the Town's development services and meet the Town's development regulations and standards. This annexation process does not constitute the approval of any future development plans that may or may not require infrastructure improvements to be made by the Town or Owner/Developer, only that town services are available to the subject tract.

D. Sewer Service

Public sewer is available to the subject property. Future development of the tract would need to coordinate with the Town's development services and meet the Town's development regulations and standards. This annexation process does not constitute the approval of any future development plans that may or may not require infrastructure improvements to be made by the Town or Owner/Developer, only that town services are available to the subject tract.

E. Electrical Service

Electric service will be provided by BrightRidge.

F. Refuse and Recycling Collection

Regular weekly refuse and recycling collection service will be provided to the property and any future development on it from the effective date of annexation.

G. Streets

The road within the annexation area, Shell Road, will be served and maintained by the Town of Jonesborough. In the case of future development of the subject property,

the developer is required to consult the Town Staff regarding street infrastructure. If properly constructed to meet the regulations and standards of the Town, the streets and sidewalks will be accepted by the Town.

H. Streetlights

Streetlights will be provided in accordance with Town policies from the effective date of annexation.

I. Inspections

Inspection services provided by the Town (building, plumbing, mechanical, zoning, etc.) will be extended to the annexed area on the effective date of annexation.

J. Planning and Zoning

The Town's planning and land use control authority as authorized by state law will be extended to the annexed area on the effective date of annexation. This will include the administration and enforcement of zoning and subdivision regulations. The proposed annexation area is recommended to be zoned R-1 (Low Density) Residential District.

ORDINANCE NO. 2025-04
(SEE RESOLUTION NO. 2025-13)

AN ORDINANCE TO AMEND THE ZONING MAP OF THE TOWN OF JONESBOROUGH, TENNESSEE BEING PART OF THE APPENDIX TO ORDINANCE NO. 2025-04 ENTITLED "AN ORDINANCE TO ADOPT A CODE OF LAWS AND ORDINANCES FOR THE TOWN OF JONESBOROUGH, TENNESSEE, AND TO REPEAL ALL LAWS AND ORDINANCES IN CONFLICT THEREWITH", AND AMENDATORY THEREOF, BY ASSIGNING AN R-1 (LOW DENSITY) RESIDENTIAL DISTRICT TO CERTAIN PROPERTY WITHIN THE 15TH CIVIL DISTRICT OF WASHINGTON COUNTY, TENNESSEE AND DESCRIBED ON WASHINGTON COUNTY TAX MAP 59, PARCEL 219.01, AND KNOWN AS THE "MICAH THOMASSON SHELL ROAD ANNEXATION".

BE IT ORDAINED BY THE TOWN OF JONESBOROUGH AS FOLLOWS:

SECTION 1. That the Zoning Map of the Town of Jonesborough, Tennessee, being a part of the appendix to Ordinance No. 2025-04 entitled, "An Ordinance to Adopt a Code of Laws and Ordinances for the Town of Jonesborough, Tennessee, and to Repeal All Laws and Ordinances in Conflict Therewith," and all ordinances supplementary thereto and amendatory thereof, be and the same is hereby amended and modified by assigning the zoning on the following described property on Washington County Tax Map 59, Parcel 219.01 of a R-1 (Low Density) Residential District. See descriptions marked "Exhibit A" and "Exhibit B" hereto.

SECTION 2. BE IT FURTHER ORDAINED, that all ordinances and parts of ordinances in conflict herewith be and the same are hereby repealed.

SECTION 3. BE IT FURTHER ORDAINED, that this ordinance shall take effect from and after its passage on second and final reading and publication as required by law, the public welfare requiring it.

This Ordinance takes effect from and after its passage on second and final reading, the welfare of the Town of Jonesborough, Tennessee requiring it.

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

Those voting against: _____

PASSED ON FIRST READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

Those voting against: _____

PASSED ON SECOND READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

**RESOLUTION NO. 2025-13 ANNEXATION
(SEE ALSO ORDINANCE NO. 2025-04)**

A RESOLUTION TO ANNEX A PORTION OF CERTAIN PROPERTY LOCATED WITH THE 15th CIVIL DISTRICT OF WASHINGTON COUNTY, TENNESSEE ADJOINING THE PRESENT CORPORATION BOUNDARIES OF THE TOWN OF JONESBOROUGH, TENNESSEE, AND TO INCORPORATE THE SAME WITHIN THE CORPORATE BOUNDARIES OF THE TOWN OF JONESBOROUGH, TENNESSEE, SAID PROPERTY BEING KNOWN AS THE “**MICAH THOMASSON SHELL ROAD ANNEXATION**”; DESCRIBED ON WASHINGTON COUNTY TAX MAP 59, PARCEL 219.01; AND TO ZONE SAID PROPERTY R-1 (LOW DENSITY) RESIDENTIAL DISTRICT AS DESCRIBED HEREIN AND TO AMEND THE ZONING MAP OF THE TOWN OF JONESBOROUGH, TENNESSEE ACCORDINGLY, BEING A PART OF THE APPENDIX TO ORDINANCE NO. 2025-04.

WHEREAS, the annexation of such territory is deemed necessary for the welfare of the territory as well as for the welfare of the town as a whole; and

WHEREAS, the Jonesborough Regional Planning Commission has considered and approved the area for annexation during regular session on June 17, 2025; and

WHEREAS, the Jonesborough Regional Planning Commission has considered and approved a Plan of Services for the area during regular session on June 17, 2025, a copy of which is attached hereto; and

WHEREAS, the Jonesborough Regional Planning Commission has considered and approved a proposal for zoning said property during regular session on June 17, 2025, which proposal is made a part of this resolution as Section 2;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF JONESBOROUGH AS FOLLOWS:

SECTION 1. Pursuant to authority conferred by the Town of Jonesborough. Tennessee Charter, there is hereby annexed to the Town of Jonesborough, Tennessee, and incorporated within the corporate boundaries thereof, the following described territory adjoining the present corporate boundaries and situate, lying and being in the 15th Civil District of Washington County, Tennessee.

SECTION 2. BE IT FURTHER RESOLVED that the area herein described and annexed be zoned R-1 (Low Density) Residential District. (See also Ordinance No. 2025-04).

SECTION 3. BE IT FURTHER RESOLVED that this resolution shall become operative from and after its passage as provided in the Town of Jonesborough, Tennessee Charter.

Approved by the Planning Commission June 17, 2025

Passed on First Reading

Public Hearing Held

Passed on Second Reading

Approved and Signed in Open Meeting CHUCK VEST, MAYOR

Attest: JANET JENNINGS, TOWN RECORDER

Approved as to Form: JAMES R. WHEELER, TOWN ATTORNEY



TOWN OF JONESBOROUGH

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

Date: 6/3/25

From: Building and Standards Department,
Kevin R. Fair, Building Inspector.

RE: Annexation Request
To : Glenn Rosenoff

Mr. Micha Thomasson has requested a property annexation on Shell Road in Jonesborough, TN. Parcel ID 059 219.01. He wants to divide the land into 4 parcels. One large parcel, and 3 smaller parcels. Please see the attached map.

Thank You, 
Kevin R, Fair

Planner's Note: Property owner Micah Thomasson changed the request to annexation of the entire tract of land described on Washington County Tax Map 59, Parcel 219.01 (6-12-2025)

THE OLDEST TOWN IN TENNESSEE



TOWN OF JONESBOROUGH

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

Receipt #
6614

Jonesborough:

Planning Commission; Board of Zoning Appeals;
Design Review Commission; Board of Mayor & Alderman

Owner/Applicant: Micah Thomasson Phone Number: 423-213-1168

Representative

Attending Meeting: Micah Thomasson Phone Number: 423-213-1168

Site Location/Area: Shell Rd, Jonesborough TN

Parcel ID 059 219.01

Describe reason for Request Review:

☐ Major Subdivision Plat ☐ Site Plan ☐ Design Review ☐ Rezone ☒ Annexation ☐ Variance ☒ Other

Divide land into 4 parcels. One large Parcel ~ 4 acres.
and 3 smaller parcels (roughly 1/2 acres). Would like

Submittals Included: to annex the smaller parcels into the
town of Jonesborough.

Annexation is the first/main concern.

FOR STAFF USE ONLY:

Zoning District: _____ Development Type: ☐ Single Family ☐ Multifamily ☐ PUD ☐ Commercial

Setbacks: Front _____ Side _____ Rear _____ Tax Map: _____ Group: _____ Parcel ID: _____

☐ Planning Commission ☐ Board of Zoning Appeals ☐ Design Review Commission ☐ BMA

Next Meeting Date & Time: _____ Application Due Date: _____

Owner/Applicant declares that by signing below that the information given on this application is accurate and that they are affirming that the owner/ applicant/ representative will be present at the meeting on the above date.

Fee (see fee schedule): \$ 300.00 Date of Payment: _____

Owner Signature/Applicant: [Signature] Date: 5/30/25

Planner's Note: Property owner Micah Thomasson changed the request to annexation of the entire tract of land described on Washington County Tax Map 59, Parcel 219.01

**Town of Jonesborough
Miscellaneous Receipt**

Misc. Receipt No: 372
POS Receipt No: 6616
Receipt Date: 05/30/2025

Received By: Stephanie Mauk
Received On: 05/30/2025 11:10 AM

Customer ID: 233
Name: MICAH THOMASSON
Description: SHELL RD DIVIDE 4 PARCELS

Miscellaneous Receipt Total
\$300.00

GL Account Number	GL Account Description	Debit	Credit
110-32661	Rezoning/Plan Review/Variance Fee	\$0.00	\$300.00
Miscellaneous Receipt Totals:		<u>\$0.00</u>	<u>\$300.00</u>

Thank You!

[GIS Map](#)[PDF](#)[Return to Results](#)

Parcel Details

WASHINGTON COUNTY, TN | TAX YEAR 2025

County Information

County Number: 090

Reappraisal Year: 2024

Property Owner and Mailing Address

January 1 Owner

EDWARDS CARL T
& COLEEN
9 CLEVELAND AVE
ASHEVILLE NC 28803

Current Owner

THOMASSON MICAH JUDE
& ABIGAIL BRYAN
837 PKWY BLVD
ELIZABETHTON TN 37643

Property Location

Address: SHELL RD

Control Map:	Group:	Parcel:	Property Identifier:	Special Interest:
059		219.01		000

Value Information

Land Market Value:	\$87,700
Improvement Value:	\$0
Total Market Appraisal:	\$87,700
Assessment Percentage:	25%
Assessment:	\$21,925

Additional Information

2010 COUNTY BOARD CHANGE

General Information

Class: 00 - Residential

City #:

Special Service District 1: 000

District: 15

Number of buildings: 0

Utilities - Water/Sewer: 00 - PUBLIC / NONE

Utilities - Gas/Gas Type: 00 - NONE

City:

Special Service District 2: 000

Neighborhood: B01

Number of mobile homes: 0

Utilities - Electricity: 01 - PUBLIC

Zoning:

Outbuildings & Yard Items

Building/Card#	Type	Description	Area/Units
-----------------------	-------------	--------------------	-------------------

Sale Information

Sale Date	Price	Book	Page	Vacant/Improved	Ty In: ?
5/7/2025	\$200,000	R1189	I324	I - IMPROVED	WI W/ DE
8/8/2003	\$0	R347	I583		TE BY EN DE
2/13/1997	\$5,500	R111	I414	V - VACANT	WI W/ DE

Land Information

Deed Acres: 5.47

Calculated Acres: 0

Total Land Units: 5.47

Land Code	Soil Class	Units
02 SMALL TRACT		5.47

Division of Property Assessments

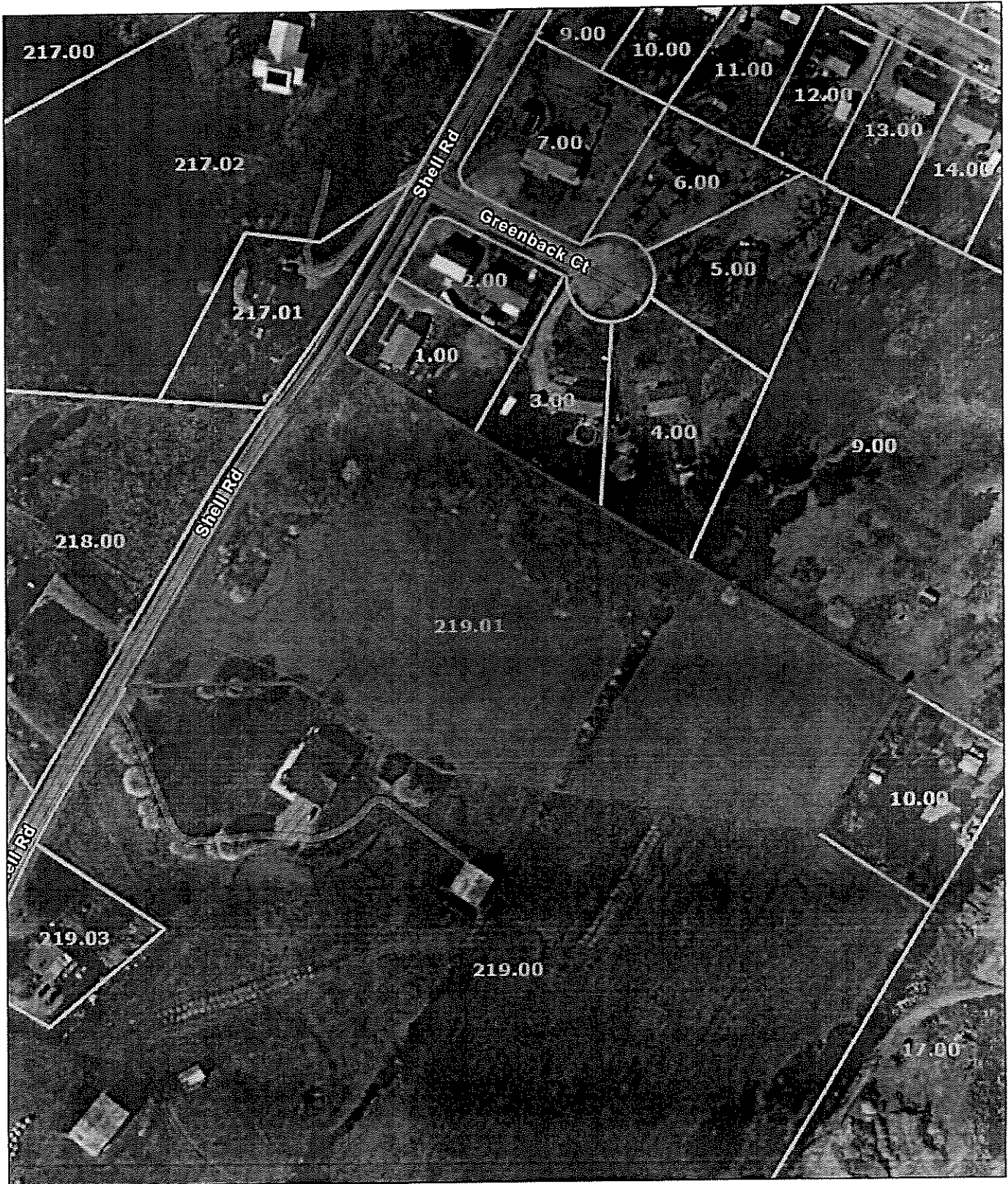
Comptroller of the Treasury

State of Tennessee



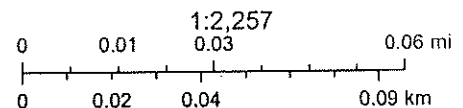
Our Mission: Make Government Work Better

Washington County - Parcel: 059 219.01



Date: June 12, 2025

County: WASHINGTON
Owner: EDWARDS CARL T & COLEEN
Address: SHELL RD
Parcel ID: 059 219.01
Deeded Acreage: 5.47
Calculated Acreage: 0



Esri Community Maps Contributors, City of Johnson City, TN, State of North Carolina DOT, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS, State of Tennessee, Comptroller of the Treasury, Division of Property Assessments (DPA)

The property lines are compiled from information maintained by your local

Re: Annexation and subdivision of Shell rd Parcel ID 059 219.01

From Micah Thomasson <micahtomasson@gmail.com>

Date Thu 6/12/2025 3:06 PM

To Kevin Fair <kfair@JonesboroughTN.org>

Thank you for the response! Just so I am clear I am intending to annex the entire parcel! If it is possible to go ahead and annex in the entire parcel and then do the subdivision on the next meeting that would be phenomenal but if not, we will just have to wait till I get that survey

. I am working towards having our surveyor, go ahead and get us the survey, reflecting our intent. I know he is busy and because I didn't reach out to him until late regarding it I may or may not be able to have it prior to the meeting on the 17th

On Thu, Jun 12, 2025 at 8:55 AM Kevin Fair <kfair@jonesboroughtn.org> wrote:

Micah,

Speaking with our Town Administrator we will need a survey to show the 4 points of the annexation property. The 2 options are an official survey detailing the annexation property amount/location, or annexing the entire tract. The conceptional drawing is great to see what you want to do, but we have to present this request with definite and precise points laid out. Let me know when you can get this to me.

JONESBOROUGH
TENNESSEE
Est. 1779

KEVIN FAIR
Building Inspector

📞 423-753-1032

✉ kfair@jonesboroughtn.org

📍 123 Boone St. Jonesborough, TN 37659

🌐 jonesboroughtn.org

From: Micah Thomasson <micahtomasson@gmail.com>

Sent: Thursday, June 5, 2025 12:29 PM

To: Kevin Fair <kfair@JonesboroughTN.org>

Subject: Re: Annexation and subdivision of Shell rd Parcel ID 059 219.01

I didn't realize request for the drawing! I can work one up today and submit it! I'm presuming we are talking about a drawing reflecting proposed subdivisions within whole lot?

Sorry for my ignorance here!

On Thu, Jun 5, 2025 at 10:16 AM Kevin Fair <kfair@jonesboroughtn.org> wrote:

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

DATE: July 14, 2025 **AGENDA ITEM #:** 7-c

SUBJECT: Tree and Townscape Code Amendment

BACKGROUND:

The purpose of the Ordinance is to recommend a reduction in the number of members to the Tree and Townscape Board from thirteen (13) to nine (9).

I have been working with Parks and Recreation staff to look at ways for the town to promote better engagement, involvement and attendance at the Tree and Townscape Board. In reviewing the last 10 years of the Board, the number of consistent attendees has been ebbing and flowing, with at times not being able to conduct meetings due to a lack in quorum.

When you look at the number of development plans and town projects that will flow through this Board, we must have confidence that decision making will be faster, and lack of attendance slows down that process. Also, with less members, scheduling meetings and ensuring members are able to attend becomes less challenging.

So, I opine that reducing the number of members to nine, and having strong staff supporting the Board, will increase the efficiency and effectiveness of this important Board in the decision-making process. Lastly, Town Hall is one the best places to conduct public meetings and the facility is not conducive to more than 9 members, and any more would require additional members to sit in the "audience" area, thus making it less cohesive of a group.

RECOMMENDATION:

Approve the amendment to Title 1, Chapter 16, The Jonesborough Tree and Townscape Board, Section 1-1604, Compositions, appointment, membership and terms, and Section 1-1606, Rules and staff, on First Reading.

ORDINANCE NO. 2025-05

AN ORDINANCE TO AMEND THE MUNICIPAL CODE OF THE TOWN OF JONESBOROUGH, TENNESSEE TO AMEND TITLE 1 CHAPTER 16 THE JONESBOROUGH TREE AND TOWNSCAPE BOARD

Whereas, there is a desire to reduce the original composition of membership from thirteen (13) to a composition of nine (9) members; and

Whereas, the reduction in the composition of the board will improve board member engagement and involvement; and

Now, Therefore, Be It Ordained by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee that the Town of Jonesborough Municipal Code is hereby amending Title 1, Chapter 16, The Jonesborough Tree and Townscape Board by revising Section 1-1604, Compositions, appointment, membership and terms, Section 1-1606, Rules and staff, and to read as follows:

1-1604. Composition, appointment, membership and terms. The tree and townscape board shall be composed of ~~thirteen (13)~~ **nine (9)** members determined as follows:

One member shall be a member of the board of mayor and aldermen, submitted by the mayor, and confirmed by the board. The term of the board member shall be contiguous with his or her term on the board of mayor and aldermen. The remaining members shall be appointed by the mayor and confirmed by the board. The terms of the members shall be three-year terms. For the initial appointment only and to allow for staggered terms, four members shall serve a three-year term, four members shall serve a two-year term, and four members shall serve a one-year term. Any vacancy in the membership shall be filled for the unexpired term by the mayor with confirmation by the town board. The board of mayor and aldermen shall have the power to remove any member at any time with or without cause.

1-1606. Rules and staff. The board shall adopt rules and regulations for the orderly discharge of its duties subject to the approval of the board of mayor and aldermen. Meetings shall normally be held at least monthly, and minutes of proceedings shall be recorded and submitted for review by the board of mayor and aldermen at its regular meetings. The director of parks and recreation **or their designee, with the approval of the town administrator**, shall serve as the official staff person. ~~and the director of public works shall act as support staff on an as-needed basis.~~ Other town employees shall serve as staff to the tree and townscape board as deemed appropriate by the director of parks and recreation, with the approval of the town administrator.

Be It Further Ordained, that this ordinance shall be effective from and after its passage, the public welfare requiring it.

Passed on First Reading

Date

Public Hearing Held On

Date

Passed on Second Reading

Date

Approved and Signed in Open Meeting

Chuck Vest, Mayor

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: July 14, 2025 **AGENDA ITEM #:** 7-d

SUBJECT: Building Evaluation Data Table and Plan Review Fees

BACKGROUND:

Building Inspector Kevin Fair and I have been discussing 2 subject matters that are represented in the ordinance amendment attached.

1. **Building Valuation Data**

Mr. Fair has provided a memorandum regarding the issue the town faces on occasion whereby the value of a project for permitting appears underestimated. Other communities/jurisdictions around us have included the International Code Council Building Valuation Data (BVD), which represents average valuations for most buildings. In conjunction with the International Building Code (IBC) Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. The BVD is updated at six-month intervals. Should issues arise concerning underestimated permit-related valuations, the Town of Jonesborough reserves the right to charge based on the most current ICC Building Valuation Data. The current BVD Table is attached along with an ordinance amendment adding this verbiage to our municipal code.

2. **Plan Review Fees**

In addition to the BVD, Staff reviewed current plan review fees and have added the amendments to the same ordinance containing the BVD verbiage (see attached). With our unprecedented growth, the expectation for staff to make reviews and make quick decisions has not reduced, it actually has heightened. There are many background factors in staff review, providing comments, corrections, due process recommendations, and finally many of the actions appear before the Planning Commission to be voted upon. The level of building and planning related matters have seen unprecedented levels, the same as we know already about our population increases. Staff believe the proposal on fee structure is reasonable for the town to implement upon adoption of the proposed ordinance amendment.

Staff is recommending approval of the attached ordinance amending Title 4, Chapter 1, Building Code, Sections 4-105 and 4-106 to include the addition of Building Valuation Data and amending the Plan Review Fees.

RECOMMENDATION:

Approve the ordinance amendment to the Jonesborough Municipal Code Title 4, Chapter 1, Building Code, Sections 4-105 and 4-106, on First Reading.

ORDINANCE NO. 2025-06

AN ORDINANCE AMENDING JONESBOROUGH MUNICIPAL CODE TITLE 4 CHAPTER 1 BUILDING CODE

**BE IT ORDAINED BY THE TOWN OF JONESBOROUGH, TENNESSEE, AS
FOLLOWS:**

SECTION 1. That Jonesborough Municipal Code Title 4 Chapter 1 Sections 4-105 and 4-106 shall be revised to read as follows:

4-105. Permit fees. The schedule of permit fees shall be the fees established in the "Schedule of Permit Fees, Building Permit Fees," herein adopted, as follows:

SCHEDULE OF PERMIT FEES

BUILDING PERMIT FEES

TOTAL VALUATION

Calculate the Sum Total
Valuation of the project:

FEE

Multiply the Sum Total
Valuation of the project by 0.85%

Example 1: The project includes new home construction. The project's sum total valuation is \$300,000.00 based on the totals of all work including building, plumbing, and mechanical. The sum valuation of the \$300,000.00 is multiplied by 0.85% which equals \$2,550.00 in permit fees.

Example 2: The project includes building renovation and mechanical work. The project's sum total valuation is \$100,000.00 based on totals of all work including building and mechanical. The sum valuation of the \$100,000.00 is multiplied by 0.85% which equals \$850.00 in permit fees.

BUILDING VALUATION

The International Code Council (ICC) provides Building Valuation Data (BVD), which represents average valuations for most buildings. In conjunction with the International Building Code (IBC) Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. The BVD is updated at six-month intervals. Should issues arise concerning underestimated permit-related valuations, the Town of Jonesborough reserves the right to charge based on the most current ICC Building Valuation Data.

MECHANICAL PERMIT FEE

Mechanical permit fees are calculated based on the sum valuation of the mechanical components of the project multiplied by 0.85%.

Example: The project includes new mechanical work only. The project's sum total valuation is \$10,000.00. The sum valuation of the \$10,000.00 is multiplied by 0.85% which equals \$85.00 in permit fees.

MOVING FEE

For the moving of any building or structure, the fee shall be \$100.00.

DEMOLITION FEE

For the demolition of any building or structure, the fee shall be \$100.00.

MOBILE HOMES FEE

For the setting up of any manufactured home, this includes single or double-wide mobile homes the fee shall be \$100.00.

OUTDOOR ADVERTISING SIGN FEE

Outdoor advertising sign fees are calculated based on the sum valuation of the signage project multiplied by 3.5%.

OFF-PREMISES OUTDOOR ADVERTISING SIGN FEE (Ordinance 2024-14)

Off-Premises Outdoor Advertising sign fees, including billboards, are calculated based on the sum valuation of the signage project multiplied by 0.85%.

PENALTIES

Where work for which a permit is required by this code is started or proceeded prior to obtaining said permit, the fees herein specified shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work nor from any other penalties prescribed herein. (as added by Ord. #2009-13, Nov. 2009, as replaced by Ord. #2016-09, Aug. 2016 *Ch12_04-09-18*)

4-106. Plumbing code. (1) The 2018 International Plumbing Code (IPC) is hereby adopted with any modifications.

(2) Modifications. Wherever the plumbing code refers to the "chief appointing authority," the "administrative authority" or the "governing authority," it shall be deemed to be a reference to the board of mayor and aldermen. Wherever "city engineer," engineering department, plumbing official or "inspector" is named or referred to, it shall mean the building inspector or person(s) appointed or designated by the board of mayor and aldermen to administer and enforce the provisions of the plumbing code.

(3) Available at town hall. Pursuant to requirements of the Tennessee Code Annotated, one (1) copy of the International Plumbing Code - 2018 edition and the other associated codes hereby adopted in this ordinance will be placed in the administration office at town hall and shall be kept there for the use and inspection of the public.

(4) Violations and penalty. It shall be unlawful for any person to violate or fail to comply with any provision of the plumbing code or associated codes herein adopted by reference and modified. The violation of any section of this chapter shall be punishable by a penalty of up to fifty dollars (\$50.00) for each offense. Each day a violation is allowed to continue shall constitute a separate offense.

(5) Permit fees. The schedule of permit fees shall be the fees established fees established in the "Plumbing Permit Fees," herein adopted, as follows:

PLUMBING PERMIT FEES

Plumbing permit fees are calculated based on the sum total valuation of the plumbing components of the project multiplied by 0.85%.

PENALTIES

Where work for which a permit is required by this code is started or proceeded prior to obtaining said permit, the fees herein specified shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work nor from any other penalties prescribed herein. [as added by Ord. #2016-09, Aug. 2016 Ch12_04-09-18]

SECTION 2. That Jonesborough Municipal Code Title 4 Chapter 1 adds Section 4-107 Plan Review Fees and shall read as follows:

4-107. Plan Review Fees. The plan review fees shall be established in the Municipal Code herein adopted, as follows:

Plan Review Fees

FEE DESCRIPTION	FEE AMOUNT
Plat Review Fees	
Minor Subdivision Plat (maximum of 2 lots)	\$75.00 Plat + \$50/per lot
Major Subdivision Plat (3 Lots and Greater)	\$200.00 Plat + \$50/per lot
Site Plan Review Fees (Includes Storm Water)	
Per Acre	\$250.00*
*Round down for fractions	
Grading Permit Fees	
Less than 1 Acre	\$100.00
Greater than or equal to 1 Acre & less than 5 Acres	\$300.00
Greater than or equal to 5 Acres & less than 15 Acres	\$500.00
Greater than or equal to 15 Acres & less than 25 Acres	\$700.00
Greater than or equal to 25 Acres & less than 35 Acres	\$900.00
Greater than 35 Acres	\$1,200.00
Annexation Review Fee	\$500.00
Board of Zoning Appeals Fee	\$300.00
Design Review Commission (Appeals to BMA)	\$300.00
Text Amendments Fee	\$300.00
Temporary Use Permit	\$100.00
Customary Home Occupation Application	\$100.00
Zoning Confirmation Letter	\$50.00

SECTION 3. In case of conflict between this ordinance or any part hereof, and the whole or part of any existing ordinance of the Town, the provision that establishes the higher standard shall prevail.

SECTION 4. If any section, subsection, clause, provision or portion of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, subsection, clause, provision or portion of this ordinance

This ordinance shall become effective after its passage on second and final reading.

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

Those voting against: _____

PASSED ON FIRST READING _____

Motion was made by _____ and seconded by _____ that

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

Those voting against: _____

PASSED ON SECOND READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

Building Valuation Data – FEBRUARY 2025

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in August 2025. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2024 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are “average” costs based on typical construction methods for each occupancy group and type of construction. The average costs

include foundation work, structural and nonstructural building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.
- 3.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget} \times (\%)}{\text{Total Annual Construction Value}}$$

Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

Example

Type of Construction: IIB

Area: 1st story = 8,000 sq. ft.

2nd story = 8,000 sq. ft.

Height: 2 stories

Permit Fee Multiplier = 0.0075

Use Group: B

1. Gross area:
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:
B/IIB = \$265.76/sq. ft.
3. Permit Fee:
Business = 16,000 sq. ft. x \$265.76/sq. ft x 0.0075
= \$31,891.20

Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.
- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

Square Foot Construction Costs ^{a, b, c}

Group (2024 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	337.41	325.40	315.80	303.35	283.46	275.24	292.98	264.14	254.04
A-1 Assembly, theaters, without stage	309.77	297.76	288.16	275.71	256.07	247.85	265.35	236.75	226.65
A-2 Assembly, nightclubs	269.42	261.52	253.31	243.65	228.21	222.01	235.29	207.53	199.66
A-2 Assembly, restaurants, bars, banquet halls	268.42	260.52	251.31	242.65	226.21	221.01	234.29	205.53	198.66
A-3 Assembly, churches	314.40	302.40	292.80	280.35	260.82	252.61	269.98	241.51	231.40
A-3 Assembly, general, community halls, libraries, museums	264.03	252.03	241.42	229.98	209.33	202.12	219.61	190.01	180.91
A-4 Assembly, arenas	308.77	296.76	286.16	274.71	254.07	246.85	264.35	234.75	225.65
B Business	298.43	287.83	277.50	265.76	242.70	234.06	255.55	216.90	206.96
E Educational	282.06	272.26	263.65	252.74	235.87	223.82	244.04	206.65	200.02
F-1 Factory and industrial, moderate hazard	164.17	156.25	146.41	140.89	125.45	119.36	134.33	104.02	96.87
F-2 Factory and industrial, low hazard	163.17	155.25	146.41	139.89	125.45	118.36	133.33	104.02	95.87
H-1 High Hazard, explosives	153.17	145.25	136.41	129.89	115.76	108.67	123.33	94.33	N.P.
H234 High Hazard	153.17	145.25	136.41	129.89	115.76	108.67	123.33	94.33	86.17
H-5 HPM	298.43	287.83	277.50	265.76	242.70	234.06	255.55	216.90	206.96
I-1 Institutional, supervised environment	274.98	265.13	255.66	246.00	225.17	219.12	245.49	202.80	195.56
I-2 Institutional, hospitals	469.18	458.58	448.25	436.51	411.45	N.P.	426.30	385.65	N.P.
I-2 Institutional, nursing homes	323.68	313.08	302.75	291.01	269.45	N.P.	280.80	243.65	N.P.
I-3 Institutional, restrained	314.93	304.33	294.00	282.26	261.70	252.06	272.05	255.55	223.96
I-4 Institutional, day care facilities	274.98	265.13	255.66	246.00	225.17	219.12	245.49	202.80	195.56
M Mercantile	201.08	193.18	183.97	175.31	159.52	154.32	166.95	138.84	131.97
R-1 Residential, hotels	278.14	268.29	258.82	249.16	227.83	221.78	248.64	205.46	198.22
R-2 Residential, multiple family	232.26	222.41	212.94	203.28	183.19	177.15	202.77	160.82	153.58
R-3 Residential, one- and two-family ^d	215.90	210.16	205.11	200.73	194.02	187.11	204.78	180.41	169.09
R-4 Residential, care/assisted living facilities	274.98	265.13	255.66	246.00	225.17	219.12	245.49	202.80	195.56
S-1 Storage, moderate hazard	152.17	144.25	134.41	128.89	113.76	107.67	122.33	92.33	85.17
S-2 Storage, low hazard	151.17	143.25	134.41	127.89	113.76	106.67	121.33	92.33	84.17
U Utility, miscellaneous	117.65	110.72	103.00	98.58	87.79	82.02	93.83	69.49	66.20

- Private Garages use Utility, miscellaneous
- For shell only buildings deduct 20 percent
- N.P. = not permitted
- Unfinished basements (Group R-3) = \$31.50 per sq. ft.

Memorandum

To: Glenn Rosenoff

From: Kevin R. Fair

Date: June 4, 2025

Subject: Proposal to create an addition to the current ordinance regarding Building Permit Fees.

Our current fee structure, while functional, does have a gap that can be, and is exploited.

The need for an Ordinance addition is due to a few contractors and homeowners that do intentionally bid their project cost extremely low to skirt the system. By doing this they save money by not paying the Town very much on permit fees, but they also are able to get the work done without hiring a licensed contractor. This creates a laundry list of potential issues throughout the project as we see from the most recent 2 such projects troubles, we have encountered. One on 106 N. Second Street, the other at 1500 W. Jackson Blvd. 106 N. Second Street project is currently still in the hands of attorneys, waiting to be settled before the new owner can even move in. This has been dragging out for months now. And as you have seen in the 1500 W. Jackson job, the Town ended up losing money. As we could not show anywhere in the municipal code or on the permit application itself that we could make alternate fee structures if the permit applicant was not being 100% honest on the project cost.

The Town currently has no recourse, nor the ability to legally stop this from happening. We desperately need the "back up", so to speak, of municipal codes to get the few bad apples that do attempt to go this route in check. It is very common knowledge that the state requires a contractor's license for 25k dollars or more of project cost. While most of our builders and homeowners are doing the right things in this area, it is those few that can and have caused us quite a headache.

The Ordinance Addition:

- Should issues arise concerning project costs, the Town reserves the right to charge a base per square foot fee. This fee will be calculated based on the International Code Council (ICC) Building Evaluation Table.

This addition is hopefully to be placed in the municipal ordinance No. 2024-6, Municipal Code Title 4 Chapter 1 Section 4-105. After Example #2, before Mechanical Permit Fees.

My initial research suggests that most surrounding municipalities already use the ICC Building Evaluation Data Table in these types of circumstances to get the proper fees on questionable permit applications. I believe this initiative would be highly beneficial for our department and the community. I have attached a copy of the current 2025 ICC Building Evaluation Data. These tables are adjusted and released annually to keep current with inflation and cost changes. If you have any further questions, or need me for any other answers, please feel free to reach out any time.

Sincerely, 
Kevin R. Fair

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

DATE: July 14, 2025 **AGENDA ITEM #:** 7-e

SUBJECT: First Frontier Walkway Phase II Bid

BACKGROUND:

Phase II of the First Frontier Walkway was advertised for bid. Five contractors received an email soliciting a bid. The bid was also advertised in the Johnson City Press and on the Town's website.

A pre-bid construction meeting was held at Town Hall on June 24, 2025, at 2:00pm. Three contractors were present at this meeting. The Operations Manager and Town Engineer presented the project to the three contractors present and followed up the presentation with a question-and-answer session.

The bids were publicly opened at Town Hall on July 03, 2025. The following contractors submitted a bid:

Contractor Name	Total Bid
Precision Concrete Finishing	\$205,373.60
Summers Taylor, Inc	\$235,900.00
Complete Construction Management	\$258,500.00

This is a new phase of the First Frontier Trail project, which is being funded as part of the 2.4 million received from the Governor's Office via TDEC.

The low bidder was Precision Concrete Finishing with a total bid amount of \$205,373.60.

RECOMMENDATION:

Approve awarding the bid to Precision Concrete Finishing with a total bid amount of \$205,373.60 for First Frontier Sidewalk Construction – Phase II, as presented.

BID TABULATION

BID OPENING DATE/TIME: July 3, 2025 at 2:00 PM

GRANTEE: Town of Jonesborough

PROJECT: First Frontier Sidewalk Construction – Phase II

CONTRACTOR NAME:	TOTAL BID
Precision Concrete	205,373 ⁶⁰ / ₁₀₀ %
Summers Taylor	235,900 ⁰⁰ / ₁₀₀ %
Complete Construction	258,500 ⁰⁰ / ₁₀₀ %

Certification:

Craig Ford

Date:

07.03.2025

NOTICE TO BID
TOWN OF JONESBOROUGH
FIRST FRONTIER SIDEWALK CONSTRUCTION – PHASE II

The Town of Jonesborough is accepting sealed bids on the labor, materials, and equipment to construct approximately 7,610 Square feet of concrete sidewalk known as the First Frontier sidewalk – Phase II. Construction will be in the area of Spring Street, Franklin Avenue, and Depot Street. The sealed bid should be labeled “First Frontier Sidewalk Bid – Phase II.” Bids will be received until 2:00 p.m., July 3, 2025, at Town Hall, 123 Boone Street, Jonesborough, TN 37659, at which time they will be publicly opened. Bid specifications can be obtained from the Administration Office at Town Hall, or on-line at the Town of Jonesborough’s website under First Frontier Sidewalk Bid.

Plans for the project may be obtained in paper form at Town Hall, can be emailed to the bidder upon request, or viewed/downloaded on the Town of Jonesborough website under First Frontier Sidewalk Bid – Phase II.

PRE-BID CONSTRUCTION CONFERENCE

Due to the complexity of the project, contractors wishing to submit a bid are encouraged to attend a pre-bid construction meeting at the Boardroom in Town Hall on June 24, 2025, at 2:00pm. The engineer and Town officials will be present to provide a construction overview of the project and publicly answer any questions.

BID SPECIFICATIONS

The bid specifications are in two parts. The first part is a breakdown of four specific sections of this project. The second part is the general specifications for the project.

DEPOT STREET: This section includes a sidewalk length of 450 feet at 4-feet wide, for a total of 1,800 square feet of concrete sidewalk. It includes 340 linear feet of monolithic curb

pour, 750 linear feet of striping, (9) ADA ramps without truncated domes, the relocation of four mailboxes, and the connection of one set of steps to the walkway.

FRANKLIN AVENUE: This section includes a sidewalk length of 696 feet at 4-foot to 5-foot widths, for a total of 3,400 square feet of concrete sidewalk. It includes 382 linear feet of monolithic curb pour, 344 linear feet of striping, (8) ADA ramps, (2) of which will require truncated domes, and the connection of two sets of steps to the walkway.

SPRING STREET: This section includes a sidewalk length of 482 feet at 5 feet wide, for a total of 2,410 square feet of concrete sidewalk. It includes 482 linear feet of monolithic curb pour, 455 linear feet of striping, (9) ADA ramps, (4) of which will require truncated domes. This section will also require 125 feet of extruded curb.

MAIN STREET: This section includes 109 linear feet of extruded concrete curb and 601 linear feet of striping..

General: The sidewalk will be 4-feet to 5-feet in width as specified.

The contractor is responsible for all grade work, removal of spoils, framing and pouring sidewalk and the curb as per plans provided. The sidewalk must have a curb face where adjoining the edge of the street and shall be a monolithic pour. The contractor is responsible for traffic control during the entire length of the project.

The contractor will backfill the sidewalk, and/or curb with topsoil and stabilize with seed and straw.

Most of the sidewalks in this phase will be poured over existing asphalt. In areas that require excavation of soil or stone, base stone must be a minimum of 4-inches in depth compacted and grade C or grade D stone must be used. If pouring over asphalt, no more than 2 inches of compacted grade C or D stone must be used.

Concrete must be Class "A" with a minimum of 4,000psi with natural stone and natural sand. Minimum concrete thickness **must be 4 inches**. In addition, the curb face must be 6 inches deep by 6 inches wide.

The water to cement ratio may not be higher than .45. Air content maximum at 6% + 2, slump 4 inches upon arrival to job site. There shall be a cross slope on the sidewalk for drainage at a minimum of 1% slope, not to exceed 2%.

The sidewalk must be edged using an edger, leaving no sharp edges to chip and/or spall. Contraction joints shall be cut with a jointer every 5-feet of sidewalk. Expansion joints shall be installed every 25 to 30 feet at one-half-inch expansion board material.

The groover used to cut the expansion joints must be a 1-inch groover. The depth of the cut must be one-quarter (1/4") inch.

The concrete shall be finished with a light broom finish.

All sidewalk construction must be ADA compliant.

A "zip-strip" must be used on any construction joints. After the construction joint is zipped off, it must be caulked full with SIKAFLEX.

Once construction is completed, the contractor shall be responsible for sealing the sidewalk. The contractor shall use TRI-SILOXANE sealer, which is a cure and seal product.

In addition, the Town will acquire any easements, construction or permanent, needed along the route to complete the project.

Submitted bids shall be held for a period of sixty (60) days without change by the bidder.

- Construction of the sidewalk must be completed within 90 calendar days from the date of the bid award. Bidders, however, must submit with their bid their projected start date and completion date. In the event a single contractor is awarded all four projects as one project, the Town will be open to discussing an extended performance period if needed; however, four months will be the maximum performance period awarded.
- A building permit for the construction work must be obtained from the Jonesborough Building Inspector; however, the permit will be issued at no cost. The Jonesborough Building Inspection staff and the Street Department Director will undertake all normal inspections, and work will also be overseen to the extent reasonable by the Town's Operation Manager, or his designee.
- Insurance:
 - 1) The contractor selected must provide a performance bond totaling the amount of their bid.
 - 2) The contractor selected must provide proof of workers' compensation insurance covering their workers on the project.
 - 3) The contractor selected must carry a minimum of \$1 million liability insurance and provide the Town with proof of insurance listing the Town of Jonesborough as "other insured".
- Provide a full warranty on workmanship performed for a period of one (1) year following acceptance of the completed work.
- Contractors who submit a bid must list subcontractors, if any, intended to be used in the project.
- Contractors who submit a bid must list at least three recent successfully completed projects of a similar nature, and list contact information associated with the owner/customer.
- The Jonesborough Board of Mayor and Aldermen reserves the right to reject any or all bids and to waive any formalities.

- Criteria for bid award will be based on labor/equipment cost of construction, successful experience on similar projects, work force availability and projected completion of project, and previous customer satisfaction.

NOTE: A digital version of the building specifications can be accessed on the Town of Jonesborough's website at www.jonesboroughtn.org

TOWN OF JONESBOROUGH

123 Boone Street

Jonesborough, TN 37659

(423) 753-1030 – Fax (423) 753-1074

BID FORM – FIRST FRONTIER SIDEWALK CONSTRUCTION – PHASE II

JULY 3, 2025

DEPOT STREET:

SIDEWALK CONSTRUCTION PREPARATION \$ _____

CONCRETE POUR \$ _____

CURB POUR \$ _____

SIGNS/POSTS/TRUNCATED DOMES/CROSSWALK STRIPING \$ _____

TOTAL BID FOR THIS SECTION: \$ _____

Any Variation to Bid: _____

FRANKLIN AVENUE:

SIDEWALK CONSTRUCTION PREPARATION \$_____

CONCRETE POUR \$_____

CURB POUR \$_____

SIGNS/POSTS/TRUNCATED DOMES/CROSSWALK STRIPING \$_____

TOTAL BID FOR THIS SECTION: \$_____

Any Variation to Bid:_____

SPRING STREET:

SIDEWALK CONSTRUCTION PREPARATION \$_____

CONCRETE POUR \$_____

CURB POUR \$_____

SIGNS/POSTS/TRUNCATED DOMES/CROSSWALK STRIPING \$_____

TOTAL BID FOR THIS SECTION: \$_____

Any Variation to Bid: _____

MAIN STREET:

CURB POUR \$ _____

STRIPING \$ _____

TOTAL BID: \$ _____

Any Variation to Bid: _____

TOTAL PROJECT BID \$ _____

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

EMAIL: _____

SIGNATURE

DATE

BID NOT VALID UNLESS SIGNED BY BIDDER

List Subcontractors, if any: _____

TOWN OF JONESBOROUGH

123 Boone Street

Jonesborough, TN 37659

(423) 753-1030 – Fax (423) 753-1074

BID FORM – – FIRST FRONTIER SIDEWALK CONSTRUCTION – PHASE II

JULY 3, 2025

PREVIOUS PROJECTS

1. _____

Owner/Customer Contact Information:

Name: _____

Phone: _____

Email: _____

2. _____

Owner/Customer Contact Information:

Name: _____

Phone: _____

Email: _____

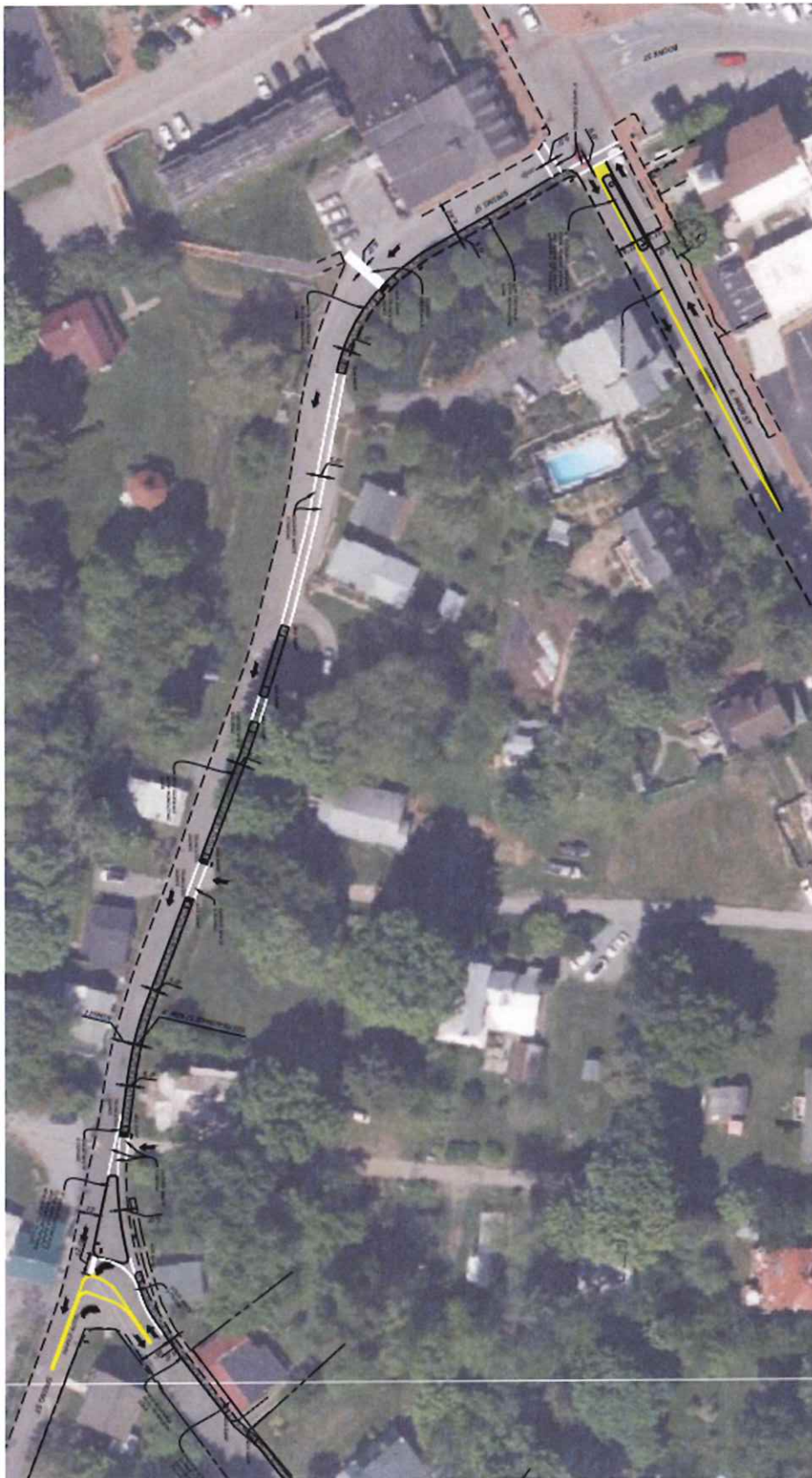
3. _____

Owner/Customer Contact Information:

Name: _____

Phone: _____

Email: _____



NOTES

1. SIDEWALKS ARE 4' OF CONCRETE WITH 4" OF CRUSHED STONE BASE.
2. ADA
 - 2.1. CURB RAMP ARE 1:12 MAXIMUM SLOPE.
 - 2.2. MAXIMUM CROSS SLOPE OF SIDEWALKS IS 2%.
 - 2.3. PROVIDE TRUNCATED DOWNS AT THE STREET INTERSECTIONS AS SHOWN ON THE PLANS.
 - 2.4. THE TRUNCATED DOWNS SHALL BE YELLOW AND 2" DEEP. THE WIDTH SHALL BE 5' FOR THE 6' SIDEWALKS AND 4' FOR THE 5' SIDEWALKS.
3. ANY SIGN RELOCATIONS SHALL BE COORDINATED WITH THE TOWN STREET DEPARTMENT.
4. STORM DRAIN WORK IS BY THE TOWN OF JONESBOROUGH.
5. PROVIDE MINIMUM 1' OF FLAT GROUND BETWEEN THE EDGE OF THE WALKWAY AND ANY STEEP SLOPE.

EXISTING LANDSCAPING TO REMAIN
 CONTACT TOWN ENGINEER FOR ALL AT LEAST 7
 DAYS BEFORE STARTING ANY LANDSCAPING OR
 REMOVAL OF EXISTING
 LANDSCAPING AND UTILITIES



SIDEWALK PLAN-SPRING ST
FIRST FRONTIER TRAIL NETWORK
 JONESBOROUGH, TENNESSEE

NO.	REVISIONS	BY	DATE



DTWood Engineering, Inc.
 Land Development Design & Consulting
 PO BOX 4071, Johnson City, Tennessee 37602-4071
 615.798.4731 | info@dtwoodengineering.com

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

DATE: July 14, 2025 **AGENDA ITEM #:** 7-f-a

SUBJECT: Special Event – International Storytelling Festival

BACKGROUND:

Attached is the Special Event Permit application from ISC to hold the **Annual Storytelling Festival** October 1 – 5, 2025 in Jonesborough. The request includes use of the Visitor Center auditorium during registration through the festival as well as Mill Spring Park and gazebo for use for Ghost Stories.

The request for Street Closings and Request for Lot Closures and Police Assistance include the following:

Request for Street Closures

Cherokee Street from Main Street to High Street: Friday-Sunday, October 3-5

College Street from Second Avenue to Sabin Drive and Sabin Drive from Boone Street to Oak Hill School: Thursday evening, October 2 - Sunday, October 6. Allow only vendors to park between Cherokee and First on one side of College Street. Friday-Sunday, October 3-5.

Spring Street from Main Street to Franklin Avenue, and Clay and Sevier Streets from Main to Spring Street: 6:00-10:00 p.m. Friday and Saturday, October 3 and 4.

First Avenue from Main Street to High Street: Friday-Sunday, October 3-5

Main Street from Fox Street to Second Avenue: Friday-Sunday, October 3-5

High Street: Friday-Sunday, October 3-5

Request for Lot Closures and Police Assistance

8 p.m. on Monday, September 22: close the Library Parking Lot for set-up of the tent on Tuesday for the Library Book Sale.

5 p.m. on Friday, September 26: close the Washington County (Stephenson) Parking Lot for the setup of the tent on Saturday.

6 p.m. Sunday, September 28: close off and secure the Courthouse Parking Lot, so a performance tent can go up Monday morning.

10 p.m. Thursday, October 2: close the Downtown Upper Parking Lot for the duration of the Festival.

Visitor's Center parking lots (both sides of the building):

Parking lot near downtown - Closed to general parking from 6 a.m. on Thursday, October 2, to 6 p.m. on Sunday, October 5. Open for 20-minute parking for registrants.

Parking lot near post office - Closed to general parking from 8 a.m. on Thursday, October 2, to 5 p.m. on Sunday, October 5. (This lot is used for Visitors Center staff, ISC registration staff, and as a drop-off for school groups on Friday)

The festival boundary includes Boone Street where a 5-mph speed limit is requested during the festival.

Also included is the Special Event/Special Occasion Outdoor Use Permit for the Beer & Wine Garden to be set up at the ISC Plaza from Friday, October 3rd through Saturday, October 4th from 4-8 PM daily, and the Beer Garden to be set up at the Library Tent on Thursday only, October 2nd for the evening concert from 6:30-9:30 PM. Identifiable boundaries are included, signage planned stating that alcohol is not permitted beyond this point (the boundary), and wristbands (21 years of age and over only).

The Hold Harmless Agreement and Proof of Insurance are complete.

RECOMMENDATION:

1. Approve the Special Events Permit Application from the International Storytelling Center to hold the National Storytelling Festival October 1 – 5, 2025, including street closures and Boone Street with a festival speed limit of 5 mph along with the use of the Visitor Center, Mill Spring Park, Christopher Taylor lot, Parson's Table lot, and front plaza of the MBM Storytelling Hall, and other accommodations, as requested.
2. Approve the Special Event/Special Occasion Outdoor Use Permit for the Beer & Wine Garden to be set up at the ISC Plaza from Friday, October 3rd through Saturday, October 4th from 4-8 PM daily, and the Beer Garden to be set up at the Library Tent on Thursday, October 2nd for the evening concert from 6:30-9:30 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

Name Krystal Hawkins

6/18/25

Address International Storytelling Center

116 West Main Street Jonesborough TN 37659

Phone 423-913-1343

Fax 423-913-8219

Email krystal@storytellingcenter.net

Instructions:

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

4
per Brandi
Miller

Sponsoring Organization Information:

Name International Storytelling Center

Purpose To build a better world through the power of storytelling.

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 National Storytelling Festival

Description & Purpose of Event See attachment - Exhibits

Dates and hours of event October 1-5, 2025 Estimated number expected to attend 10,000

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)

<input checked="" type="checkbox"/> Police and Security	<input checked="" type="checkbox"/> Refuse Collection
<input checked="" type="checkbox"/> Street Cleaning	<input checked="" type="checkbox"/> Event Preparation/Beautification
<input checked="" type="checkbox"/> Signage	<input checked="" type="checkbox"/> Parking
<input checked="" type="checkbox"/> Use of facilities – Facility <u>Vis Ctr; Mill Springs Pk; Jackson Th.</u> Dates & Hours <u>See Exhibit 13</u>	
Space and staffing needs _____	
<input checked="" type="checkbox"/> Communications and/or publicity	

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

Acknowledgement of receipt of Chapter ⁴10 of the Jonesborough Municipal Code

I/We the undersigned representatives of the sponsoring organization listed above acknowledge receipt of a copy of Chapter ⁴10 of the Jonesborough Municipal Code governing special events and agree to comply with all provisions of that Chapter.

Date: 6/18/25 Signature: Krystal J Hawkins

Print Name: Krystal Hawkins

Title: Director of Programs

Witness: Lynne Lively

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: 6/18/25 Signature: Krystal J Hawkins

Print Name: Krystal Hawkins

Title: Director of Programs

Witness: Lynne Lively

Town Of Jonesborough, Tennessee

Special Event Permit Application

EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the 18 day of June, 2025, in the Town of Jonesborough, County of Washington, State of Tennessee

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

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

SECTION I

Scope of Indemnity

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

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

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

SECTION II

Period Covered

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

SECTION III

Expenses, Attorney's Fees, and Costs

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

SECTION IV

Interest

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

SECTION V

Notice of Claim Against Indemnitee

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

Executed on the date first written above

Organization: International Storytelling Center

By: Krystal J Hawkins Krystal J Hawkins

Printed Name: Krystal Hawkins

Title: Director of Programs

STATE OF TENNESSEE
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Krystal Hawkins, 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 Director of Programs (title) of International Storytelling Center (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 20th of June, 2025.

Breanne Schroeder
NOTARY PUBLIC

My Commission Expires:

01-27-29



SPECIAL EVENT PERMIT APPLICATION
Exhibits 1-13
2025 National Storytelling Festival
Thursday, October 2 thru Sunday, October 5, 2025

Exhibit 1 (Hold Harmless Agreement)

Attached as **Exhibit 1**

Exhibit 2 (List of Pre-Events and Post-Events)

Storytelling Concert at Library Tent, Wednesday, October 1 from 7:30 – 9:30 p.m. (Public)

Workshops at the International Storytelling Center, Thursday, October 2 from 9 a.m. – 5 p.m. (Public)

Wine & Beer Garden in the plaza of the International Storytelling Center on Thursday, October 2 from 4-8 p.m. (Public)

Welcome Dinner for Storytellers at Jonesborough Presbyterian Church, October 2 from 5:30 – 7:30 p.m. (Private)

Storytelling Concert at Library Tent, Thursday, October 2 from 8 p.m. – 10 p.m. (Public)

Exhibit 3 (Map of Event Site and City Streets)

Attached as **Exhibit 3**

Exhibit 3A (Festival Grounds and Speed Limit)

A map showing the Festival Grounds is attached as **Exhibit 3A**

NOTE: The boundary for the National Storytelling Festival includes Boone Street from Main Street to North Lincoln Avenue, and Sabin Drive from Boone Street to the driveway entrance to the Country Inn & Suites. This is the same boundary determined by the Jonesborough Board of Mayor and Aldermen in 2014.

We respectfully request that the speed limit be posted as 5 mph on Boone Street Thursday thru Sunday, October 2 – October 5, as well as all other areas within the Festival boundaries.

Exhibit 4 (Publicity Plan)

The National Storytelling Festival is promoted through a variety of local, regional, and national media outlets. Local listings include calendar and event publications published by the Town of Jonesborough, the Northeast Tennessee Tourism Association (NETTA), and the TN Dept of Tourism. Media sponsors for the event include the Johnson City Press, Kingsport Times News, and Herald & Tribune. WETS is also a media sponsor for the Festival in 2025.

The International Storytelling Center prints 60,000 brochures each year that are distributed by direct mail to our database of previous and prospective attendees. They are also distributed throughout the region by Print Distribution Service LLC who maintains over 500 brochure racks, covering Northeast Tennessee, Southwest Virginia, Northwest North Carolina, and Southeast Kentucky. Rack locations include major hotels and tourist attractions as well as select restaurants, libraries, banks, chambers of commerce, and large local businesses.

A comprehensive marketing plan is developed and implemented year-round for the Festival. Press materials include email campaigns, social media, press releases/updates, and public service announcements (PSAs). We work closely with Jonesborough's Tourism Director for hosting travel writers and group tour operators at ISC to generate interest in the town and the event. We also submit our event for inclusion in calendar listings in a variety of national magazines such as AAA Magazine and Southern Living, and seek outside editorial copy on the event whenever possible.

A Sample Press Release is attached as **Exhibit 4**

Exhibit 5 (Security/Parking Plan)

In addition to the security and crowd control annually provided by the Jonesborough Police Department (See Exhibit 13), the National Storytelling Festival will hire additional security officers at the following locations:

Festival Marketplace, October 1 – October 5
Performance Tents and Food Court at Library, September 30 – October 5
Performance Tents and Food Court at Park, September 30 – October 5
Festival Registration, October 2 – October 5

In order to reduce the amount of automobile traffic in town, Festival attendees are encouraged to park at the Jonesborough Elementary School and utilize the shuttle service provided by JC Transit. The shuttle runs to and from the Visitors Center every 20 minutes from 8 a.m. until thirty minutes after programming ends on both Friday and Saturday; plus 8 a.m. - 6 p.m. on Sunday.

Disability parking will once again be located in the parking lot behind the Courthouse.

Vendor street access passes are issued to our food court vendors in both the Storytelling Park and Library locations. Areas designated for vendor parking include: one side of College Street from Christopher Taylor Lane to First Avenue; and First Avenue from College Street to High Street, and High Street.

Talent and Media parking is located in the Parson's Table parking lot.

As in previous years, a limited amount of Jonesborough Merchant Parking will be available in the Parson's Table parking lot as well as the UT Extension Office parking lot. The entrance to both lots will be monitored. ISC will work with merchants to assign parking lots and distribute parking passes. Two parking passes for the Parson's Table parking lot will be issued to the owner of the home next to the Stephenson parking lot.

Per the Town's request on behalf of the Jonesborough Repertory Theater (JRT), ISC requests three parking spaces at the end of First Avenue for JRT parking. Access to and from the parking spaces need to be through the Jonesborough United Methodist Church parking lot.

ISC will provide shuttle passes to merchants for employees who wish to park at the school and ride the shuttle.

Sample Parking Passes are attached as **Exhibit 5** actual passes will be in various colors.

Exhibit 6 (Emergency Plan)

Cell phones are carried by Festival staff and tent managers and can be utilized to call 911 and/or for assistance from Jonesborough Department of Public Safety and/or Jonesborough Fire Department in the event of an emergency. A list of emergency contacts is provided to all staff prior to the event.

The Washington County Rescue Squad is stationed on Festival grounds for the duration of the event to deal with medical emergencies.

Each tent erected for the National Storytelling Festival is flame resistant and certificates stating such are given to the Jonesborough Fire Chief prior to the event. The tents are also inspected by the Fire Chief so that all fire and safety requirements are met prior to the opening of the Festival.

Exhibit 7 (Event Sponsor)

The International Storytelling Center produces the National Storytelling Festival. Key contact persons for the Festival include:

Michael Carson
President
ISC
116 West Main Street
Jonesborough, TN 37659
(423) 913-8210

C (617) 908-5131

Krystal Hawkins
Director of Programs
ISC
116 West Main Street
Jonesborough, TN 37659
(423) 913-1343

C (423) 791-3859

Sandy Reaves
Director of Finance
ISC
116 West Main Street
Jonesborough, TN 37659
(423) 913-8216

C (423) 306-8941

Exhibit 8 (Proof of Liability Insurance)

Attached as **Exhibit 8**

Exhibit 9 (List of Food Vendors)

A food vendor list from the planned 2024 Festival is attached as **Exhibit 9**. The vendor list for 2025 will be submitted to the Town prior to the event.

Exhibit 10 (List of Physical Services)

The following businesses or independent contractors provide services for the Festival:

Chattanooga Tent Company
PO Box 3098
Chattanooga, TN 37406
(tents, tables)

Break It Down
PO Box 243
Johnson City, TN 37605
(chairs)

Good Ole Boys Golf Carts
434 Hwy 92 S
Dandridge TN 37725
(golf carts)

Ed Surcey
612 Old Embreeville Road
Jonesborough, TN 37659
(set-up and break-down assistance)

MC Septic Services
P. O. Box 2666
Greeneville, TN 37744
(Port-a-Jons)

Good Batch Mama
3428 Fort Henry Drive
Kingsport, TN 37664
(423) 460-6262
(catering)

Washington County Sheriff's Office
112 W Jackson Blvd.
Jonesborough, TN 37659
(security)

Appalachian Light & Sound
545 Matthews Mill Road
Telford, TN 37690
(stages, sound, lighting)

Starline Limo
1 Creston Ct
Johnson City, TN 37615
(423) 379-2211
(airport transportation)

Johnson City Transit System
137 West Market Street
Johnson City, TN 37601
(parking shuttle)

Jonesborough Elementary PTA
720 N Cherokee S
Jonesborough, TN 37659
(423) 753-1180
(parking at Jonesborough Schools)

David Crockett Band Boosters
684 Old State Route 34
Jonesborough, TN 37659
(423) 753-1150
(parking at Jonesborough Schools)

Exhibit 11 (Cleanup Plan)

In addition to the cleanup assistance requested in Exhibit 13, post-Festival cleanup is done by the Festival maintenance crew, Ed Surcey, and the ISC maintenance staff.

Exhibit 12 (Property Usage and Street Closure Request)

The following properties are needed for the National Storytelling Festival:

Library Parking Lot (Library Tent)
Tuesday, September 23 - Monday, October 6

Washington County Parking Lot (Stephenson Lot) (Creekside Tent)
Saturday, September 27 - Monday, October 6
Washington County Courthouse Parking Lot (Courthouse Tent)
Monday Morning, September 29 - Monday, October 6

Mill Spring Park (Ghost Story Concerts) including both the parking lot and the green space: Thursday, October 2 - Monday, October 6

Historic Jonesborough Visitors Center (Festival Registration) and both north and south parking lots: Thursday, October 2 - Monday, October 6 (Setup Wednesday, October 1)

Parson's Table Parking Lot (parking for featured tellers, media, and special guests) Thursday, October 2 - Sunday, October 5

International Storytelling Center front plaza (facing Main Street) Thursday, October 2 – Sunday, October 5

Jackson Theatre (Special Feature Concerts; Rental Agreement with Jackson) Friday, Oct 3 – Sunday, October 5

Request for Street Closings:

Cherokee Street from Main Street to High Street: Friday-Sunday, October 3-5

College Street from Second Avenue to Sabin Drive and Sabin Drive from Boone Street to Oak Hill School: Thursday evening, October 2 – Sunday, October 5. Allow only vendors to park between Cherokee and First on one side of College Street. Friday-Sunday, October 3-5.

Spring Street from Main Street to Franklin Avenue, and Clay and Sevier Streets from Main to Spring Street: 6:00-10:00 p.m. Friday and Saturday, October 3 and 4.

First Avenue from Main Street to High Street: Friday-Sunday, October 3-5

Main Street from Fox Street to Second Avenue: Friday-Sunday, October 3-5

High Street: Friday-Sunday, October 3-5

Request for Lot Closures and Police Assistance (in addition to the no parking areas designated by the police department for the duration of the event). **We appreciate the police department's assistance in assuring these closings and that no parking requests are honored.**

8 p.m. on Monday, September 22: close the Library Parking Lot for set-up of the tent on Tuesday for the Library Book Sale.

5 p.m. on Friday, September 26: close the Washington County (Stephenson) Parking Lot for the setup of the tent on Saturday.

6 p.m. on Sunday, September 28: close off and secure the Courthouse Parking Lot, so a performance tent can go up Monday morning.

10 p.m. on Thursday, October 2: close the Parson's Table parking lot for the duration of the Festival

Visitor's Center parking lots (both sides of the building):

Parking lot near downtown - Closed to general parking from 6 a.m. on Thursday, October 2, to 6 p.m. on Sunday, October 5. Open for 20-minute parking for registrants.

Parking lot near post office - Closed to general parking from 8 a.m. on Thursday, October 2, to 5 p.m. on Sunday, October 5. (This lot is used for Visitors Center staff, ISC registration staff, and as a drop-off for school groups on Friday.)

Exhibit 13 (Request for Services from the Town of Jonesborough)

Use of Facilities

Visitors Center Auditorium and Porch Area Festival Registration (Approximate Hours)

Wednesday, October 1	8:00 a.m. - 5:00 p.m.
Thursday, October 2	7:30 a.m. - 7:00 p.m.
Friday, October 3	7:30 a.m. - 8:00 p.m.
Saturday, October 4	7:30 a.m. - 8:00 p.m.
Sunday, October 5	7:30 a.m. - 5:00 p.m.

Mill Spring Park Ghost Story Concerts (Approximate Hours)

Thursday, October 2	12:00 p.m. Setup begins
Friday, October 3	6:00 p.m. - 10:00 p.m.
Saturday, October 4	6:00 p.m. - 10:00 p.m.

Jackson Theatre Special Feature Concerts (Approximate Hours)

NOTE: Rental agreement executed through Jackson Theatre; included in Main Street closure request

Friday, October 3	10:00 a.m. - 10:00 p.m.
Saturday, October 4	10:00 a.m. - 10:00 p.m.
Sunday, October 5	12:00 p.m. - 5:00 p.m.

Town Beautification in Preparation for the Festival

In the areas below, please make a comprehensive sweep to include mowing and weed-eating all grassy areas and along the rock walls, creek banks, curbs and sidewalks; sweeping and washing all parking lots, main streets and access streets; pressure washing streets in front of the Storytelling Center, Chester Inn, Christopher Taylor log cabin, and the Presbyterian Church; emptying and preparing all garbage barrels.

The areas to address are:

- Washington Co. Stephenson Parking Lot (Tent set-up Saturday, September 27)
- Courthouse Parking Lot (Tent set-up Monday morning, September 29)
- Mill Spring Park
- Visitors Center-Town Hall-Post Office Complex
- Main Street and Courthouse Square
- Parson's Table Parking Lot
- Library Parking Lot and Sabin Drive-College Street Area (Tent set-up Tuesday, September 23 for Library Book Sale)

Please clean, weed-eat and care for the right-of-ways for:

- Boone Street
- Cherokee Street from 11-E to Main and Main to RR tracks
- First Avenue from College to Main and Main to RR tracks
- College from First Avenue to Sabin
- Sabin from Boone Street to the school building
- Spring Street from Main to Franklin
- Fox from Main to Woodrow
- Alleyways between Main Street and creek (from Courthouse Square to First Avenue)
- Highway 11-E (including both rights-of-way and medians) from Jonesborough Elementary School to Washington Drive
- Main Street from Boone to First Avenue
- Christopher Taylor Lane
- Visitors Center parking lots and surrounding yards

Recycling

Please provide recycling containers and extra bags, and deliver to an address to be determined. Festival maintenance crews will place the containers and empty them throughout the Festival.

Main Street Garbage Pick-up

Any assistance that can be given emptying trash barrels on Main Street Friday, October 3 and Saturday, October 4 is appreciated.

Bulk Garbage Pick-up

Please place 2 or 3 dumpsters across from the Oak Hill School on Sabine Drive. Festival maintenance crews will collect garbage from the Festival grounds and place it into dumpsters. Please empty dumpsters prior to 7 a.m. on Saturday, October 4 and Sunday, October 5.

NOTE: For Friday and Saturday nights' dumpster pick-up: please wait until After Hours programming is over, approximately 12:30 a.m.

Daily Street and Sidewalk Sweeping and Cleanup

- Main Street from Boone to First Avenue
- Christopher Taylor Lane
- Alleyways between Main Street and creek, from Courthouse Square to First Avenue
- Visitors Center parking lots and surrounding yards

NOTE: We appreciate follow-up washing and cleaning early mornings, Friday-Sunday, October 3-5.

Sawhorse Needs and Placement

We request that saw horses be provided and in place for these closings as listed below:

Library Parking Lot entrance (2 at each access) by 8:00 pm on Monday,
September 22

Washington County (Stephenson) Parking Lot entrance (2 sawhorses) by 5:00
pm on Friday, September 26

Courthouse Parking Lot by 6 p.m. Sunday evening, September 28

**NOTE: Police assistance is needed so that the tent can go up Monday
morning, September 29.**

By 5 p.m. on Wednesday, October 1:

Visitors Center Entrance (1 sawhorse)
Visitors Center Exit (1 sawhorse)
Boone Street at Sabin Drive (2 sawhorses)
Cherokee Street at College Street (2 sawhorses)
Cherokee Street at Main Street (1 sawhorse)
Cherokee Street at High Street (2 sawhorses)
McCall Avenue at College Street (1 sawhorse)
First Avenue at Main Street (2 sawhorses for each side of street)
First Avenue at College Street (2 sawhorses)
Second Avenue at College Street (2 sawhorses)
Mill Spring Park entrance on Fox Street (2 sawhorses)
Courthouse parking lot entrance on Fox Street (1 sawhorse)
Spring Street at Main Street (2 sawhorses)
Clay Street at Main Street (1 sawhorse)
Sevier Street at Main Street (1 sawhorse)
Franklin Street and Spring Street (2 sawhorses)
Parson's Table parking lot Entrance (2 sawhorses)
Visitors Center-Post Office parking lot (5 sawhorses)
Sabin Drive near the old school building (1 sawhorse)
Courthouse Square West for charging station (3 sawhorses)
Parking Lot behind Mauk's of Jonesborough (3 sawhorses)

Traffic and Pedestrian Police Assistance

The Festival shuttle runs from the former Jonesborough Middle School to the Visitors Center throughout the Festival weekend. We request assistance as in the past with traffic at the Middle School on Friday morning, October 3.

We request police assistance along Boone Street and Main Street during the following times:

Thursday, October 2	8:30 a.m. until 5:00 p.m.
Friday, October 3	8:00 a.m. until 12:00 midnight
Saturday, October 4	8:00 a.m. until 12:00 midnight
Sunday, October 5	9:00 a.m. until 6:00 p.m.

Shuttle buses run roundtrips from the Middle School to the Visitors Center every 20 minutes from 8:00 a.m. until thirty minutes after programming ends on both Friday and Saturday; 8:00 a.m. until 6:00 p.m. on Sunday.

On Friday, school buses will be routed to and unload from the parking lot behind the Visitors Center. The buses will then park at the Middle School.

Charter buses will unload at the Visitors Center and park at the Middle School.

Ghost Story Concerts

Police assistance is needed to keep streets closed in this area, and to provide traffic control as people arrive and depart the concerts. Police assistance is also needed to keep people off railroad tracks during the concerts.

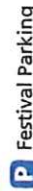
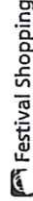
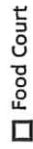
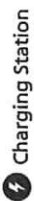
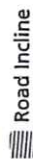
Parking on Spring Street from Main Street to Franklin Avenue needs to be prohibited on Friday, October 3, and Saturday, October 4.

Spring Street needs to be closed from 6 p.m. until 10 p.m. on both evenings for concerts.

Overnight Watch

Police assistance is requested for the protection of the Festival grounds before, during, and after the Festival. ISC will provide three security guards to watch over the sound equipment, chairs, stages, food-service equipment, and other items, but attention given by the officer(s) patrolling the Festival area will be appreciated.

LEGEND



HIGHWAY 11E



Map of the Festival Grounds

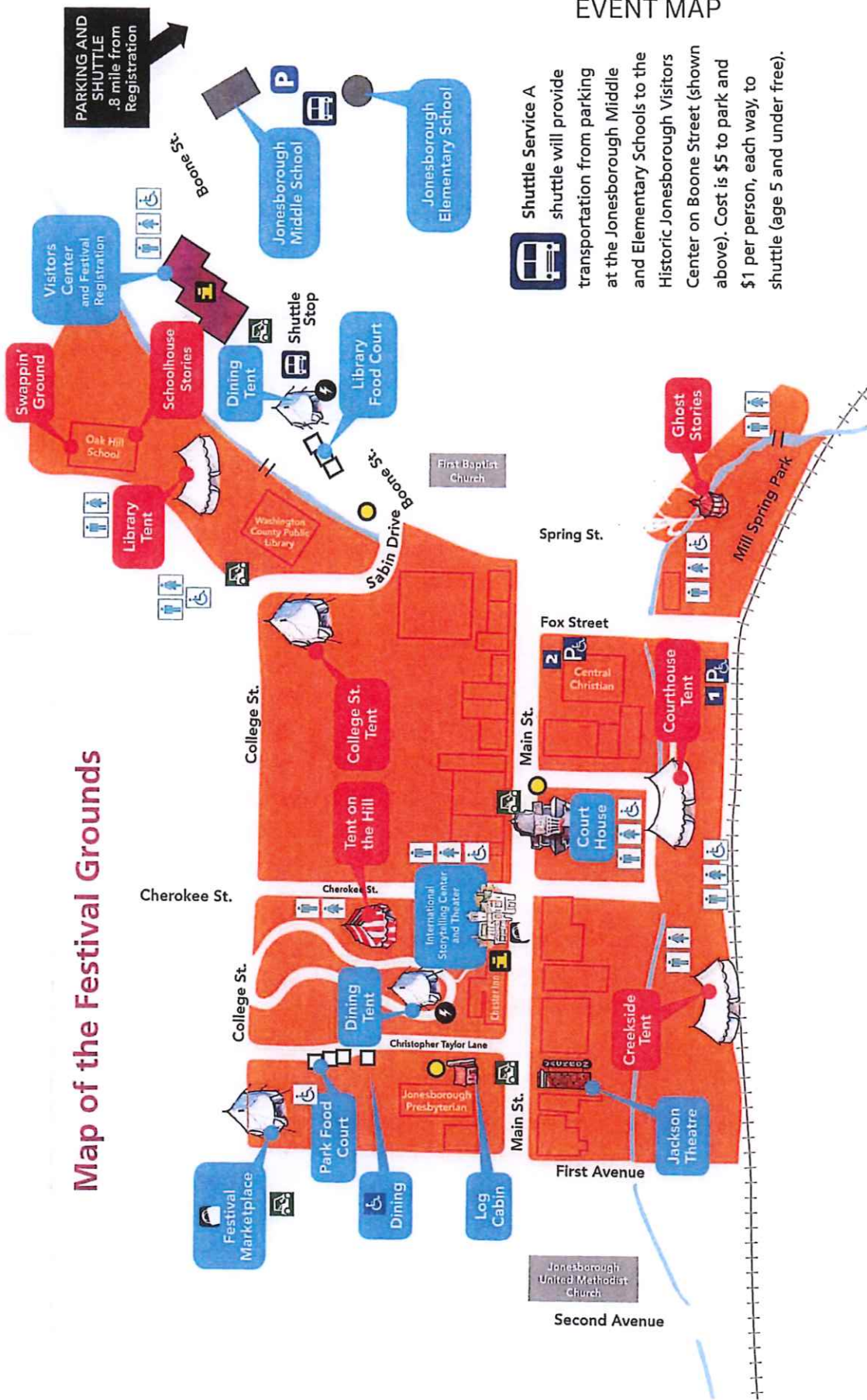


EXHIBIT 3: EVENT MAP

Shuttle Service A
shuttle will provide transportation from parking at the Jonesborough Middle and Elementary Schools to the Historic Jonesborough Visitors Center on Boone Street (shown above). Cost is \$5 to park and \$1 per person, each way, to shuttle (age 5 and under free).

Map of Festival Grounds

Within the Green Lines



Exhibit 3A: Festival Grounds w/ Boundaries in Green

	Storytelling Locations		Information & Services		Courtesy Cart Stops		Concessions		Bus Stop		Parking		Restrooms		Restrooms		Souvenirs & Resources		Festival Marketplace
--	------------------------	--	------------------------	--	---------------------	--	-------------	--	----------	--	---------	--	-----------	--	-----------	--	-----------------------	--	----------------------



INTERNATIONAL STORYTELLING CENTER

FOR IMMEDIATE RELEASE

For media requests, please contact: angela@storytellingcenter.net

Tickets on Sale Now for the 2025 National Storytelling Festival October 3–5 | Jonesborough, Tennessee

JONESBOROUGH, TENN. Tickets are now available for the **National Storytelling Festival**, set for **October 3–5, 2025**, in the heart of Tennessee's oldest town. Produced by the **International Storytelling Center**, the Festival sparked the American storytelling revival when it debuted in 1973—and more than 50 years later, it remains the world's premier event celebrating the power of stories.

This year's Festival brings together more than **two dozen master storytellers from across the country** for a weekend of performances under big-top tents along the streets of historic Jonesborough. From folklore and tall tales to personal narratives and character portrayals, the Festival offers something for everyone—with moments that will make you laugh, cry, and see the world with new eyes.

Returning fan favorites include:

- **Bil Lepp**, West Virginia's "Champion Liar," known for his razor-sharp wit and wild yarns;
- **Dovie Thomason**, whose compelling stories draw from Native American heritage;
- **Alton Chung**, blending history and myth in evocative tales from Hawaii and Japan;
- **Donald Davis**, a Festival icon beloved for his timeless, heartwarming stories that have moved multiple generations.

The Festival also introduces audiences to **New Voices**, a spotlight on storytellers making their mainstage debut. Among them is **Tim Ereneta**, a California-based artist who combines his background in theater with a deep passion for folktales.

"When I first learned about the American storytelling revival in the 1980s, I knew that someday I would make the pilgrimage as a listener. I finally got to attend in 1993, and it was everything I had hoped: an immersion into the world of imagination," says Ereneta. "I'm excited to perform at the National Storytelling Festival because it's a place where the audience knows how to listen. The Festival knows the magic of storytelling, and how teller and listener work together to imagine the stories."

Festivalgoers can choose from a **variety of ticket options**, including full weekend passes, day passes, or single-event tickets to standalone shows like the annual Ghost Story Concerts. Core programming runs **10 a.m.–9 p.m. on Friday and Saturday**, and **10 a.m.–4 p.m. on Sunday**. Passholders are welcome to come and go throughout the weekend.

Can't make it to Jonesborough? The Festival will also be **livestreamed from our Family Tent on October 3**, bringing the magic of storytelling to audiences around the world.

Visit www.storytellingcenter.net to explore the full lineup, event details, and ticket options.

Festival Parking Permit

Library/Heritage Alliance Parking Lot

October 1 - October 5, 2025

Name: _____

Parking Pass for the days not X'd out

Wed 10/1	Thu 10/2	Fri 10/3	Sat 10/4	Sun 10/5
-------------	-------------	-------------	-------------	-------------

Festival Parking Permit

Library/Heritage Alliance Parking Lot

October 1 - October 5, 2025

Name: _____

Parking Pass for the days not X'd out

Wed 10/1	Thu 10/2	Fri 10/3	Sat 10/4	Sun 10/5
-------------	-------------	-------------	-------------	-------------

2025 National Storytelling Festival Food Vendors

Park Food Court

Juicy Butts BBQ

Scottie Lamons

scottielamons@gmail.com

International Foods

Nicholas Chronis

ncchronis@hotmail.com

Mama's Food Factory

Ty and Krista Boman

423-7657182

Tybo1368@gmail.com

Library Food Court

Pizza Hut

500 Forest Drive

Suite 6

Jonesborough, TN 37659

423-753-7778

37668@tastyph.com

Risin' Vibes

Brandon and Lacey Bell

305-219-4543

riseupcaterings@gmail.com

Lil Delights Concessions

Star Mullins

Kingsport, TN 37663-0496

276-275-4766

starmullins@icloud.com

Courthouse

Sunset Slush

David Strickland

sunsetslushtn@gmail.com

TOWN OF JONESBOROUGH

SPECIAL EVENT / SPECIAL OCCASION
OUTDOOR USE PERMIT
APPLICATION

International Storytelling Center, 100 W Main St., JBO, TN 37659, 423-753-2171
Organization Name Address Telephone

Representative's Name: Lesley McDavid

Representative Telephone: 423-913-8234 Email: lesley@storytellingcenter.net

Non-Profit Yes ☒ No ☐

Main Street Cafe 117 W. Main Street, JBO TN 423-753-2460
Restaurant Name Address Telephone / Cell #

Zak Jenkins 423-571-5003
Owner's Name Telephone / Cell #

Mailing Address: 117 W. Main Street ztj117@gmail.com
Email Address

Jonesborough, TN 37659

Date of Request: 10/2/25 - 10/4/25

Describe Intended Activity: Beer & Wine Garden, Beer Tent at Festival (Thursday night only), Library Tent, Washington County Library, Parking lot

Describe equipment, structures, furnishings, etc. to be used: Beer Wagon with four dispensers, Small Kegatron

Special Event/Special Occasion Boundary

Describe: Beer garden - picket fencing around plaza, beer tent - boundary marked & monitored, signage posted (you can't go beyond signs) & wristbands

Schematic of area with boundary attached? ☐ Yes ☒ No

Describe how proceeds or event will benefit community: proceeds will be received by TSC, nonprofit organization serving the community

Describe how alcohol will be served: plastic cups

When will the ABC Special Occasion Permit be submitted, if required: by 7/31/25

Which non-profit will be submitting the ABC application, if required: TSC

How will the Special Event/Special Occasion boundaries be established so that all alcohol consumption will take place within the approved area: Picket fencing
Do not cross signs, monitored, signs, you can't go beyond
signage

How will the area be marshaled: Volunteers, TSC staff

How will the legal age of consumers be monitored: IDs checked, wristbands

How are participants identified: wristbands & IDs (Drivers License) checked

Who are the contact people during the event, and whom does the Police contact if communication is required: Lesley McDavid 423-943-7060
Sandy Beavers 423-306-8941

How can the contacts above be located during the event: By phone and at
the location

Phone #(s): 423-943-7060, 423-306-8941

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

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

Date of Policy Term: From 11/10/2024 To 11/10/2025

Review by Town Attorney: _____
Signature Date

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

Lesley McDavid / Facility Director
Name / Title

International Storytelling Center
Organization

Lesley McDavid
Signature

5/13/25
Date

Fac Jenkins owner
Name / Title

Main Street Cafe
Restaurant

[Signature]
Signature

5/20/25
Date



INTESTO-01

ADOTSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/26/2025

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 Highlands Insurance Group, LLC 508 Princeton Rd. Ste 104 Johnson City, TN 37601	CONTACT NAME: Angie Dotson		
	PHONE (A/C, No, Ext): (423) 594-0222	FAX (A/C, No): (423) 594-0232	
INSURED International Storytelling Center 116 W Main St. Jonesborough, TN 37659	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: West Bend Insurance Company		15350
	INSURER B: Accident Fund General Insurance Company		12304
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD 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"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	B217230 02	11/10/2024	11/10/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 3,000,000 \$ COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	B217230 02	11/10/2024	11/10/2025	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		B217230 02	11/10/2024	11/10/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	AF WCP 100086645	11/10/2024	11/10/2025	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Town of Jonesborough, Jonesborough, TN is recognized as Additional Insured, ATIMA in
The National Storytelling Festival October 2-5, 2025

CERTIFICATE HOLDER Town of Jonesborough 123 Boone Street Jonesborough, TN 37659	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Jordan Sizemore/ad</i>
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ACORD 25 (2016/03)

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

DATE: July 14, 2025 **AGENDA ITEM #:** 7-f b

SUBJECT: Special Event – Jonesborough Locally Grown Winter Farmers Market

BACKGROUND:

Attached is the Special Event Permit Application request from Jonesborough Locally Grown for the 2025-2026 Winter Farmers Market. The Winter market is held after the Saturday in-person market concludes to give current vendors an additional opportunity to sell produce and homemade products directly to consumers. This would occur the first 4 Saturdays in November; first 3 Saturdays in December, or November 1, 8, 15, 22; December 6, 13, 20; and the third Saturdays of the month of January through April 2026, or January 17, February 21, March 21, and April 18. The time is from 9:00 AM to 12:00 PM. This requires that eight spaces in front of Boone Street Market be reserved on event days and the request is for approval to place no parking signs on Friday evening in those spaces. Spaces will be used from 8:00am to 1:00pm on approved Saturdays.

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

RECOMMENDATION:

Approve the Special Event Permit Application for the Winter Farmers Market to occur the first 4 Saturdays in November; first 3 Saturdays in December, or November 1, 8, 15, 22; December 6, 13, 20; and the third Saturdays of the month of January through April 2026, or January 17, February 21, March 21, and April 18, 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 Deborah Byrd

10/20/25

Address 101 Boone Street

Jonesborough TN 37659

Phone 919-641-0817

Fax _____

Email deborah@jonesboroughlocallygrown.org ; jlge@jonesboroughlocallygrown.org

Instructions:

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

Sponsoring Organization Information:

Name Jonesborough Locally Grown

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

Is this a recurring Special Event? ☒ Yes ☐ No

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

1st four Saturdays of November 2025 (11/1, 11/8, 11/15, 11/22); 1st three Saturdays of December 2025 (12/6, 12/13, 12/20); 3rd Saturdays in Jan. 2026 (1/17/26), Feb. 2026 (2/21/26), March 2026 (3/21/26), April 2026 (4/18/26)

Event Information:

Name of Event Jonesborough Farmers Market Winter Market

Description & Purpose of Event Saturday morning farmers market that gives local farmers, food producers, and small businesses an opportunity to sell farm and homemade products directly to consumers

Dates and hours of event 8am-1pm (see above) Estimated number expected to attend 75-150
each week

Estimated number of town citizens expected to either participate in and/or view the event 75-150
each week

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

Request for Services from the Town of Jonesborough

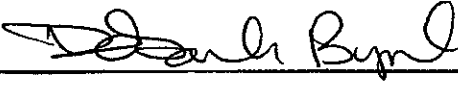
Please indicate any services you request for your event from the Town of Jonesborough*. (A fee may be Levied by the Town for additional services per the Municipal Code, see 12-1007)

<input type="checkbox"/> Police and Security	<input type="checkbox"/> Refuse Collection
<input checked="" type="checkbox"/> Street Cleaning	<input type="checkbox"/> Event Preparation/Beautification
<input type="checkbox"/> Signage	<input type="checkbox"/> Parking
<input type="checkbox"/> Use of facilities – Facility _____ Dates & Hours _____	
<input checked="" type="checkbox"/> Space and staffing needs _____	
<input checked="" type="checkbox"/> Communications and/or publicity _____	

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

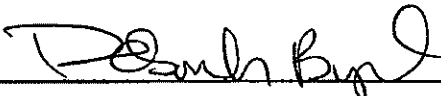
Acknowledgement of receipt of Chapter 10 of the Jonesborough Municipal Code

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

Date: 6/20/25 Signature: 
Print Name: Deborah Byrd
Title: Executive Director
Witness: _____

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

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

Date: 6/20/25 Signature: 
Print Name: Deborah Byrd
Title: Executive Director
Witness: _____

Required Exhibits to Application

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

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

STATE OF TENNESSEE
COUNTY OF WASHINGTON

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

WITNESS my hand and seal at office in the State and County aforesaid, this, the 20 of June, 2025.

Nora Sword

NOTARY PUBLIC

My Commission Expires:

Aug. 30, 2028



SECTION II

Period Covered

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

SECTION III

Expenses, Attorney's Fees, and Costs

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

SECTION IV

Interest

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

SECTION V

Notice of Claim Against Indemnitor

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

Executed on the date first written above

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

Town Of Jonesborough, Tennessee

Special Event Permit Application

EXHIBIT I – Hold Harmless and Indemnity Agreement

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

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

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

SECTION I

Scope of Indemnity

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

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

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

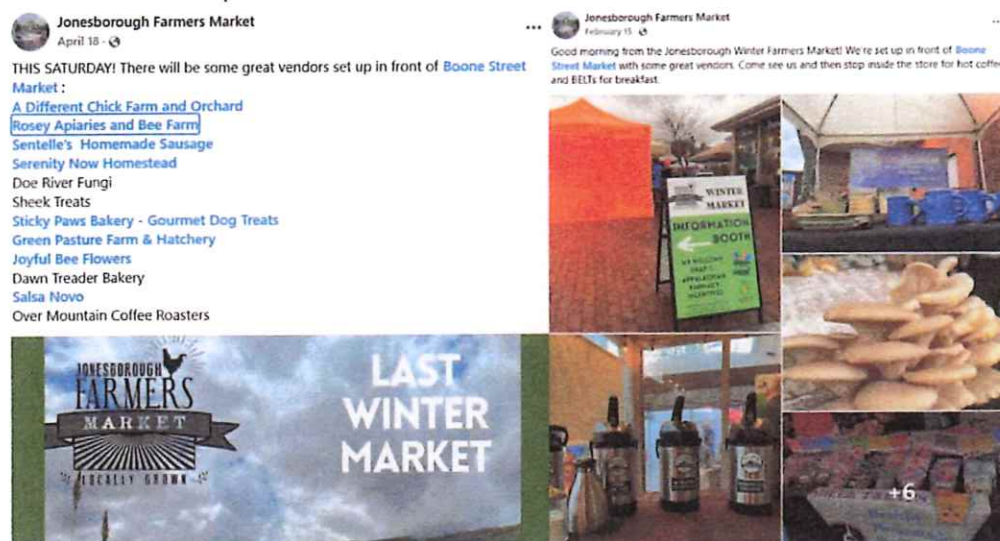
Required Exhibits to Event Application – Jonesborough Farmers Market Winter 2025- 2026

1. Hold Harmless Agreement – included with application
2. Pre-/post-events – n/a
3. Map with city streets:
 - a. Areas requested are the 8 parking spaces in front of Boone Street Market and the plaza area already covered in the BSM lease. Market staff will set out cones after close of business on Friday to block parking spaces. No more than 4 vendors and the information booth will be set up on the sidewalk, unless a car is left overnight and all scheduled vendors show.
4. Outline of publicity plan:
 - a. Weekly emailed newsletter – graphic example below
 - b. Possibly an electronic billboard ad – graphic example below
 - c. Social media posts – example below
5. Security plan: booth setup will be arranged to allow for at least 5 feet of pedestrian right-of-way; no special assistance requested.
6. Emergency plan:
 - a. First aid kit and a landline/cell phone to contact emergency services will be available inside BSM
 - b. The event will be canceled in the event of severe weather.
 - c. In the event of spontaneous weather, BSM will be used as an emergency shelter.
7. Event sponsor:
 - a. Jonesborough Locally Grown, 101 Boone St., Jonesborough, TN, 37659
 - b. Deborah Byrd, Executive Director, 919-641-0817
 - c. Boone Street Market, 423-753-4722
8. Proof of liability insurance – attached as Exhibit 8
9. Anticipated vendors and concession booth list – these were at the 2024 - 2025 markets; we anticipate a similar vendor list this year.
 - a. Over-Mountain Coffee Roasters – John and Lynne Waring
 - b. Green Pasture Farm – Merle Stoltzfus
 - c. Rosey Apiaries – Tim Hayes
 - d. Blessed Creek Farm – Eric and Bridgett Gibian | Hartman Farms – Tiffany Hartman
 - e. Serenity Now Homestead – Tess Argilla
 - f. Doe River Fungi – Bryce Callahan
 - g. Uncle Joe's Balms – Joe Little
 - h. Fox & Ivy Design – Dianne Watson
 - i. Sticky Paws Bakery – Betty Jo Bailey
 - j. Sentelle's Homemade Sausage – Jimmy and Minnie Sentelle
10. Physical services provided by Town – none; all performed by market staff and volunteers
11. Clean-up plans – market staff and volunteers will ensure trash is picked up before leaving the area
12. Street closure request – request permission to place cones on Friday evening in the spaces to be used during the market. Spaces will be used from 8 am to 1 pm on Saturday. Market staff will take care of this.
13. Town services request:
 - a. Street cleaning – request that the parking spaces be cleaned of any refuse prior to the market on Saturday morning.
 - b. Communications and/or publicity – event details shared by Town's Website & Marketing Specialist; information dissemination coordinated by market staff

Newsletter and billboard example:



Social media example:





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/09/2024

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

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

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

COVERAGES PA **CERTIFICATE NUMBER:** Cert ID 1026 (2) **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'L INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		5003453800	10/28/2024	10/28/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Hired/Non-Owned Li \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCP100031217	06/27/2024	06/27/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Directors & Officers			NDO2556808	08/22/2024	08/02/2025	\$ 500,000 \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Town of Jonesborough is listed as Additional Insured on the General Liability policy shown.

CERTIFICATE HOLDER**CANCELLATION**

Town of Jonesborough 123 Boone Street Jonesborough TN 37659	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Quida Niche</i>
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**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

DATE: July 14, 2025 **AGENDA ITEM #:** 7-f c

SUBJECT: Special Event – Pioneer Run

BACKGROUND:

A request for a Special Event Permit Application has been received from Chris Kudera representing David Crockett High School Athletic Department for approval of the “Pioneer Pride 5K Glow Run” scheduled for Saturday, August 23, 2025, from 7:30 PM to 11:00 PM. The race is for walkers and runners. The estimated number to attend is 1000. This event is part of the High School’s athletic department fundraiser and to help unite the community and the school. A request for Police and Security, Street Cleaning, and Refuse Collection is included as part of the packet of information. The race will start at David Crockett in Washington County at 8:00 PM. The request is for public safety assistance from the town limits at Judge Vines Road to the Courthouse. The course will close within 1 hour, 15 minutes, or 9:15 PM. The request includes street closure, blocking off Main Street from Fox Street to Second Street to include the finish and awards from 8:00 PM to 10:30 PM. Another consideration is permission to have their traditional food and music within the blocked off area.

Town Administrator Note: Chris Kudera is organizing the event and will not be acting in the capacity of his position as Town of Jonesborough Director of Parks and Recreation during the entirety of the event.

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

RECOMMENDATION:

Approve the Special Event Permit for the Pioneer Pride 5K Glow Run scheduled for August 23, 2025, from 7:30 PM to 11:00 PM with the blocking off of Main Street from Fox Street to Second Street, to permit for food and music.

Town Of Jonesborough, Tennessee

Special Event Permit Application

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

12-1002 Jonesborough Municipal Code

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

12-1003 Jonesborough Municipal Code

Person(s) completing Application

Date

Name Chris Kuden

6-19-25

Address 311 Ova Edwards Ct.

Jonesborough, TN 37659

Phone 423-946-0618

Fax 423-753-1167

Email Kudenac@wcdc.org

Instructions:

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

Sponsoring Organization Information:

Name Daniel Crockett High School Athletic Department

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

Is this a recurring Special Event? ☒ Yes ☐ No

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

August 23rd, 2025 - Race starts at 8pm. Timer will need to set up by the courthouse at 7:00pm. Road will need blocked by 7:30pm to set up finish line.

Event Information:

Name of Event Pioneer Pride 5k

Description & Purpose of Event A 5k race/run/walk as part of a Pioneer Pride week to promote DCHS Athletics and welcome students back to school and unite the school and community.

Dates and hours of event 8/23/25 7:30-11:00pm Estimated number expected to attend 1,000

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

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

Required Exhibits to Application

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

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

Request for Services from the Town of Jonesborough


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

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

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


Acknowledgement of receipt of Chapter 10 of the Jonesborough Municipal Code

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

Date: 6-19-25 Signature: 
Print Name: Chris Hudson
Title: Event Director
Witness: _____

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

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

Date: 6-19-25 Signature: 
Print Name: Chris Hudson
Title: Event Director
Witness: _____

Town Of Jonesborough, Tennessee

Special Event Permit Application

EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the 19 day of June, 2025, in the Town of Jonesborough, County of Washington, State of Tennessee

The parties to the agreement are the undersigned Pioneer Pride 5k; Washington County Schools
(Name of Organization or Sponsor)
called "indemnitor", and the Town of Jonesborough, Tennessee, call "indemnatee."

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

SECTION I

Scope of Indemnity

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

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

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

SECTION II

Period Covered

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

SECTION III

Expenses, Attorney's Fees, and Costs

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

SECTION IV

Interest


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

SECTION V

Notice of Claim Against Indemnitee

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

Executed on the date first written above:

Organization: David Crockett High School Ponce de Leon 5K
By: 
Printed Name: Chris Kaden
Title: Event Director

STATE OF TENNESSEE
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Chas Kuder, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who upon oath, acknowledged himself/herself to be the Event Director (title) of Pioneer Pride 5k (organization), and that he/she, as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of organization by himself/herself as such officer.

WITNESS my hand and seal at office in the State and County aforesaid, this, the 20 of June, 2025.

Nora Sward

NOTARY PUBLIC

My Commission Expires:

Aug. 30, 2028



CERTIFICATE OF LIABILITY INSURANCE							DATE (MM/DD/YY) 7/2/25			
PRODUCER Next Generation Underwriters 111 Hazel Path Hamilton Building Hendersonville, TN 37075					THIS CERTIFICATE IS INTENDED TO CONFER AND STIPULATE COVERAGE UNDER THE FOLLOWING TERMS AND CONDITIONS TO THE NAMED INSURED INCLUDING ALTERATION OF THE TNRMT PROGRAM IF REQUIRED.					
INSURED Tennessee Risk Management Trust 101 Tamaras Way Hendersonville, TN 37075 Member: Washington County School System					INSURERS AFFORDING COVERAGE INSURER A: TNRMT					
COVERAGES										
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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.										
INSR LTR	TYPE OF INSURANCE		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS				
A	GENERAL LIABILITY		TNRMT	07/01/2025	07/01/2026	EACH OCCURRENCE	\$2,000,000			
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY					FIRE DAMAGE (Any one fire)	included			
<input type="checkbox"/>	<input type="checkbox"/>	CLAIMS MADE				<input checked="" type="checkbox"/>	OCCUR	PERSONAL & ADV INJURY	included	
<input type="checkbox"/>	INCIDENTAL MEDICAL MALPRACTICE/ PROFESSIONAL LIABILITY					GENERAL AGGREGATE	unlimited			
<input type="checkbox"/>										
Tort Immunity will be applied when applicable DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Re: David Crockett High School Pioneer Pride 5K held on August 23, 2025. The Town of Jonesborough is Additional Insured ONLY AS THEIR INTEREST MAY APPEAR IN REGARDS TO THE LISTED EVENT.										
CERTIFICATE HOLDER			ADDITIONAL INSURED; INSURER LETTER: A							
Town of Jonesborough Town Hall 123 Boone St. Jonesborough, TN 37659			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS, OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 							

Security Plan Map of route attached

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

Publicity Plan

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

Emergency Plan

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

Sponsors

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

Insurance (insurance attached)

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

Vendors

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

Tents

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

Post Events

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

Clean-up

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

Pioneer Pride 5K Glow Run/Walk
Jonesborough, TN
TN16003DR
Effective 7/8/16 to 12/31/26
Measured by Dave Rogers 6/12/16
(423)502-2459 dave_carla@chartertn.net

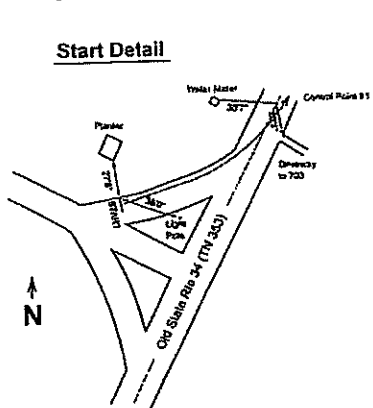
Course Description

- Start line is in entrance to David Crockett High School. Runners head from start and turn left onto Old State Route 34 (TN 353), passing to the right of the cone at Control Point #1. Runners have the use of the entire right lane and right shoulder in the direction of travel, staying on the pavement all the way to the finish line.
- Proceed to the rotary at the intersection with West Main Street. Runners travel around the rotary in a counter-clockwise fashion as if they were in an automobile, staying on the pavement, but not on the concrete central island for use by large trucks.
- Runners finish in front of the Washington County Courthouse in line with the north-most side of the south-most concrete border of the courthouse steps. The finish line is at the right-hand curb, 40°3' northeast of a storm drain.

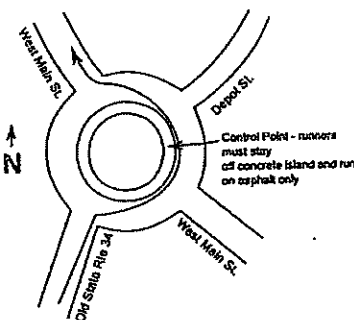
Control Point and mile marker locations

- Start line is 278° south (160 deg) of brick planter with sign for David Crockett High School, and 36°0' north of l.p. L5S1P37 at entrance to school
- Control Point #1 is 307° east (90 deg) of water meter just north of entrance to school, and 20°3' north (0 deg) of concrete/asphalt joint in driveway to 703 Old State Route 34
- Mile 1 is about 800 feet south of Judge Vines Road, 70°6' north of utility pole 68-937399
- Control Point #2 is the concrete central island of the rotary
- Mile 2 is about even with the 17th support post supporting the guardrail north of the rotary.
- Mile 3 is on West Main St just before the intersection with 1st Avenue, 4 rows of bricks past light pole 27.
- Finish Line is in front of the Washington County Courthouse 179° south (170 deg) of the north-most side of the south-most concrete border of the courthouse steps, and is at the right-hand curb, 40°3' northeast of a storm drain.

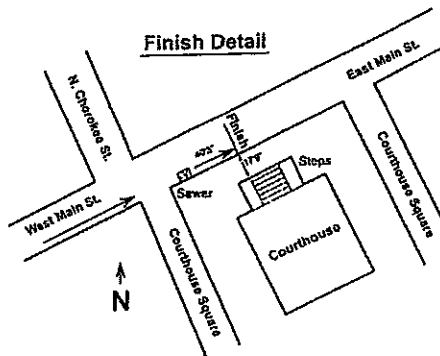
Start Detail



Control Point #2 Detail



Finish Detail





Road Running Technical Council
USA Track & Field

Measurement Certificate

recognized by



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

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

Be It Officially Noted That

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

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

This certification expires on December 31 in the year

2026

AS NATIONALLY CERTIFIED BY:

Date: July 8, 2016

Dave Rogers – USATF/RRTC Certifier
275 Grandview Court, Kingsport, TN 37664 (423)502-2459 dave_carla@chartertn.net

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

DATE: July 14, 2025 **AGENDA ITEM #:** 7-G

SUBJECT: Resolution – Flock Camera System

BACKGROUND:

The Board of Mayor and Alderman approved the purchase of the Flock safety cameras at various locations in Town. A resolution is needed for the company to install these cameras. It was understood the resolution for the traffic cameras would suffice; however, due to the specific location cited, we are unable to use that resolution.

As a result, a new resolution is required that is in a more generic form. This should allow for additional cameras in the future should the safety of the public require it.

RECOMMENDATION:

Approve the resolution as presented to allow for the installation of the Flock Camera system.

RESOLUTION NO. 2025-14

**A RESOLUTION TO ENDORSE THE USE OF VISUAL SURVEILLANCE
DEVICES TO ENHANCE LAW ENFORCEMENT IN THE TOWN OF
JONESBOROUGH.**

WHEREAS, the use of visual monitoring devices has provided a tool for law enforcement to apprehend suspects and criminals; and

WHEREAS, the monitoring of neighborhood and thorough fares has resulted in the capture and prosecution of individuals for crimes in the Town of Jonesborough; and

WHEREAS, law enforcement can utilize their resources and time more effectively to provide protection for Town of Jonesborough residents and visitors; and

WHEREAS, the State of Tennessee has a program to install visual surveillance devices and needs a document of support; and

WHEREAS, Town of Jonesborough has installed visual surveillance devices from a company named Flock Safety Security Cameras which has been beneficial to the security of all residents; and

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF JONESBOROUGH
AS FOLLOWS:**

That it endorses the use of visual surveillance devices, particularly those produced by Flock Safety Security, on state, county and town roads of the Town of Jonesborough to enhance the security and protection of all the citizens.

DULY PASSED BY THE BOARD OF MAYOR AND ALDERMEN on this the 14th day of July, 2025.

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

Those voting against: _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM:

JAMES R. WHEELER, TOWN ATTORNEY

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

DATE: July 14, 2025 **AGENDA ITEM #:** 7-H

SUBJECT: Paving List for Fiscal Year 2026

BACKGROUND:

Attached is a letter I presented to the Washington County Highway Superintendent on April 29, 2025. The purpose of the letter was to seek approval from the Washington County Public Works Committee to allow the Washington County Highway Department to pave streets in Jonesborough.

TTAP data was reviewed, and I personally drove the streets of Jonesborough. I do not present this as the definitive list of streets that need to be paved in Jonesborough; however, I would suggest these streets do need to be paved.

There was \$500,000.00 included in the capital projects for the 2025/2026 budget year. It is blatantly obvious that we have more streets that need to be paved than we have funds to pave them. I would submit the first twenty-four (24) streets as a priority recommendation. We are currently paving Skyline and Parson's Circle as we were contractually obligated to pave Skyline.

I am recommending we pave the first nine streets on the list now, then see where we are with respect to funding after we pave these streets. Should the Board of Mayor and Aldermen have additional requests, we would welcome that feedback as we move forward with paving. This will allow staff to work efficiently with the Washington County Highway Superintendent to pave as many of these streets as possible while they have a window of time to pave for the Town. There is not a street on the list that doesn't need asphalt. Once we have the hotbox in service, we may be able to repair some streets.

RECOMMENDATION:

Approve the paving list as presented with the first nine streets as priority for streets to be paved based upon funding for the 2025/2026 fiscal year budget.

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. Skyline (Appx. ½ of road)
2. Parsons Circle
3. Sabine (Boone to College)
4. College Street (Sabine to Oak Grove) (D – Mix)
5. High Street (D-Mix)
6. First Avenue (College to High Street) (D-Mix)
7. Cherokee Street (Main Street to 11-E) (D-Mix)
8. Christopher Taylor Lane
9. Second Avenue (Main Street to Depot)
10. Boone Street
11. McCoy Circle
12. Depot Street
13. John Green Road
14. Duel Lane
15. Turnpike Court
16. Correll Lane (D-Mix)
17. Cemetery Lane (D-Mix)
18. McCall Avenue (D-Mix)
19. Watauga
20. Washington (D-Mix)

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

DATE: July 14, 2025 **AGENDA ITEM #:** 7-1

SUBJECT: Street Department Utility Repair Plan

BACKGROUND:

The Street Department recently acquired an asphalt repair trailer known as a hotbox. This piece of equipment will allow the Street Department to make repairs to the Town roads with hot asphalt, regardless of the time of year. Repairs made with hot asphalt tend to be more permanent, opposed to other types of asphalt repairs.

Repairs can be necessary for a variety of reasons, including utility cuts. The Street Department having this piece of equipment should be a "game-changer" for the maintenance of our Town roadways.

Speaking of the utility cuts, Water Distribution is constantly making utility cuts in roadways for repairs and line extensions as well. Wastewater has to make utility cuts as well, but not near as often as Water Distribution.

Kevin Brobeck, Utilities Director, realizes this is a constant problem for his department. It is difficult, if not nearly impossible, for them to keep yards repaired and asphalt cuts repaired with all the projects and water line breaks they deal with on a weekly basis.

As such, Mr. Brobeck reached out to a private company to get a price quote from them the make their utility cut repairs. The quote is very high and would no doubt be a stain on their budget. Mr. Rosenoff, Mr. Brobeck, and I met about having the Street Department do the repairs for the Utility Department.

With the addition of the hotbox, the Street Department could complete the repairs for the Utility Department at a rate far less than the private contractor. This would of course require our Street Department to go into the county on occasion to complete these repairs. The Street Department would then submit an invoice to the Utility Department.

AS I am still familiar with the county roadways from my time being employed with the Washington County Sheriff's Office, Mr. Brobeck, or his designee, could submit a list of repairs needed to me, and I would work with the Street Department Director to schedule the work.

It may take a few days initially for the Street Department to get caught up. Once we are caught up, I believe we could keep the repairs current with one or two days a month.

Mr. Rosenoff, Mr. Brobeck, and I are all confident this is a good plan. It will save the Utility Department funding, it will bring some funding back into the General Fund to help offset the cost of the hotbox, and as we work well together, we can address any problems that may arise internally without having a private contractor involved.

We will work on a price plan for the Board of Mayor and Aldermen's approval. I have Steve Prisament working on that now.

I am attaching the price quote from the private contractor to this agenda presentation for your review as well.

RECOMMENDATION:

Approve the plan as submitted and authorize the Town Street Department to complete the utility cut work outside the Town's corporate limits in Washington County.

PROPOSAL

PRI of East Tennessee, Inc

5651 S. National Drive • Knoxville, TN, 37920 • Phone 865-585-7927 • Fax: 865-579-3799

To: City of Jonesborough
Kevin Brobeck

Date: February 27, 2025
Job No.:
Job Name: Various Repairs
Location: Jonesborough, TN

Plans By:

Plan Date:

Item #	Item Description	Unit	Quantity	Unit Price	Line Total
1.00	MOBILIZATION (One time charge per day)	LS	1.00	\$1,600.00	\$1,600.00
2.00	Asphalt Repairs Up to 5" Depth & Backfill Removal (\$500.00 minimum per location)	SF	0-80	\$18.00	
3.00	Asphalt Repairs Up to 5" Depth & Backfill Removal	SF	81-125	\$16.00	
4.00	Asphalt Repairs Up to 5" Depth & Backfill Removal	SF	125-300	\$14.00	
5.00	"Burn-In" Asphalt Repair \$1,000.00 Minimum Per Location	SF	12.00	\$12.00	
6.00	Concrete Repair \$1,450 Minimum Per Location	SF	1.00	\$30.00	
7.00	Concrete Curb Repair \$1,450 Minimum Per Location	LF	1.00	\$100.00	
Total Bid:				SEE ABOVE	

Matt Ballard
Matt Ballard - Project Manager

- Note # Notes:
- 1.0 Price quoted is firm for 10 days from date of proposal
 - 2.0 Price does not include repair, relocation, and replacement of the existing utilities
 - 3.0 Cost of permits, testing, by others
 - 4.0 No hazardous material remediation should any be encountered.
 - 5.0 No seeding, sodding, erosion control matting, or landscaping included
 - 6.0 Unless specifically stated in quote, any saw cutting required is not included
 - 7.0 Unless specified above subgrade to be +/- .10 of a foot before mobilization
 - 8.0 Unless otherwise noted traffic control is limited to our forces using your devices
 - 9.0 If material depths are listed, they are averages
 - 10.0 Above prices are to be adjusted in accordance with TDOT's Special Provisions SP109A & SP109B regarding for Bituminous Material (Liquid Asphalt Cement). The Asphalt Index for Feb 2025 is \$593.85



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

DATE: July 14, 2025 **AGENDA ITEM #:** 7-J

SUBJECT: Designating Town Officials Authorized to Declare State of Emergency

BACKGROUND:

The Police Department is currently working on State accreditation. During the process of writing general orders it was discovered that the Town does not have an ordinance designating an individual(s) who is authorized to declare an emergency within the Town's corporate limits.

This is extremely important when requesting statewide, or even county assets and/or assistance during times of disaster, whether it be man-made or natural. We must have this ordinance in place in order for the Police Department to be in compliance with their accreditation effort.

RECOMMENDATION:

Approve on first reading an ordinance designating Town personnel who may declare a disaster.

ORDINANCE NO. 2025-07

AN ORDINANCE DESIGNATING THE TOWN OFFICIALS AUTHORIZED
TO DECLARE A STATE OF EMERGENCY

BE IT ORDAINED BY THE TOWN OF JONESBOROUGH AS FOLLOWS:

Whereas, an occurrence or threat of an occurrence, whether natural or man-made, that results in or may result in substantial injury or harm to the population or substantial damage or loss of property and may result in the need to declare a state of emergency by municipal officials.

Now, Therefore, Be It Ordained by the Board of Mayor and Alderman of the Town of Jonesborough, Tennessee that the Town Administrator, or the Operations Manager in the Town Administrator's absence, may declare a state of emergency for the Town of Jonesborough.

This Ordinance takes effect from and after its passage on second and final reading, the welfare of the Town of Jonesborough, Tennessee requiring it.

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

Those voting against: _____

PASSED ON FIRST READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

Those voting against: _____

PASSED ON SECOND READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

DATE: July 14, 2025 **AGENDA ITEM #:** 7-K

SUBJECT: General, Solid Waste, Jackson Theatre, Drug Funds & Property Tax Rate

BACKGROUND

Attached for your consideration is the proposed Budget Ordinance for fiscal year 2025-26. Below is a summary of each fund:

General Fund - Balanced

Expenditures - The General Administration personnel budget now includes \$151,289 to fund new position wages and benefits. These funds were previously included in the Police Department budget. As instructed in the most recent budget workshop, these funds have now been set aside as undesignated, to allow management and the board additional time for discussion.

Capital spending has been removed from the General Fund and moved to a new Capital Projects Fund, to allow for better transparency and ease of tracking. The corresponding debt proceeds have also been relocated to the Capital Projects Fund. The funding that is currently being held in reserve for the ballfield project will be transferred to the Capital Projects Fund and is reflected in this budget as such. Funding includes the equipment and projects presented to the Board at the July 7th workshop.

Debt service (principal and interest payments) has been removed from the General Fund and moved to a new Debt Service Fund, to allow for better transparency and ease of tracking. Total spending for the year is reflected as an Operating Transfer to Debt Service Fund.

Revenues – In order to balance the budget previously presented to the Board, property tax revenues include a tax increase of 27 cents. This will fund departmental inflationary increases, debt service on the capital spending plan previously endorsed and the new positions discussed.

Solid Waste Fund - Balanced

Expenditures – No changes were made after the July 7th workshop. No new positions were added, and no new capital was funded this year. As discussed, this budget does reflect personnel costs for the Solid Waste employee previously charged to Water/Sewer. Funding for the position is reflected as a transfer in from the Water/Sewer Fund. As soon

as Solid Waste has the financial means to fully fund the position, the transfer will revert back to Water/Sewer.

Like the General Fund, debt service has been removed and moved to the new Debt Service Fund. Total spending for the year is reflected as an Operating Transfer to Debt Service Fund.

Revenues – As presented, the Solid Waste budget was balanced by increasing the per tote fee by \$1.50 (8.5%), increasing dumpster and other fees by 8.5% and adjusting the mulch and compost fees to \$25 and \$30, respectively.

Jackson Theatre Fund - Balanced

Expenditures – No changes were made to the expenditures that were presented in the most recent workshop. The budget still includes funding for a part-time custodian.

Like the General Fund and Solid Waste Fund, debt service has been removed and moved to the new Debt Service Fund. Total spending for the year is reflected as an Operating Transfer to Debt Service Fund.

Revenues – No changes were made after the Board workshop.

Drug Fund – Balanced

Expenditures and Revenues – This fund was not presented in a budget workshop, due to the low level of activity. Expenditures have been budgeted at \$9,500, the same as last year. There is nothing unusual occurring within this fund.

Debt Service Fund – Balanced

It is common for municipalities to track activity on principal and interest payments in a centralized fund for their governmental funds. This provides better transparency for the Board, management and the public. Visibility is challenged when this activity is scattered across various departments and funds. The budget presented reflects the annual principal and interest payment for each governmental fund note, loan and bond. Funding is provided by each fund to which the debt belongs (General Fund, Solid Waste Fund, Jackson Theatre Fund). This funding is reflected as a Transfer in from each of the funds.

Capital Projects Fund – Balanced

It is common for municipalities to track capital spending activity in one or more capital equipment or capital project funds. This approach provides better transparency for the Board, management and the public. Visibility is challenged when this activity is scattered across various departments and funds. It also allows the government to better track any proceeds remaining from bonds and capital grants. Although Capital Project Funds are not designed to build up a large surplus, the organization does have some flexibility to build reserves for equipment replacement, etc. during years of surplus.

The budget presented reflects the capital equipment and projects spending previously presented and endorsed by the Board. Funding sources include auction proceeds from the sale of surplus equipment (to fund 3 police vehicles), the transfer of the opioid settlement money (to fund ballfields) and proceeds from an anticipated borrowing.

Management and staff have thoroughly reviewed every line item that comprises the budget and are confident that it reflects the needs of the Town at this point in time.

RECOMMENDATION

Approval of Ordinance No. B-25-01, adopting the annual budget for the General Fund, Solid Waste Fund, Jackson Theatre Fund, Drug Enforcement Fund, Debt Service Fund and Capital Project Fund, and establishing the property tax rate, as presented.

ORDINANCE No. B-25-01

AN ORDINANCE OF THE TOWN OF JONESBOROUGH, TENNESSEE
ADOPTING THE ANNUAL GENERAL FUND, SOLID WASTE FUND, JACKSON THEATRE FUND, DRUG
ENFORCEMENT FUND, DEBT SERVICE FUND AND CAPITAL PROJECT FUND BUDGETS AND
ESTABLISHING THE PROPERTY TAX RATE FOR THE FISCAL YEAR
JULY 1, 2025 THROUGH JUNE 30, 2026

- WHEREAS, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and
- WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and
- WHEREAS, the Board of Mayor and Aldermen has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the Board will consider final passage of the budget.

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

SECTION 1: That the governing body estimates anticipated revenues of the municipality from all sources to be as follows for fiscal year 2026:

General Fund	FY 2024 Actual	FY 2025 Estimated	FY 2026 Proposed
Local Taxes	\$ 6,277,981	\$ 6,513,465	\$ 7,714,039
Licenses and Permits	229,974	310,237	394,000
Intergovernmental	1,830,605	1,702,641	1,495,482
Charges for Services	1,017,550	956,159	800,000
Fines and Forfeitures	256,724	249,720	251,750
Revenue from Use of Property	1,510,189	2,577,024	2,839,930
Contributions and Restricted Revenues	382,001	139,101	212,500
Uses of Money and Property	34,351	18,459	25,000
Other Revenues	374,948	271,246	227,500
Operating Transfers	260,000	260,000	300,000
Debt Proceeds	40,572,389	9,907,991	-
Fund Balance and Reserves	-	867,455	135,500
Total Revenues	52,746,712	23,773,498	14,395,701
Unappropriated Beginning Fund Balance	4,350,608	5,597,594	5,462,094
Total Available Funds	\$57,097,320	\$29,371,092	\$ 19,857,795

Solid Waste Fund	FY 2024 Actual	FY 2025 Estimated	FY 2026 Proposed
Charges for Services	\$ 866,024	\$ 870,767	\$ 935,323
Sale of Surplus Items	-	-	-
Other Revenues	4,653	3,193	-
Operating Transfers	-	-	59,474
Debt Proceeds	-	479,069	-
Fund Balance and Reserves	75,086	-	-
Total Revenues	945,763	1,353,029	994,797
Unappropriated Beginning Fund Balance	124,608	124,608	172,816
Total Available Funds	\$ 1,070,371	\$ 1,477,637	\$ 1,167,613

Jackson Theatre Fund	FY 2024 Actual	FY 2025 Estimated	FY 2026 Proposed
Charges for Services	\$ -	\$ 111,795	\$ 286,000
Revenue from Use of Property	-	5,370	25,000
Contributions and Restricted Revenues	-	17,597	127,000
Other Revenues	-	-	12,000
Operating Transfers	-	765,019	461,483
Fund Balance and Reserves	-	-	56,000
Total Revenues	-	899,781	967,483
Unappropriated Beginning Fund Balance	-	-	65,414
Total Available Funds	\$ -	\$ 899,781	\$ 1,032,897

Drug Enforcement Fund	FY 2024 Actual	FY 2025 Estimated	FY 2026 Proposed
Fines and Forfeitures	\$ 2,483	\$ 3,790	\$ 3,500
Sale of Surplus Items	13,072	31,870	4,000
Other Revenues	-	-	2,000
Fund Balance and Reserves	3,897	1,675	-
Total Revenues	19,452	37,335	9,500
Unappropriated Beginning Fund Balance	113,160	111,485	111,485
Total Available Funds	\$ 132,612	\$ 148,820	\$ 120,985

Debt Service Fund	FY 2024 Actual	FY 2025 Estimated	FY 2026 Proposed
Operating Transfers	\$ -	\$ -	\$ 3,611,314
Fund Balance and Reserves	-	-	-
Total Revenues	-	-	3,611,314
Unappropriated Beginning Fund Balance	-	-	-
Total Available Funds	\$ -	\$ -	\$ 3,611,314

Capital Project Fund	FY 2024 Actual	FY 2025 Estimated	FY 2026 Proposed
Sale of Surplus Items	\$ -	\$ -	\$ 186,927
Operating Transfers	-	-	135,500
Debt Proceeds	-	-	3,264,118
Fund Balance and Reserves	-	-	-
Total Revenues	-	-	3,586,545
Unappropriated Beginning Fund Balance	-	-	-
Total Available Funds	\$ -	\$ -	\$ 3,586,545

SECTION 2: That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

General Fund	FY 2024 Actual	FY 2025 Estimated	FY 2026 Proposed
Government Administration	\$ 1,419,839	\$ 1,338,143	\$ 1,622,697
Police	2,088,459	2,281,127	2,517,015
Fire	855,600	850,257	936,866
Streets	1,076,467	1,046,570	1,185,925
Garage	158,097	181,785	187,703
Senior Center	779,616	828,221	865,348
Parks and Recreation	837,417	1,098,506	994,889
Visitor's Center	895,439	999,628	1,081,016
Water Park	495,593	517,077	548,317
McKinney Center	430,085	467,536	527,951
Capital Expenditures	3,630,103	1,094,050	-
Debt Service	37,965,556	12,618,560	-
Operating Transfers	-	452,038	3,927,974
Total Appropriations	50,632,271	23,773,498	14,395,701
Surplus/(Deficit)	2,114,441	-	-
Ending Fund Balance	\$ 6,465,049	\$ 5,597,594	\$ 5,462,094

Solid Waste Fund	FY 2024 Actual	FY 2025 Estimated	FY 2026 Proposed
Salaries and Benefits	\$ 372,843	\$ 380,382	\$ 496,051
Operations	346,617	336,067	393,450
Capital Outlay	177,000	539,069	-
Debt Service	49,303	49,303	-
Operating Transfers	-	-	105,296
Total Appropriations	945,763	1,304,821	994,797
Surplus/(Deficit)	-	48,208	-
Ending Fund Balance	\$ 124,608	\$ 172,816	\$ 172,816

Jackson Theatre Fund	FY 2024 Actual	FY 2025 Estimated	FY 2026 Proposed
Salaries and Benefits	\$ -	\$ 217,753	\$ 337,956
Operations	-	285,874	439,500
Capital Outlay	-	135,831	-
Debt Service	-	138,909	-
Operating Transfers	-	-	175,027
Total Appropriations	-	778,367	952,483
Surplus/(Deficit)	-	121,414	15,000
Ending Fund Balance	\$ -	\$ 121,414	\$ 80,414

Drug Enforcement Fund	FY 2024 Actual	FY 2025 Estimated	FY 2026 Proposed
Drug Enforcement	\$ 19,452	\$ 2,000	\$ 9,500
Capital Outlay	-	35,335	-
Total Appropriations	19,452	37,335	9,500
Surplus/(Deficit)	-	-	-
Ending Fund Balance	\$ 113,160	\$ 111,485	\$ 111,485

Debt Service Fund	FY 2024 Actual	FY 2025 Estimated	FY 2026 Proposed
Debt Service	\$ -	\$ -	\$ 3,611,314
Total Appropriations	-	-	3,611,314
Surplus/(Deficit)	-	-	-
Ending Fund Balance	\$ -	\$ -	\$ -

Capital Project Fund	FY 2024 Actual	FY 2025 Estimated	FY 2026 Proposed
Capital Outlay	\$ -	\$ -	\$ 3,586,545
Total Appropriations	-	-	3,586,545
Surplus/(Deficit)	-	-	-
Ending Fund Balance	\$ -	\$ -	\$ -

SECTION 3: At the end of the current 2024-25 fiscal year the governing body estimates balances/ (deficits) as follows:

General Fund	\$5,597,594
Solid Waste Fund	172,816
Jackson Theatre Fund	121,414
Drug Enforcement Fund	111,485
Debt Service Fund	-0-
Capital Project Fund	-0-

SECTION 4: That the governing body recognizes that the municipality has bonded and other indebtedness as follows:

Bonded or Other Indebtedness	Principal Requirements 2025-26	Interest Requirements 2025-26	Debt Authorized and Unissued	Principal Outstanding at June 30, 2025
Capital Outlay Notes	\$ 843,824	\$ 95,177	\$ -	\$ 5,791,516
Rural Development USDA	1,331,784	1,159,879	-	46,884,158
General Obligation Bonds	95,000	85,650	-	2,920,000

SECTION 5: During the coming fiscal year the governing body has planned capital projects and proposed funding as follows:

Proposed Capital Spending	Financed by Appropriations	Financed by Previously Issued or Anticipated Debt	Financed by Grants or Contributed Funds
Public Safety Vehicles	\$ 186,927	\$ 625,783	\$ -
Public Safety Equipment		657,674	
Public Works Equipment		125,000	
Parks and Recreation Equipment		32,000	
Water Park Equipment		50,000	
Streets/Solid Waste Building		50,000	
Solid Waste Pad		50,000	
Sidewalk Improvements		100,000	
International Storytelling Equipment		100,000	
Road Resurfacing		500,000	
New Hope Connector Road		130,900	
Senior Center Parking Lot Improvements		15,000	
Parks and Recreation Facility Improvements		25,000	
Persimmon Ridge Ballfield Improvements	135,500		
Water Park Facility Improvements		420,000	
Visitor's Center Facility Improvements		200,000	
McKinney Center Facility Improvements		64,500	
Town Garage Equipment		118,261	

SECTION 6: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 T.C.A. Section 6-56-208. In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Section 6-56-205 of the *Tennessee Code Annotated*.

SECTION 7: Money may be transferred from one appropriation to another in the same fund as provided by Section 6-56-209 of the *Tennessee Code Annotated*. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 8: A detailed financial plan will be attached to this budget and become part of this budget ordinance. In addition, the published operating budget and budgetary comparisons shown by fund with beginning and ending fund balances and the number of full time equivalent employees required by Section 6-56-206, *Tennessee Code Annotated* will be attached.

SECTION 9: If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal year until the adoption of the new budget ordinance in accordance with Section 6-56-210, *Tennessee Code Annotated* provided sufficient revenues are being collected to support the continuing appropriations for no longer than 60 days after the end of the fiscal year. Approval of the Director of the Office of State and Local Finance and the Comptroller of the Treasury for a continuation budget will be requested if any indebtedness is outstanding.

SECTION 10: There is hereby levied a property tax of \$1.24 per \$100 of assessed value on all real and personal property.

SECTION 11: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 12: That the Mayor and Recorder are hereby authorized to borrow money on tax anticipation notes, provided such notes are first approved by the Director of Local Finance, to pay for the expenses herein authorized until the taxes and other revenues for the fiscal year 2025-26 have been collected, not exceeding 60% of the appropriations of each individual fund. The proceeds of loans for each individual fund shall be used only to pay the expenses and other requirements of the funds for which the loan is made and the loan shall be paid out of the revenue of the fund for which the money is borrowed. The notes evidencing the loans authorized under this section shall be issued under the authority of Section 7-36-103(18), *Tennessee Code Annotated*. After authorization of a specific amount by the Board, said notes shall be signed by the Mayor and counter signed by the Recorder and shall mature and be paid in full without renewal not later than June 30, 2026.

SECTION 13: This ordinance shall take effect July 1, 2025, the public welfare requiring it.

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

Those voting against: _____

PASSED ON FIRST READING _____

Mayor

ATTEST:

Janet Jennings, Town Recorder

APPROVED AS TO FORM:

James R. Wheeler, Town Attorney

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

Those voting against: _____

PASSED ON SECOND READING _____

Mayor

ATTESTED:

Janet Jennings, Town Recorder

APPROVED AS TO FORM:

James R. Wheeler, Town Attorney

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

DATE: July 14, 2025 **AGENDA ITEM #:** 7-L

SUBJECT: Ordinance Establishing Garbage & Refuse Collection Fees for FY25-26

BACKGROUND:

The Solid Waste rates for Budget 2025-2026 are proposed based on the outcome of the three budget work sessions we conducted. **Ordinance No. B-25-02** is establishing the necessary funds for the operation, maintenance and the debt service of the Solid Waste Department.

RECOMMENDATION:

Approve **Ordinance No. B-25-02** establishing the necessary funds for the operation, maintenance and the debt service of the Solid Waste Department on First Reading.

ORDINANCE NO. B-25-02

**AN ORDINANCE SETTING THE GARBAGE COLLECTION
FEES WITHIN THE TOWN OF JONESBOROUGH**

WHEREAS, the Town of Jonesborough currently collects garbage within the Town of Jonesborough; and

WHEREAS, it is necessary to charge a garbage collection fee because of the cost of providing this service.

NOW THEREFORE, be it ordained by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee as follows:

SECTION I. The service charge to establish garbage collection service with the Town of Jonesborough is \$55.00.

SECTION II. The user rates for garbage collection for tote customers shall be \$19.00 per month per tote per pick up to be billed along with the water bill.

SECTION III. Customers' fees for dumpster pick-up are as follows:

<u>DESCRIPTION</u>	<u>MONTHLY AMOUNT</u>
One dumpster picked up once per week	\$125.00
One dumpster picked up twice per week	\$250.00
One dumpster picked up three times per week	\$375.00
Two dumpsters picked up once per week	\$250.00
Two dumpsters picked up twice per week	\$500.00
Two dumpsters picked up three times per week	\$750.00
Three dumpsters picked up once per week	\$375.00
Three dumpsters picked up twice per week	\$750.00
Three dumpsters picked up three times per week	\$1,125.00
Four dumpsters picked up once per week	\$500.00
Four dumpsters picked up twice per week	\$1,000.00
Four dumpsters picked up three times per week	\$1,500.00
Unscheduled pick up per dumpster per week	\$125.00 each
Mulch per scoop (2 cubic yards, or 54 cubic feet)	\$25.00
Compost per scoop (2 cubic yards, or 54 cubic feet)	\$30.00

SECTION IV. The overnight collection truck fee is \$175.00 to be paid in advance.

SECTION V. This ordinance will upon its passage repeal or invalidate any ordinance in conflict herewith.

SECTION VI. This ordinance will take effect after the passage on second and final reading with the effective date July 29, 2025, the public welfare requiring it.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE, that approval of this ordinance be adopted.

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

Those voting against were: _____

PASSED ON FIRST READING: _____

CHUCK VEST, MAYOR

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

Those voting against were: _____

PASSED ON SECOND READING: _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM:

JAMES R. WHEELER, TOWN ATTORNEY

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

DATE: July 14, 2025 **AGENDA ITEM #:** 7-M

SUBJECT: 1st Reading – Establishing Water/Sewer Rates for FY25-26

BACKGROUND:

The Water and Sewer rates for FY26 are proposed based on the outcome of the budget work sessions we conducted this year. Ordinance No. B-25-03 establishes the water and sewer rates necessary to fund the operation, maintenance and the debt service of the Jonesborough Water and Sewer systems.

This ordinance reflects an increase in water and sewer rates due to rising inflation, operational costs, and the need for major capital investments and upgrades, and debt service. We are on the horizons of a going to construction on a new water treatment plant and the 24" transmission line that has been discussed as essential projects and the funding of said project for a few years now.

Our utilities system is 150 square miles in area and with this comes rising operational and compliance costs. Our population growth both inside and outside the town require us to scale new lines, pumps, and other incidental infrastructure needs. General inflation has increased the prices of materials, modes of transportation, and labor that utilities depend on. Maintaining affordable, safe service, and implementing major capital projects and equipment to replace old infrastructure with new, are some of the variables to a rate increase.

There appeared to be a consensus from the board at our last budget work session that the minimal rate (0-1,000 gallons) be least impacted by a rate increase. Also, since commercial customers were the only ones affected by a rate increase last year, the impact on commercial users was tempered as well.

There was much time put forth on the proposed water/sewer rates which are attached as part of the ordinance. Staff included a new tier system highlighted yellow:

Current Tiers	Proposed Tiers
First 1,000 gallons	First 1,000 gallons
1,001 – 5,000 gallons	1,001 – 2,500 gallons
> 5,000 gallons (residential)	2,501 – 5,000 gallons
> 5,000 gallons (commercial)	> 5,000 gallons (residential)
	> 5,000 gallons (commercial)

So, for example, a resident living inside the city that includes water and sewer at the "First 1,000 gallons" would pay an additional .50¢ for water and .50¢ for sewer or \$1.00 additional per month (\$12.00 yearly). The amount per customer per month would increase based on the tier they are within. Staff worked on the water/sewer rate plans to yield revenues to support the budget for personnel, operations, capital projects, capital equipment, line upgrade improvements, sewer rehabilitation using cured-in-place-pipe (CIPP), funding debt service.

RECOMMENDATION:

Approve Ordinance No. B-25-03 establishing the necessary funds for the operation, maintenance and the debt service of the Jonesborough Water and Sewer systems for FY26 based on the attached Water and Sewer Rate Adjustment Table, on First Reading.

ORDINANCE NO. B-25-03

**AN ORDINANCE ESTABLISHING WATER AND SEWER RATES
TO PROVIDE THE NECESSARY FUNDS FOR THE OPERATION,
MAINTENANCE AND THE DEBT SERVICE OF THE
JONESBOROUGH WATER AND SEWER SYSTEMS**

WHEREAS, Jonesborough operates water and sewer systems that serve residents within the Town of Jonesborough as well as many residents in Washington County, and

WHEREAS, as a utility provider, Jonesborough must establish water and sewer rates that allow the water/sewer system to be self-supporting, and that are at least sufficient to pay bonds and interest, provide for all expenses of operation and maintenance including compensation of employees and pensions, as well as reserve funds, then

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee, that the following water and sewer rates are hereby established for Jonesborough Water and Sewer System customers for the 2025-2026 fiscal year, or until amended by Ordinance, as follows:

SECTION I. The calculation of water and sewer usage by customers will be determined by the water meter, and the rates shall be as follows:

ACTIVATION SERVICE CHARGE ----- \$50.00

INSIDE THE CITY LIMITS

WATER

Minimum Monthly Billing – First 1,000 gallons - - -	\$23.00
1,001 – 2,500 gallons - - - - -	3.50 per thousand
2,501 – 5,000 gallons - - - - -	3.75 per thousand
Over 5,000 gallons (residential)- - - - -	4.75 per thousand
Over 5,000 gallons (commercial/industrial)- - - - -	6.75 per thousand

SEWER

Minimum Monthly Billing – First 1,000 gallons - - -	\$27.13
1,001 – 2,500 gallons - - - - -	4.25 per thousand
2,501 – 5,000 gallons - - - - -	4.50 per thousand
Over 5,000 gallons (residential) - - - - -	5.75 per thousand
Over 5,000 gallons (commercial/industrial) - - - - -	7.75 per thousand

OUTSIDE THE CITY LIMITS

WATER

Minimum Monthly Billing – First 1,000 gallons - - -	\$38.00
1,001 – 2,500 gallons - - - - -	5.85 per thousand
2,501 – 5,000 gallons - - - - -	6.10 per thousand
Over 5,000 gallons (residential)- - - - -	7.10 per thousand
Over 5,000 gallons (commercial/industrial)- - - - -	9.10 per thousand

SEWER

Minimum Monthly Billing – First 1,000 gallons - - -	\$44.88
1,001 – 2,500 gallons - - - - -	7.19 per thousand
2,501 – 5,000 gallons - - - - -	7.44 per thousand
Over 5,000 gallons (residential) - - - - -	8.69 per thousand
Over 5,000 gallons (commercial/industrial)- - - - -	10.69 per thousand

SECTION II. All funds collected will be for the aforementioned purposes.

SECTION III. This ordinance will upon its passage repeal or invalidate any ordinance in conflict herewith.

SECTION IV. This ordinance will take effect after the passage on second and final reading with the effective date July 1, 2025, or if the later the date of passage, the public welfare requiring it.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE, that approval of this Ordinance be adopted.

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

Those voting against: _____

PASSED ON FIRST READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

Those voting against: _____

PASSED ON SECOND READING _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

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

DATE: July 14, 2025 **AGENDA ITEM #:** 7-N

SUBJECT: Employee Compensation Plan for FY25-26

BACKGROUND:

Staff have been working together to compare, reconcile, and update all departmental positions, salaries, transfers, vacancies, etc. between FY25 and FY26(Proposed). The Compensation Plan will continue to be updated with a final version being presented prior to the second and final reading of the FY26 Budgets.

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

DATE: July 14, 2025 **AGENDA ITEM #:** 7-O

SUBJECT: Resolution Establishing Budget for Water/Sewer Fund for FY25-26

BACKGROUND:

Presented is Resolution No. B-25-01, a Resolution establishing the budget for the water/sewer fund for fiscal year ending June 30, 2026. The revenues and expenditures balance respectively at \$11,867,418 each. The budget represents the outcome of the three budget work sessions conducted.

RECOMMENDATION:

Approve Resolution No. B-25-01 establishing the necessary funds for the operation, maintenance and the debt service of the Jonesborough Water and Sewer systems, as presented.

RESOLUTION NO. B-25-01

**A RESOLUTION ESTABLISHING A BUDGET FOR THE
WATER/SEWER FUND FOR FISCAL YEAR ENDING JUNE 30, 2026**

BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH AS FOLLOWS:

SECTION I. That a budget be adopted with revenues and available funds and appropriations as follows:

REVENUES AND AVAILABLE FUNDS

Water and Sewer Revenues \$ 11,867,418

EXPENDITURES

Water and Sewer Expense \$ 11,867,418

SECTION II. That no expenditure listed above in the budget may be exceeded without appropriate amendment action. Such action shall fully describe all changes proposed to the budget and shall include the source of revenue to finance the proposed expenditures.

SECTION III. The line item financial plan detailing line items in departmental budget shall be followed in implementing the budget.

DULY PASSED BY THE BOARD OF MAYOR AND ALDERMEN on this the ____ day of _____, 2025.

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

Those voting against: _____

CHUCK VEST, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY