

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

MEETING NOTICES

MONDAY, JULY 15, 2024

7:00 PM

PUBLIC COMMENTS REGARDING AGENDA ITEMS

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

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

PUBLIC HEARING

1. An Ordinance amending the Municipal Code of the Town of Jonesborough Chapter 5 General Provisions Relating to Zoning, Section 11-513, R-1 (Low Density) Residential District Related to Permitted Uses
2. An Ordinance amending the Jonesborough Business and Advertising Sign Ordinance Related to Electronic Signs in an R-1 Zone
3. An Ordinance to de-annex certain property located at Anderson Road and the present corporate boundaries of the Town of Jonesborough, Tennessee

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. Declaration of Town Equipment as Surplus
8. Personnel:
 - a. Appointment of an Interim Water Park Director
 - b. Volunteer Fire Major Position
 - c. Appointment of a Water Plant Treatment Director
9. Town Sponsored Special Event – 2024 Halloween Haunts & Happenings

AGENDA

1. Financial Report
2. Communications from the Mayor
 - a. Committee Appointments
 - b. Employee of the Month
3. Citizen Comments
4. Aldermen Communications
5. Town Attorney Comments
6. **OLD BUSINESS**
 - A. Discussion and possible action concerning second and final reading of an Ordinance amending the Municipal Code of the Town of Jonesborough Chapter 5 General Provisions Relating to Zoning, Section 11-513, R-1 (Low Density) Residential District Related to Permitted Uses;

- B. Discussion and possible action concerning second and final reading of an Ordinance amending the Jonesborough Business and Advertising Sign Ordinance Related to Electronic Signs in an R-1 Zone
- C. Discussion and possible action concerning second and final reading of an Ordinance to de-annex certain property located at Anderson Road and the present corporate boundaries of the Town of Jonesborough, Tennessee

7. **NEW BUSINESS**

- A. Discussion and possible action concerning approval of the Special Event application request for the 2024 Storytelling Festival;
- B. Discussion and possible action concerning approval of the Jackson Theatre Consultation proposal;
- C. Discussion and possible action concerning first reading of an Ordinance to rezone three tracts of land from R-1 to PRD (Parcels 3.04 and 3.03), and B-3 to PRD (Parcel 1.01), on Washington County Tax Map 59-D, Group A;
- D. Discussion and possible action concerning approval of a proposal from Clark Nexsen Architects for the comprehensive design plans for the Agricultural Learning Center;
- E. Discussion and possible action concerning first reading of the FY24-25 Budget;
- F. Adjournment.

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

Consent Agenda

DATE: JULY 15, 2024 **AGENDA ITEM #:** 1

SUBJECT: Approval of Minutes

The minutes of the April, May & June BMA meetings are not available for approval.

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

Consent Agenda

DATE: JULY 15, 2024 **AGENDA ITEM #:** 2

SUBJECT: Approval of Bills

Attached for BMA approval is the list of bills for June 2024.

Check Register - General Fund - June 2024

06/03/24	109771 - 109796	51,356.96
06/05/24	109341 - void	(500.00)
06/06/24	109797 - 109911	164,711.11
06/07/24	109912	4,138.00
06/13/24	109913 - 109944	126,347.90
06/18/24	109945	14,690.09
06/18/24	109946 - 109962	4,260.00
06/21/24	109963 - 110011	187,792.92
06/25/24	110012	1,571.57
06/28/24	110013	20.00
06/28/24	110014 - 110104	154,103.95
		708,492.50

Check Register- Water Fund June 2024

06/03/24	67530 - 67546	5,510.00
06/06/24	67547 - 67597	67,475.01
06/13/24	67598 - 67607	131,952.99
06/18/24	67608	1,870.00
06/01/24	67609 - 67636	120,390.01
06/25/24	67637	38,243.02
06/28/24	67638 - 67673	168,950.58
		534,391.61

Check Register -Sanitation Fund - June 2024

06/03/24	10452 - 10453	950.00
06/06/24	10457 - 10461	8,700.64
06/13/24	10462 - 10464	12,696.07
06/21/24	10465 - 10469	4,591.33
06/28/24	10470 - 10484	17,865.84
		44,803.88

Check Register -School Fund June - 2024

06/18/24	1160 - 1161	46,738.82
06/25/24	1162 - 1163	191,808.25
		238,547.07

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

Consent Agenda

DATE: JULY 15, 2024 **AGENDA ITEM #:** 3

SUBJECT: Town Administrator Report

Employee Hire/Promotions/Transfers/Resignations – June 1, 2024 – June 30, 2024

Employee Hires:

- 6/10/24 – Chris Masingale, Assistant Street Director, Street Department
Grade 12 Step 5
- 6/10/24 – Chasity Foster, Host I, McKinney Center
Grade 1 Step 3
- 6/10/24 – Micah Frye, Host I, McKinney Center
Grade 1 Step 3
- 6/10/24 – Wayne Lawrence, Host I, McKinney Center
Grade 1 Step 3
- 6/24/24 Kelly Ronan, Host I, McKinney Center
Grade 1 Step 3
- 6/24/24 Clinton Freeman, Water Treatment Plant, Water Plant Operator I
Grade 5 Step 1
- 6/24/24 Aaron Cichowski, Water Treatment Plant, Water Plant Operator I
Grade 5 Step 1
- 6/24/24 Dustin Purcell, Water Treatment Plant, Water Plant Operator I
Grade 5 Step 1

Resignations / Retirements:

- 6/4/24 Resigned – James Trivette, Equipment Operator II, Street Dept
- 6/7/24 Resigned – Michael Kincheloe, Water Plant Operator IV, Water Treatment Plant
- 6/16/24 Resigned – Chad Reece, Police Lieutenant, Police Dept
- 6-17-24 Resigned – Chris Masingale, Assistant Street Director, Street Dept
- 6-28-24 Resigned – Kelley Honeycutt, Administrative Assistant, Police Dept

MEMORANDUM

To: Glenn Rosenoff, Town Administrator

From: Craig Ford, Operations Manager

Ref: June 2024 Monthly Report

Date: July 12, 2024

We were able to complete the exterior work of the Jackson Theater complex. We began in the alley of the JRT. We extended and built a brick knee-wall near the Eureka Hotel and installed pathway lighting in the wall for the walkway.

The old brick was removed and a contractor pumped concrete into the alleyway to prepare for the brick to be mortared down. During this process, conduit was put in place for exterior lighting and to allow Brightbridge to run conduit into the Eureka for broadband. The street light near the Jackson Theater sign was also moved west as it was too close to the Jackson sign.

The sidewalk was removed from Main Street Café to First Avenue. The brick in front of the Eureka was mortared down, so demolition took several days. Once the prep work was completed, a private contractor installed a new brick sidewalk. The brick was also mortared down at the two Jackson Theater entrances.

Granite curbing was also installed across the Jackson Theater alley to make a better transition from the brick to the asphalt. Once the two landings were poured at the Jackson exits, prep work began for paving the alley. It was done in such a manner to incorporate the two landings similar to a long sweeping speed table.

The results of this project were remarkable. Alderman Wolfe spent more than a day working with the paving contractor to make sure everything looked perfect in the alley.

A great deal of my time was spent on the budget preparation for 2024/2025. It was a difficult budget year, but I think we are all happy with the end result.

There was also much preparation by several departments on Jonesborough Days. It was extremely hot this year during the festival, but all departments did an excellent job to make the festival a success.

I continued to work with ISO on the Fire Department's retrogression plan. This has been a long and difficult process. Certainly, one I hope not to have to repeat. We are certainly on the right track with ISO.

I am working with the Street Department and Recreation Department on plans to renovate Stage Road Park. The Street Department has completed some preliminary work, but the majority of the work may be completed in the month of September. This is not the correct time of year to be planting or seeding grass. We have a good plan and we will implement this plan when the timing is right.

Brightridge has finally began installing the streetlights on Thompson Meadow Lane. The conversion of the pond on the school site is nearly complete. We have one smaller area for the Street Department to do a little more drainage work, then we will be finished with that project.

I hope we have finally identified and repaired the water leak in the cupola at the Storytelling Center. A private contractor repaired the windows, which appeared to be where the water was coming from, and we are waiting for some heavy rains to make sure that fixed the problem for good. If it has, we will repair the drywall in the lobby ceiling.

There are many projects on the Street Department list that I am continuing to work on with the Director.

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

Consent Agenda

DATE: JULY 15, 2024 **AGENDA ITEM #:** 5

SUBJECT: Committee Reports

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1. McKinney Center Advisory Committee

June 20, 2024

Subject: Approval of Minutes

McKinney Center Advisory Committee Meeting

Thursday, May 23, 2024, 3:30pm

McKinney Center – in Person

Agenda Presentation

1. Call to Order: Theresa Hammons, Breanna Walker-Schadler, Isaac Wood, Anne Mason, Nancy Kavanaugh, Richie Hayward, Kay Grogg, Buttons McKinney, Michelle Treece, Karen Sullivan
 - Not Present: Pauline Douglas, Skye McFarland, Adam Dickson, Sharon Squibb
2. Approval of Minutes: Michelle Treece motioned to approve April minutes. Buttons seconded the motion. All approved.
3. Director's Report:
 - i. We finished the Spring semester with 268 registrations, which is down 12% from Spring 2023.
 - ii. We have 79 students registered for summer camps, which is up by 36%. We are still waiting for registrations for pottery 303 and exploring printmaking.
 - iii. Theresa has received class ideas from students for Fall 2024 and we will begin working on finalizing classes soon.
 - iv. Jean G'Fellers and Cristina, from Peace of Me pottery, will have their opening exhibition reception on July 19.
 - v. We made \$6,517.93 in revenue from the Masterpiece Mingle after expenses. Next year, we will account for the amount that Thundertix takes out and members/artists who get a \$10.00 discount.
 - vi. We submitted four nominations for the Pinnacle Awards. The awards ceremony is planned for May 30th.
 - vii. Theresa has awarded 10 scholarships for summer camps.
 - viii. Interior painting has begun and cleaning of the Gillespie is done.
4. Outreach:
 - i. Isaac attended the May 18th Farmer's Market and Anne attended the Paws in Blue event.
 - ii. Our ad reach in the past 30 days has been 22,355.
 - iii. We need volunteers for Blue Plum and summer camp snacks.
 - iv. Diversity and Equity committee is planned for May 30th.
5. StoryTown:
 - i. The April Radio show sold 56 tickets and 15 comped tickets.
 - ii. The May Radio Show will be at the Visitor's center due to the painting.

1. Paul Strickland will be a guest from the ISC, Brights Zoo gave 6 tickets for give aways, and we are collecting animal food for Highlands Humane Society.
 - iii. We discussed as staff how to work on the story brigade. Anne and Isaacs approach to reaching out to people personally to get interviews is going extremely well. We plan on offering a story collecting class in the fall.
 - iv. Play in a week camp is full. Anne is working on lining up guest artists.
 - v. Star Wars Trivia night went well.
 - vi. Directors cut podcast was released on May 1 and will be released again soon. That makes three podcasts with StoryTown.
6. Visitation Update:
- i. We had 935 general visitors in April.
 - ii. We had 302 students come through in April.
 - iii. There were three rentals in March and had a rental revenue of \$325.00.
 - iv. Rental brochures have been distributed to Johnson City. Bre is making a plan to distribute them around Kingsport.
7. Old Business:
- i. We purchased cushions.
 - ii. Theresa is working on text for the Amazon wish list to add to website.
8. New Business:
- i. Masterpiece mingle ticket prices were \$50.00 this year. We had a discussion about keeping the price the same or raising it. Karen Sullivan motioned to increase ticket price to \$55.00. Richie seconded it. All approved.
 - ii. We have interviewed several good people for the host position and have more interviews lined up.

Meeting Dismissed at 4:58 PM

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

Consent Agenda

DATE: JULY 15, 2024 **AGENDA ITEM #:** 6

SUBJECT: Supervisor Reports

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

Theresa Hammons
McKinney Center Director
Monthly Report – June 2024

I thought June was going to be slower paced and that while the paint crew was working, we would have some time to catch up on administrative things, planning, creating the fall catalog, etc. That did not happen. Every day there was something that needed to be done unexpectedly, ordering more paint, cleaning windows, etc. Plus, we had to move our desks/workstations into other rooms, which impacted our phone access and internet access temporarily. I am proud of my staff for staying positive and flexible during this time. Even though we had rescheduled the events that were to take place during the painting project, we still had plenty of projects to work on. The paint crew finished on time with very few issues. There are a few areas we may ask them to come and touch up. Overall, they did a respectable job and were pleasant to work with.

June Events

June 10-15	Play-in-a-Week Camp
June 13	StoryTown Voices from the Archives Podcast
June 17-21	Artsploration Camp, K-4
June 17-21	Pottery Studio 101, K-4
June 21	Conversations That Matter Podcast
June 24	StoryTown Radio Show – Salute to Veterans
June 24-28	Artsploration Camp, 5-8th
June 24-28	Pottery Studio 202, 5-8
June 25	StoryTown – Director’s Cut Podcast
June 27	StoryTown Podcast

Summer Camps – Summer camps went very well. We had seventy students in our regular camps and eight registrations for guitar and vocal lessons this summer for a total of seventy-eight registrations. We had to cancel our teen camps due to low registration. However, we had twenty-five children on our waiting lists for the K-4 Artsploration camp and the two pottery camps. We doubled our offerings this summer due to growth last year, so, we may need to add extra camps for the K-4 and 5-8 age group next summer to meet demand. This is a wonderful problem to have!

During camp we all take turns eating lunch with the kids that are staying the entire day. Staff, mostly Bre and Isaac check campers in and out. Staff prep snacks and supervise snack breaks. I assist with any issues that may arise during camps. This summer, our camps have run very smoothly with no issues.

I also ordered supplies for camps and turned in any receipts from our teachers. This included ordering five hundred pounds of clay from Highwater Clay and driving to the warehouse to pick up the clay.

I also attended the Play-In-A-Week performance on Saturday, June 15th. It was delightful. Anne did a fantastic job with the children.

Fall 2024 – I have all the fall class offerings in the online system, CourseStorm. It will be ready to go live on July 1. We are now working on the printed version of the catalog. We will not have as many courses as I would have liked. Some of our instructors are pulling back on teaching time. I met with several potential new instructors but only one has followed through with offering new classes. I am meeting with another potential teacher in July who wants to offer classes in the spring. I have recently gotten feedback that the pay is not adequate. We pay \$25/hour, which to me, sounds exceptionally good. However,

when you teach an hour class for 12 weeks, which is only 18 hours (we add ½ hour of pay to each class meeting for setup and clean up time). This totals \$450. We many need to look at going up in pay next semester to entice new teachers and inspire our current teachers to offer more. We tried a % incentive a few years ago. The more students a teacher would take, we would add a percentage to their pay. What I found was our teachers were not interested. Our teachers appreciate smaller, manageable classes where they can give one-on-one attention to students. The downside of increasing teacher salaries is that the registration fees will increase. I will be doing some research over the next few months regarding standard pay rates for art instructors in centers similar to ours and their processes.

Scholarships – I have awarded twelve scholarships for summer camp for a total of \$1,750.00. This requires reviewing the applications, assessing household income, sometimes communicating with a parent or guardian, and then emailing the parent/guardian of the award and providing them instructions for registering. For the fiscal year we have provided twenty-three scholarships for a total of \$3,453.00. I hope to see this program grow next year.

Scholarship Endowment – We have raised enough money over the past few years to finally start the scholarship endowment if the town chooses. We have raised over \$20,000 for the scholarship program over the past few years through the Ernest L. McKinney Day of Giving and Masterpiece Mingle.

Future Growth for MBM Classes and Workshops - We are close to running out of space for classes and workshops. We have three classrooms and an auditorium at the McKinney Center and a Studio Room and Kitchen in the Gillespie Building. One classroom, classroom three, has to be used for 2 office spaces. Regardless, we still use it for classroom space when we need to. Many evenings all three or four rooms are used. Our Studio and Kitchen space in the Gillespie is scheduled to be used every Saturday morning for our Canning classes and Cyanotype classes in the fall. We have space and time to schedule offerings during the weekdays, on Friday nights, late on Saturdays, and on Sundays, but those are typically the most requested rental days and times. I try to not schedule classes during those days and times, if possible, in hopes for rental revenue. I will be scheduling 2 – 3 visits to other art centers over the next year to research how to grow our program sustainably and with realistic resources. I would like to visit John C. Campbell Folk School, Berea College, Arrowmont, and/or Penland to get ideas and practical advice from successful art schools in our region.

Hallway Exhibition Program – I met with the next artists that will be featured to discuss coordination. Our next opening is **Jeanne G’Fellers and Cristina from A Peace of Me Pottery, opening July19.**

StoryTown – The StoryTown Podcasts have undergone a complete revitalization under the leadership of Anne. She and Isaac, our AmeriCorps Volunteer, have been working hard to put the stories into context and to make them accessible and interesting. They share the draft podcasts with the rest of the team. We all listen and review the recording and give feedback. Anne and Isaac take this feedback as an opportunity to improve on the delivery of Jonesborough’s stories. We hope to see the listenership of the podcast grow as the year progresses.

Again, the **Radio Show** had a wonderful audience in June. Anne includes the rest of the staff in the planning and implementation of each month’s show and the team effort is evident. I code and turn in all the receipts from the production of the show and for the month’s writers. I reviewed the audience numbers from this time last year and compared this year’s numbers. Here are the numbers:

Month	2023	2024
January	35	0

February	18	125
March	45	98
April	35	71
May	27	78
June	24	111
	184	483

Even with skipping the month of January in 2024, our audience numbers are up by 162%. We had an average of 43.8 individuals at each show in 2023. This year, so far, our average is ninety-six people per show.

Jackson Theatre Stories – Anne collected the last story for this project. I attended another programming meeting for the Jackson this month where the consultants lead us through the process of booking performances and the coordination that entails. This was very eye-opening. We also discussed the potential opening. The McKinney Center will help get volunteers for the opening events.

Nancy – This play will be at ISC on August 12. The actor that plays this role recently had a stroke. She is okay and is recovering well, but we do not know her availability currently. We are looking for an understudy and/or replacement.

Historic Marker – Anne and I met with The Holston Valley Unitarian Universalist Church to go over ceremony details. The church is excited to have this marker recognizing the role of the Black Ford children and their friends in securing their freedom through this historic court case. We will have the unveiling of the marker on August 8, 11am at 136 Bob Jobe Road, Gray, Tennessee, 37615. We would love to see our town aldermen there for this event!

Grants – This month I wrote and turned in a mid-term review for our Berea College Traditional Arts Grant for 2023-2024. I also wrote and turned in our 2024 – 2025 Berea College Traditional Art Grant. I heard back very quickly that we did receive the 2024-2025 grant. We will receive \$7,750 to support our traditional arts classes, Canning, Herb Growing, Artsploration Camp and Pottery Camp.

Staff – We interviewed several people for four open host positions over the past couple of months. Finally, we were able to find four good candidates to recommend. I have worked with Glenn, Craig, Sheila, and Donna to get their paperwork finished and on payroll. I will be having a meeting with all of them soon to start training.

Marketing - I worked with the Washington County School System contractor to secure a banner on the side of a Washington County school bus. I also drove to Kingsport to be on Dave Light's radio talk show. I created and sent out a McKinney Center membership newsletter. I am currently working on writing a press release for an upcoming exhibition. This entails corresponding with artists, getting artist bios, and photos of artwork. I also updated our master event calendar for 2025, January – June. We will be working on 2025 Asana plans very soon.

Visitation Numbers:

Month	Classes	General Visitors	Rentals	Outreach Events	MBM Digital Outreach	StoryTown Digital Outreach	Paper Outreach	Total
January	37.00	229.00	116.00		24573.00	2387.00	8300.00	35,642.00
February	353.00	489.00	439.00		11296.00		145.00	12,722.00

March	385	351.00	527.00	850.00	37135.00	50.00	39,298.00
April	302.00	935.00	93.00	580.00	30940.00	40.00	32,890.00
May	116.00	434.00	85.00	40.00	29729.00	100.00	30,504.00
June							0.00
July							0.00
August							0.00
September							0.00
October							0.00
November							0.00
December							0.00
							151,056.00
							0
	1193.0						151,056.00
Total	0	2438.00	1260.00	1470.00	133673.00	2387.00	8635.00
							0

Other Tasks:

- Prepare agenda and preside over Weekly Staff Meetings.
- Prepared agenda for monthly meeting with the Marketing Team. The Marketing Team had to cancel.
- Prepare agenda and preside over Advisory Committee Meeting.
- Attend Main Street meeting.
- Attend JAMSA meeting.
- Approve AmeriCorps Time Sheets, paperwork, and reports.
- Prepared and coded invoices.
- Worked with SHARP on computer and phone issues.
- Worked with RICOH on printer issues.
- Updated credit card information for annual payments for Zoom, Mailchimp, and Adobe.

Upcoming Events

- **July 3-6** **Jonesborough Days**
- **July 11** **StoryTown – Voices from the Archives Podcast**
- **July 19** **Conversations That Matter Podcast**
- **July 19** **Artist Reception**
- **July 19 – Aug 16** **Artist exhibition**
- **July 22** **StoryTown Radio Show – Epic Summer Fails**
- **July 25** **StoryTown Podcast**

June 2024 Monthly Report, Skye McFarland

Outreach

This month we had in person outreach with the Blue Plum Festival in downtown Johnson City and the Farmer's Market in Jonesborough. For Blue Plum I worked to create a screen, to screen print on bandanas as well recruited volunteers. For the Farmer's Market event I came up with a craft for this. I gathered materials for both events and worked the outreach events. We reached close to 500 people in person alone. Our social media is in a slower place at this very moment as we are in between advertising for Summer Camps and the Fall semester. We have posted about the Fall Market, the June Radio Show, summer camp going ons, and volunteer opportunities.

Facebook- Page Followers: 5.2K

Page Following: 22

Instagram- Followers: 1903

Reach: 860

YouTube- Subscribers: 241

Watch Time: 4.5 Hours

New Subscribers: 2

Month	Number	Digital	Paper	
January		24,573	8,300	32,873
February		11,296	145	11,441
March	850	37135	50	38,035
April	580	30940	40	31560
May	40	29729	100	29869
June	466	18876	20	19362
July				0
August				0
September				0
October				0
November				0
December				0
				163,140

Volunteers

During this month our volunteers helped provide food for Summer Camp, worked at Blue Plum, and worked on the StoryTown Radio show. I worked to recruit these volunteers, contact them before events, and give them instructions.

	McKinney	StoryTown	Total
January		112	112
February	4	115	119

March	18	116	134
April	36	118	154
May	25.5		25.5
June	61.5	127	188.5
July			0
August			0
September			0
October			0
November			0
December			0
			733

Diversity & Equity

The Diversity & Equity Committee met on May 30th at 5:30pm. I created the agenda, set up the zoom link, wrote minutes from our last meeting, and ran our meeting. We had some good ideas on how to offer the McKinney Center space to Booker T. Alumni moving forward including creating a couple of potlucks throughout the year.

Conversations That Matter for June was released on June 21st featuring Dr. Rebecca Fletcher and Dr. Georgita Washington. Georgita and Rebecca both work with the Langston Centre on the Health Equity Task Force to help the neighbors around Langston. I helped schedule these guests, ran technology to record the conversation, edited the video and audio versions, wrote the press release, created a graphic, and posted it to social media. Our next conversation we hope to host a couple of teachers from Science Hill.

Marketing & Miscellaneous

Videos: I continue to work on capturing video of classes and workshops to create a new video for the McKinneyCenter.com home page. I took video of Mike Morgan, Adam Dickson, Jeff White, Anna Floyd, Lisa Whaley, and Carlos Turriate for the Living Here project. I recorded and edited video of the Play In A Week Camp performance.

Photography: I have taken and will continue to take photos of summer camp and photos of the StoryTown Radio Show. Each time I take photos I also take time to edit all the photos I took, which can take up a good amount of time.

Graphics: I created a cover for the Fall 2024 catalog of classes and workshops, a poster for the Historic Market Dedication event, the "Nancy" Play, design for the screen print for Blue Plum and Jonesborough Days. I also created the June Radio Show poster and the July Radio Show poster. I created a poster to advertise for the Play in A Week Camp performance, as well as weekly graphics to advertise for the radio show.

In addition to these marketing responsibilities, I have worked to plan for the Jonesborough Days Parade and craft for kids. I also have conversed with Linda Good regarding west African drumming project we are likely to be a partner on, worked to provide information for newsletters to our members, edited the weekly calendars with Bre, and helped to manage campers throughout the day.

Breanna Walker-Schadler June Monthly Report- McKinney Center

Special Events & Classes:

We wrapped up the spring semester by hosting the final three sessions of our Canning Basics session 2 class. We offered five summer camps in June, and all were full! The first camp was Play-in-a-Week camp where students put together an original play in a week and performed it on Saturday. It went well and everyone had a blast. We held two sessions of Artsploration camp over the course of two weeks. We held two sessions of pottery camp as well. The groups were based on age. Everyone had a blast!

The center hosted the original play by Play in a Week students "Who Said What Now? Thirteen Stories About Confusion and Misunderstandings" on Saturday June 15th. There were 92 people in attendance. The center hosted the June Radio Show "Salute to Veterans" on June 24th and had 127 people in attendance.

Rentals:

We blocked off rentals for a part of June due to having the interior of the building repainted. The only rental for the month of June was a community member who held a dance in the auditorium on June 29th with about 30 people in attendance. He paid a rate of \$130.00.

I booked several rentals for the remainder of the year, going from July into October. I spent time working on rental contracts, rental payments, and rental invoices for all the rental requests I received in June. It was quite busy juggling summer camp schedules while also giving rental tours and accepting rental payments.

Front Desk:

My responsibilities while working at the front desk is to answer the phone and greet people as they come through the door. With summer camps this month, it is also my responsibility to check students in and out of the building and get snacks ready for students. Staff take turns going outside with students for snack and breaks. The guests for the month of June ranged from painters to students and parents. We had a lot of parents call before summer camp to ask general questions. There were also a lot of phone calls asking about when we would release the fall catalog. There are also general questions about how to register for classes and how to navigate our website.

MBM Support:

McKinney Center staff are working on getting the fall schedule for classes together and finalized. Theresa put together the schedule of classes and added them online. Staff are adding pictures to the listing, adding them to the center's master calendar, and doing general look throughs. Classes will be ready to promote starting in July.

We ordered supplies for summer camps. We kept in touch with the business that did our summer camp t-shirts. I assisted with teacher payment requests for Summer Camps. We are accepting registrations for our 2024 fall market, so I have been organizing submissions as they

come in. I assisted deposits from the Radio show and rental payments. I updated the records for the 2023-2024 budget with receipts from June. Staff spent time getting the McKinney Centers Jonesborough Days float decorations together.

We were able to hire four new hosts in June. We scheduled a meeting for all hosts on July 1st to go over policies, procedures, and do general training. I spent time getting ready for this meeting. I spent time working on the July host schedule, so each new employee can train with current employees over a wide range of events. This includes an art show, private lessons, rentals, and the July radio show. The current hosts are looking forward to training the new staff.

Donations:

We received \$206.00 in donations in June for the play "Nancy" that we are performing in August in partnership with Black & White Dialogue.

Isaac Wood – June 2024 Monthly Report - McKinney Center

Story Initiative:

- StoryTown Radio Podcast
 - Voices from the Archive:
 - Found three interviews about local gardening/farming in archive of interviews
 - Put the three people's experiences with farming into one cohesive story
 - Wrote and recorded narration for the story
 - Went through edits with the staff. Contacted each of the interviewees who confirmed the story and how we edited it together
 - Posted to podcast apps with episode description and all other information
 - Posted May Radio Show to podcast apps w/ accompanying social media
 - Edited audio of a story spotlight and posted with a graphic
- Radio Show
 - Printed off scripts, cut program inserts, helped staff programs, printed and stapled sing-along sheets
 - Set up concession stand with popcorn and candy
 - Coordinated volunteers during show for concessions stand and ticket table
 - Delivered Radio Show posters to businesses in JBO

McKinney Center:

- Play-in-a-Week camp
 - Prepared snack for students each day
 - Coordinated with Nancy Kavanaugh to receive donated lunches
 - Set up and served lunches each day
 - Helped prepare stage and rooms for camp each day and final performance
 - Wrote and delivered thank you cards to lunch donor businesses and Wild Women of Jonesborough
- Proofread press releases and course catalog for upcoming Fall schedule
- Helped move around storage and other items to accommodate whole-facility painting

Living Here – interview project on life in Jonesborough

- Led meeting to discuss where we are at with the project. Brainstormed dates for exhibit in September
- Researched options and prices for printing portraits
- Interviewed eight people
 - We have now interviewed over twenty people for this project
- Contacted five or six other people who are interested in interviews

AmeriCorps

- Attended Zoom meeting about turning in quarterly In-Kind paperwork

June 2024 Monthly Report, Anne G'Fellers-Mason

Program Manager

StoryTown Radio Show

We had over 70 people in attendance at the May show all about "Our Animal Friends" on Memorial Day at the Visitors Center. Our cast and audience members brought several donations for the Pet Pantry. The Appalachian Highlands Humane Society was very pleased. Our annual "Salute to Veterans" on June 24th is almost sold out. Off Leash Social sponsored the May show and McLeod Organics is sponsoring the June show. Storytelling Live! rejoined the cast in May with the weekly teller sharing at the Radio Show before starting their gig at the International Storytelling Center.

- 1) We have currently raised \$3,250.00 in sponsorships for the 2024 season.
- 2) The Marketing Team is still working on a Marketing Guide for StoryTown Radio Show.
- 3) We advertised the June show in the local papers, on the radio, and on WJHL. The event was boosted through the StoryTown page.
- 4) The StoryTown Radio Show's seat cushions should be here for the July show, August at the latest.
- 5) **We received an Arts Support Project grant for \$7,170 from the Tennessee Arts Commission for fiscal year 2024-2025.**

Play in a Week Camp

We had a successful camp with 14 students, 8 guest artists, and about 100 audience members that the campers' final performance of their original play on June 15th. I have applied for another Arts Build Community Grant through the Tennessee Arts Commission for the 2025 Play in a Week Camp. The Wild Women of Jonesborough made sure the students were fed and several local businesses donated food to the campers throughout the week.

Jackson Theatre Project

Fourteen interviews have been collected for this project and all the transcripts have been received. The film crew should be back in town on July 2nd to start preliminary filming for the project.

Ford vs Ford Historical Marker

This marker recognizing the role of the Black Ford children and their friends in securing their freedom through this historic court case will be placed at Holston Valley Unitarian Universalist Church on August 8th at 11:00 am. This is the conclusion to a Neighborhood Story Project grant from Humanities Tennessee that was conducted between the McKinney Center and the church. The project resulted in a new, State historic marker. We hope to see you at the church (136 Bob Jobe Road Gray, TN 37615) on August 8th.

Original Works

Theresa and I met with Dana Ensor and Fred Counts from the Heritage Alliance Board of Trustees to talk about the McKinney Center producing plays like Nancy and A Spot on the Hill

which were originally written by me while I was employed at the HA. A decision on how that will work is forth coming, a meeting is set between the HA and McKinney on July 2, and will be presented to the BMA.

Podcast

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

Total Downloads: 456 in the last thirty days

Social Media Posts – Podcast downloads & most social media numbers were down during this period of time.

Facebook last 28 days

Page Followers: 1.5K

Page Following: 424

Most interacted with Post (non-boosted) – WETS broadcast announcement for April show (1,226 post reach & 82 post engagement), Boosted post for June show tickets reached 6,779 people and had 1,003 engagement

Post reach: 9,856

Post engagement: 1,150

New Page Followers: 12

Interactions Reactions: 792

Comments: 18

Shares: 127

Photo views: 251

Link clicks: 24

Instagram last 28 days

Followers: 764

Reach: 1,311 (754 from organic, 603 from ads)

Content Interactions: 275

Profile Visits: 35

Link Clicks: 3

A recap reel from the May Radio Show was the most acted with share during this time with a post reach of 150 and 17 likes.

YouTube last 28 days

Subscribers: 19

Views: 6

Watch Time: 0.2

New Subscribers: 0

Impressions: 213

Numbers for Month:

Story Brigade: 2 (Number of volunteer hours, 6)

StoryTown Players: 53 (Number of volunteer hours, 121)

Writers Group: 4

Interactions: JAMSA – 9, Jackson Theatre related – 13, StoryTown Radio Show Production Meeting – 2, McKinney Center Advisory Board – No meeting during this time, Marketing Team – No meeting this time, Main St Board – 19, Media – 4, StoryTown Audience – 79, Jonesborough Days Planning - 13, Play in a Week Camp Mtgs – 6, Story Gathering for May Show – 2, Play in a Week Camp – 90, Play in a Week Camp Show Day – 92, Kiwanis Story Circle – 10, Historic Marker – 3, Misc - 2

Total for Month - 403

Utility Manager Monthly Report

June 2024

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

Distribution department installed 26 new service taps and repaired 33 service leaks for the month of June. The distribution department also completed 30 miscellaneous work orders and located 189 TN 811 one calls.

Water Quality Department read 13,387 meters for the month of June. The Water Quality Department cut off 176 meters with 148 of those for nonpayment. The Water Quality Department had a total of 15,465 total actions taken in the month of June. As of June 30th, the Water Quality Department has changed 13,387 meters to the new AMR meter system. The Water Quality Department completed all scheduled flushing for the month of June.

Water Plant processed 78.388 million gallons of water with a daily average of 2.528 million gallons per day in the month of June. The Water Treatment plant is operating at full capacity and is in need of an upgrade. Persimmon Ridge Tank has maintained an average level of 45 feet for June and Woodlawn Tank has maintained an average level of 25 feet for June.

Wastewater Department operated under normal conditions for the month of June. Wastewater had 2 releases in June due to mechanical failures. The North Cherokee extension is at the 99% completion mark. The new school sewer was completed. All industries are within compliance. The WWTP is operating well. The diesel redundancy pump did operate in June. The month of June experienced 7 days of precipitation for a total of 1 inch. 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 32%, equating to an average of nearly 207,000 gallons daily.

County water line construction crew started the Dry Creek/Rockhouse Rd water line extension in the month of September. The Construction crew finished the installation of 16,000 feet of 6" DIP waterline on Dry Creek in the month of February and have installed @ 1500 feet of 6" DIP on Rockhouse rd. The county crew started a new project April 15th on McCall Rd and completed the project on June 25th. To date the Construction crew has installed @ 78,000' of 6" DIP.

We had a busy June in Utilities. As of June 30th, 2024, Water Quality, Water Distribution and Wastewater Department have no vacancies. The Water Treatment Plant has 2 vacancies. We are actively interviewing potential employees, but we struggle when it comes to start out pay to attract the people with the skill set, we need. I am working daily with GRW on the planning and design phase of the Water Treatment plant, transmission line and "A" Station replacement. We have submitted the new Water Plant plans to SRF and USDA for review. We should be getting feedback in a few weeks on what the next steps are that we need to take. I am also working with Brightbridge to formulate a plan to install generators at our pump stations and at the Water Treatment plant.

Kevin Brobeck

Utility Manager

Town of Jonesborough
Water Quality Department
Monthly Report
June 2024

<u>Meters Read:</u>	<u>Meters Cut On:</u>	<u>Meters Cut Off:</u>	<u>Meters Rechecked:</u>
13,387	148	176	120

<u>Meter Maintenance:</u>	<u>Water Cut Off List:</u>	<u>Customer Inquiries:</u>
51 Meter Lids Replaced	148	53
112 Meters Marked		
121 Meters Located		

<u>Water Line Flushing:</u>	<u>Service Line Leaks:</u>	<u>Reports & Spreadsheets:</u>
54	58	198

<u>Valve Maintenance:</u>	<u>Cross Connection:</u>	<u>Water Line Locates:</u>
61 Valves exercised	Test Results Filed: 1	39
	Digital Files Created: 199	

Dispatch & Service Calls:

539

Total Actions Taken:

15,465



TOWN OF JONESBOROUGH

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

Monthly Report June 2024

Water Distribution

Complaints Total - 4 5 - Total Complaints Last Month

Taps Installed - 26 14 - Total Taps Last Month

Tennessee One Call - 189 190- Total Last Month

This Month there were 189 locations marked on our Water System for proposed work such as Telephone Co, Gas co, Cable co, and Power Board.

Water Leaks Total- 33 16 - Total Last Month

Down Meters Installed Total - 0 0 - Last Month

Meter Box Replaced Total - 5 24 - Total Last Month

Paving Locations - 9 2- Total Last Month

Yard Work Clean Total - 122 5- Total Last Month

1. Yards to sow (111 to sow)
2. Work on the Grant Funding with GRW Engineering for water line replacement.
3. Taps to be done =4

GPS Project Goals

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

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

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

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

Linear feet of water line GPS- 906,626'

Miles of water line GPS- 171 miles

Meters GPS- 3,946

Valves GPS- 767

Hydrants GPS-193

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

GPS- The Town of Jonesborough water system is approximately 35% mapped, with approximately 1,848,000 feet of water line in the ground. The Goal is to get all water lines, valves, hydrants, and meters mapped in a GIS format that can be used on an IPAD for reference online size and valve location. This will reduce time spent on leak repair and help with isolating the water system in putting the fewest customers out of water during a leak repair. It has been suggested that we utilize an intern program from ETSU for the summer.

This will help tremendously due to the department being shorthanded and having only limited time to dedicate to GPS program. Currently we are looking at 10-15 years before the water system is completely mapped.

Meter Change Out Program

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

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

For the month of May Town Crew

The Town Crew repaired 2 hydrant this month.

They are currently on Blalock Rd hammering rock. The crew has installed 730' of 6" D.I.

The Town Crew has worked at the school on the 2" line and water spigots.

Upcoming Line Extensions Town Crew

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

Vines Farm- 800' of 2" plastic line.

Completed Line Extensions Town Crew

Paynetown Road 300' – **Completed**

Industrial Park EDA Project 4,000' - **Completed**

Fire line 6" k-8 school – **Completed**

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

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

Upcoming Line Extensions County Crew

- Taylor Bridge Road
- Highway 11E Slaughterhouse – 1,000'
- Jackson Bridge

County Crew Completed Projects

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

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

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

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

Malone Hollow- **County Crew**- **Completed**

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

Rock House Road- 1900' - **Completed**

Dry Creek Road- **Completed**

McCall Road- **Completed**

County Construction Crew

For the month of June 2024, the County Construction Crew has finished the water main on McCall Road this month. The crew also tied in Pleasant Grove to McCall Road and another 600' to Jimmy Keys Road. All new service taps are done, along with cleanups and paving. Water samples were taken, and the results came back negative. All the meters have been installed for the new taps. The crew finished the job June 20th 2024. The crew has been working on Dry Creek Road and finishing paving areas and clean ups.

Current County Crew Project McCall Road

3,500' of D.I.

The County Crew started McCall Road April 12th 2024.



TOWN OF JONESBOROUGH

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County Crew Monthly Report

June 2024

For the month listed above the county Crew continued working on the McCall Rd. project. During the first week (June 1- June 7) the crew installed 2 hydrants, 4 way, 2 tees, 7 values , 1 tap , 2 road crossings, crossed 3 driveways, and installed 900ft of 6in DI pipe.

For the following week (June 8 – June 14) the crew continued to assist sewer Monday and Tuesday. Wednesday and Thursday was clean up and on Dry Creek Rd.

For the next week (June 15 – June 21) the Crew assisted City on by repairing leaks. Began final preparations of clean up stage for McCall Rd. project.

For the final week (June 22 – June 28) The crew installed meters for the new customers on McCall Rd. The crew also put down 20+ tons of asphalt on Dry Creek Rd. project. Also staged area for Slaughter House job. Moved equipment and hauled pipe to new site.

During the Month of July we will start the new Slaughter House job and hopefully complete before month end. We plan to have a productive month.



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Wastewater – June 2024 Monthly System Operations Summary

Date: June 27, 2024

Customer Calls:

Total: 11 Resolved: 11

TN811: Taken: 249 Required Action: 100

Sewer Taps:

New: 1 Completed: * Pending: 3 Pending Contracted: 124*
*CO report has not yet been received for June 2024

Projects Underway:

1. Washington County Industrial Park Pump Station

System Maintenance:

Line Cleaning: 0'	Line Inspections: 0'	System Repairs: 2
Station Repairs: 2	Station Cleaning: 3	STEP Unit Repairs: 3

Overflows/Releases/Bypasses:

- 6/18/24 – Release – 602 OSR 34.
- 6/27/24 – Release – Bush Hog Station

Town of Jonesborough Environmental Services Department Monthly Report	June 1, 2024 thru June 30, 2024
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Wastewater Plant: The WWTP is running well. The Diesel Redundancy Pump did operate in June. The month of June experienced 7 days of precipitation for a total of 1 inch. 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 32%, equating to an average of nearly 207,000 gallons daily. No Bypasses occurred in the Month of June.

Wastewater Plant Compliance – June 2024

Parameter	Result	Limit	Violation Y/N
CBOD Monthly	7mg/l – 38lb/d	21mg/l – 167lb/d	N
CBOD Weekly	8mg/l – 45lb/d	25mg/l – 208lb/d	N
CBOD Daily	14mg/l – 94%Rmv	30mg/l – +40%Rmv	N
Ammonia Mo.	1.6mg/l – 6.3lb/d	8mg/l – 67lb/d	N
Ammonia Wk.	2.1 mg/l – 38lb/d	12mg/l – 100lb/d	N
Ammonia Day.	3.7mg/l	16mg/l	N
TSS Monthly	6mg/l – 31lb/d	30mg/l – 250lb/d	N
TSS Weekly	8mg/l – 45lb/d	40mg/l – 304lb/d	N
TSS Daily	9mg/l – 95%Rmv	45mg/l – +40%Rmv	N
E. coli Monthly	9.9/100ml	126/100ml	N
E. coli Daily	142/100ml	941/100ml	N
Chlorine	0.38 mg/l	2.0mg/l	N
Sett. Solids	0.1ml/l	1.0ml/l	N
Diss. Oxygen	7.5mg/l	6.0mg/l Minimum	N
pH	7.6su/7.8su	6su – 9su min/max	N

Please note that the information provided in the compliance table is accurate through 5/22/24 and should not be considered conclusive for the entire month.

Sewer Construction/Collection System: Two Releases occurred during the month of June. The Washington County Industrial Park Extension has been completed through the roadway the lift station construction at the industrial park is underway.

Industrial Pretreatment: Sungwoo Hi-Tech is currently out of compliance with its discharge permit due to a service connection in its QC Lab. TDEC conducted a Pretreatment Compliance Inspection during the month of June during this time the Director and TDEC met with the Sungwoo Plant Manager and discussed the needed changes to the QC Lab. Based on the conversation this should not continue to be an issue moving forward.

NPDES Permit: The WWTP in in complete compliance with the NPDES permit..

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

Coburn O. Rasnick
Director of Environmental Services

Work Orders By Type

06/01/2024 to 06/27/2024 as of 6/27/2024
...Powered By eWorkOrders.com

Status: 2-Closed

Department: Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	226
Total Work Orders:	226

Work Orders By Type

09/01/2017 to 06/27/2024 as of 6/27/2024
...Powered By eWorkOrders.com

Status: 0-Open

Department: Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	93
WW-Requested Work	7
WW-Corrective	13
Total Work Orders:	113

	Current Month	Previous Month	% Change
Work Orders Generated	264	299	-12%
Percentage of Completion	86%	90%	-4%
Work Orders Completed	226	268	-15%

*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.

Kevin Brobeck

From: Morgan Johnson
Sent: Thursday, June 27, 2024 1:27 PM
To: Kevin Brobeck
Subject: monthly report

Jonesborough Water Treatment Facility

Monthly Report

JUNE 2024

For the month of June the total amount of water processed was 78.388 million gallons, with a daily average of 2.528 million, a maximum of 2.681 million, and a minimum of 1.845 million.

This month we had several electrical problems with the high service pumps at the water treatment plant and are working to resolve the issues, Clinton freeman started working for water treatment on June 24th, also we scheduled the pump at the intake to be lifted out and repaired , kept the grounds at the plant, tanks, and pump stations mowed and sprayed. We completed all of our state sampling requirements for the month.

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

The above numbers are not correct. I will plug in June's numbers after we get them totaled.

Monthly Report – July 2024

Nora Sword, Marketing and Promotions Coordinator

Social Media

Civic Page

- Promoted Employee of the Month for June
- Posted traffic notices, Softball registration, Jonesborough Days, brush collection, Bob's retirement, recycling center, Flag Day, MyRide Program, and vacant town positions.

Historic Facebook and Instagram Pages

- Promoted McKinney Center events
- Occasionally created general posts
- Promoted StoryTown Radio Show, Garden Gala, Music on the Square season, Wetlands, Brews & Tunes, Storytelling Live!, and Jonesborough Days
- Created reel promoting Visitors Center.

Mainstreet Facebook and Instagram Pages

- Promoted McKinney Center events
- Occasionally created general posts
- Promoted StoryTown Radio Show, Garden Gala, Music on the Square season, Wetlands, Brews & Tunes, Storytelling Live!, Yoga in the Park and Jonesborough Days

Other Social

- Posted on Jonesborough Senior Center Facebook page 2x a week
- Posted on the Chuckey Depot page once a week
- Posted on the Jonesborough Visitors Center page 2-3x a week
- Posted on Paws in Blue page when needed
- Posted on Wetlands page 2-3x a week
- Posted on Jonesborough Days multiple times a week
- Posted on Music on the Square 2x a week. Created all Facebook events for July
- Posted on Brews & Tunes 2x a week. Created all Facebook events for July

Media

- Scheduled and sent reminders for media spots for the McKinney Center, StoryTown Radio Show, Music on the Square, Flag Day, Jonesborough Days, Yoga in the Park and Wetlands
- Scheduled weekly media spots for the JBO Radio Show.
- Sent new releases for the McKinney Center, StoryTown Radio Show, Music on the Square, Jonesborough Days, and Brews & Tunes

- Attended BMA meeting and wrote recap for media
- Kept track of monthly coverage in print media

Meetings

- Attended Main Street Board Meeting and took minutes
- Attended Jackson Theatre video meeting
- Attended JAMSA meeting
- Attended Jonesborough Days meeting
- Met with Parks & Rec Director for social media plan

Graphics

- Designed tent cards and distributed downtown

Other

- Took photos of Visitors Center Display
- Attended Flag Day ceremony and took photos
- Set up over 10 volunteers for Jonesborough Days
- Travel writers group night: met with staff, followed up with mayor, ISC president & Breelyn, picked up sign, had post cards signed.

2024 BUILDING PERMITS REPORT

	# PERMITS	AMOUNT	FEES	NEW HOUSES	COMMERCIAL	RENOVATIONS PLUMBING MECHANICAL MISCELLANEOUS	ADDITIONS	SIGNS
January	9	2,995,200.00	16,743.60	9	0	0	0	0
February	7	481,740.74	2,392.01	1	1	4		1
March	9	4,515,000.00	24,832.50	6	1	2	0	0
April	16	2,595,000.00	14,484.50	12	1	3	0	0
May	18	3,010,015.00	16,912.47	11	0	6	0	1
June	18	3,181,275.00	17,998.04	8	2	5	1	2
July								
August								
September								
October								
November								
December								
TOTALS	77	\$16,778,230.74	\$93,363.12	47	5	20	1	4

Monthly Total Year-To-Date

New House Permits	1,580,245.00	\$14,487,845.00
New House Permit Fees	8,691.35	\$79,953.15
Commercial Permits	1,552,030.00	\$1,933,645.74
Commercial Permit Fees	8,637.19	\$7,814.30
Renovations, Additions Permits	49,000.00	\$356,740.00
Renovations, Additions Permit Fees	669.50	\$2,595.67

JONESBOROUGH BUILDING PERMITS

COMPARISON SHEET

YEAR - 2023				YEAR - 2024			
MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE	MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE
January	5	350,900.00	1,929.95	January	9	2,995,200.00	16,743.60
February	12	2,031,200.00	11,171.60	February	7	481,740.74	2,392.01
March	35	3,776,990.00	23,648.20	March	9	4,515,000.00	24,832.50
April	13	284,035.04	1,662.20	April	16	2,595,000.00	14,484.50
May	25	2,322,195.00	12,791.70	May	18	3,010,015.00	16,912.47
June	32	2,278,158.00	12,529.92	June	18	3,181,275.00	17,998.04
July	36	109,225.15	600.74	July			
August	55	2,021,948.00	10,378.69	August			
September	No Report - Due to Resignation of Building Inspector			September			
October	31	643,786.00	3,755.25	October			
November	55	5,573,016.00	30,769.02	November			
December	5	1,090,173.54	6,270.80	December			
TOTALS	304	\$20,481,626.73	\$115,508.07	TOTALS	77	\$16,778,230.74	\$93,363.12

**TOWN OF JONESBOROUGH
2024 BUILDING PERMITS**

	DATE	OWNER	ADDRESS	CONSTRUCTION	COST	FEE
June						
	5/29/24	D.R. Horton	1061 Saylor's Place	Townhome	136,529.00	750.91
	5/29/24	D.R. Horton	1063 Saylor's Place	Townhome	136,529.00	750.91
	5/29/24	D.R. Horton	1065 Saylor's Place	Townhome	136,529.00	750.91
	5/29/24	D.R. Horton	1067 Saylor's Place	Townhome	136,529.00	750.91
	5/29/24	D.R. Horton	1069 Saylor's Place	Townhome	136,529.00	750.91
	6/4/24	Judy Cox	198 New Hope Road	2-Story Addition - 7 ft.	30,000.00	165.00
	6/6/24	Wolfe Development	Miller Road	Rezoning	0.00	400.00
	6/7/24	Judy Cox	198 New Hope Road	Plumbing	3,500.00	19.25
	5/31/24	Joseph Tate	110 Meadow View Ct	Covered Deck	9,000.00	49.50
	6/12/24	Collins Plumbing	100 East Woodrow Ave	Plumbing	5,500.00	30.25
	6/18/24	Dunkin Donuts	141 Boone Street	Signs	10,880.00	135.42
	6/21/24	Tony & Doreen Accoglio	142 Slonaker Circle	Concrete Patio	1,000.00	5.50
	6/24/24	Foundations Animal Hospital	1577 West Jackson Blvd	Sign	5,990.00	51.77
	6/25/24	Wendy's (Tri-Cities Restaurant)	East Jackson Blvd	Grading	35,160.00	200.00
	6/25/24	Wendy's (Tri-Cities Restaurant)	East Jackson Blvd	New Bldg	1,500,000.00	8,250.00
	6/25/24	BG & MLS Investments	605 Bittersweet Trail	House	299,200.00	1,645.60
	6/25/24	BG & MLS Investments	609 Bittersweet Trail	House	299,200.00	1,645.60
	6/25/24	BG & MLS Investments	613 Bittersweet Trail	House	299,200.00	1,645.60
				TOTAL	\$3,181,275.00	\$17,998.04



Cameo Waters
Director of Tourism & Main Street
June 2024 Monthly Report

Updates and Projects

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

Main Street and Downtown Update

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

Involved in assisting JAMSA with event planning for the Harry Potter event- working with TOJ on permits, the police department on street closure and run route, as well as Karen Hubbs with the Goose Chase

Tourism update

Hosted the 90 visitors FAM Tour and Dinner for the TN Motorcoach

Attended NETTA board meeting

Hosted TDTDs new NETN Director for a Jonesborough Tour

Marketing

A large portion of the month was spent on the Visitor Guide project, edits, new photos, and lining up a cover photoshoot- which was finally executed. We had to reschedule a number of times due to weather.

Completed Events Guide

Created RFP for Jackson theatre website

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

Working with ISC on marketing co-ops-this is still in talks and the brainstorming process

Events

Worked on Brews & Tunes as well as JAMSA's Harry Potter event

Working on lining up activities and food vendors for Jonesborough Days, assisting with plans for the kick-off dinner and other festival logistics

Other

Held interviews for open positions

Parks and Recreation

Chris Kudera

1. Tiger Park Update
2. Master Plan Update
3. State Scenic Walkway – East Extension
4. Wetlands Water Park
5. Persimmon Ridge Trails
6. Local Programming

Tiger Park

There are a lot of things moving along related to the Tiger Park Project. We're nearing the end of the project and we're working to coordinate the final pieces in order to get the project completed.

Surfacing – the six pickleball courts will get a colored coating on the asphalt, plus the striping. The work is planned to start week of July 7. It should take about a week to complete.

The track at JES is essentially a practice track. The Athletic Director was part of the planning process for the park and indicated that the school would never have a meet at home, but that all track meets are held at David Crockett High School. From the beginning, the intent was for the track to be a practice track only and a place for the general public to be able to come and walk/exercise. School staff approached us last year and requested a rubberized surface on the track. The thought process behind that was that the kids will be running on a rubberized track at DCHS for their meets, and many of other tracks where they'll run on will also be a rubberized surface, so it makes sense that they would also practice on a rubber track.

Work on putting down the rubber surfacing on the track will begin the week following the completion of the surfacing on the pickleball court. That should take about a week. Once that is down, all vehicles and machinery will have to stay off the track. This will be particularly tricky considering there is other work, such as the athletic field lighting, that still has to go in.

Concession Stand and Restrooms – The concession stand is nearly complete. The brick on the exterior of the building is the same coloring as the brick on the school, so it ties in very nicely. The gutters, downspouts, stairs and support post coloring all match the school as well. The building houses the restrooms, storage and concession stand for the fields as well as an upstairs space for press boxes so any of the games can be announced from the second story. The upstairs space can also be utilized for coach meetings, etc.

Specific to the restrooms, the intent is that those are open for public use 7 days a week and they will need to be locked in the evenings. The men's and women's restrooms have a vestibule entry, so they do not have entry doors. At the entrance to the vestibule, there is a roll up metal door that will be locked at dusk when the park closes. The framing, electrical and rough in plumbing are all complete. The building has been insulated with batt insulation in the walls and spray foam insulation on the ceilings. The contractor is currently working on drywall throughout the building. Once that is complete, they'll move onto plumbing fixtures, lighting, tiling, etc.

Concrete Work – There is some concrete work that is still in progress. There is a concrete apron that will go around the perimeter of the concession stand to connect to access to the various amenities throughout the park. In addition, there are some small concrete pads that will connect walkways to the pickleball court, pavilion, etc. that still have to be completed. The contractor expects that to be done in the next couple of weeks.

Ballfield Infields – when Summers Taylor completed the grading on the entire athletic field site, they did stabilize the area by sowing grass on the property. As other contractors have worked on the property, there has been some damage to the fields, mostly from heavy equipment creating ruts. On the baseball and softball fields, we have to cut out 5" depth of the infields and bring in a silt/sand/clay mix that has to be compacted in the infield. While the grading is going on, the contractor is going to move some of the dirt out to the outfield to fill in some of the ruts and smooth that out to make a nice transition from the infield to the outfield. The way the fields are graded now, they drain from home plate out through the outfields and the goal will be to keep it that way.

Overseeding – We have established a good relationship with the Athletic Facilities Dept. at Washington County Schools who have the crew and equipment to do some work on the athletic fields. The football field and the large field that will house the various soccer fields was pretty rough with ruts throughout the spaces. We worked with BurWil to do some initial work on smoothing those fields out with a concrete roller. However, the seed that Summers Taylor put down isn't conducive to athletic play. We have been working with Logan Clark, who is over the Athletic Facilities Department at Washington County Schools, to remediate the fields. Logan has an incredible depth of knowledge on turf grass where he previously worked over grounds crew who maintained a golf course. He has been incredibly helpful to us in coming up with a plan for the fields and the Town is working with the school system for their crews to come in and do the work on the fields.

The goal is for that work to be complete and grass established on those fields in time for soccer to begin play in late August, early September. With the lack of rain, it's posing a hurdle for us. We have water lines all over the athletic fields with a number of water connections around the perimeter of the fields. However, where those water lines are tied in with the concession stand, we just now have water available to the fields. The Fire Department has watered a couple of times, but what we really need is some good consistent rain.

Once the infields of the baseball and softball fields have been completed, Logan and his crew will come in and work on the outfields of those fields to sow grass, fertilize, etc. in time for the school to use the fields for games in the spring.

As a side note, Logan has said that he would work with Town staff and lend his expertise to formulate a plan for the ball fields at Persimmon Ridge Park, which are in need of remediation as well.

Playground – the Athletic Field playground is the last playground planned for Tiger Park. Part of the delay in getting that in has been tied to the sequencing of the rest of the park. The staging area for the concession stand as well as the construction trailer is sitting where the playground needs to go.

The design for the playground has been completed and we are in the process of bidding that out. Those bids will come back in at the end of July in time for them to go to the BMA at their August 12th meeting.

You'll remember that the thought process for this particular playground is that it will provide an area for children to play while their siblings are participating in athletic practices and games. In addition, the area will be treated just like any of our other parks, open dawn to dusk, where families can come and take advantage of any of the amenities in the park.

Pavilion – the pavilion for the park is in the process of construction. The concrete pad was completed and BurWil is working on putting in some additional footers on the corners of the pad. The pavilion we purchased was a pre-fabricated pavilion whose design and colorings will tie in with the concession stand and school buildings. BurWil will be assembling and installing the pavilion once the pad is ready.

Accessories – There are a number of accessories throughout the park that are in the process of completion, mostly waiting on other things to be completed before they can be moved into place. There are several tables that will go beneath the pavilion, around the concession stand and ball fields, benches on a few concrete pads that have to be completed, plus bleachers that still have to be assembled. We have a private contractor completing all of that, except for the bleachers. Parks and Recreation staff are working with the county inmates to finish assembling the bleachers.

There are two goal posts that will go up on each end of the football field that have to be installed. We are waiting on a quote from Foster Signs on the installation of those posts. Scoreboards – the scoreboards for the football field, baseball field and softball field have all been bid out. We are waiting on an ok from Recreation Resources before awarding that bid.

In the meantime, we are waiting on a quote from Foster Signs for the purchase of the poles

for the scoreboards as well as the installation of the poles and scoreboards. We are working with Herman Archer on the electrical installation of the scoreboards. Electrical for the scoreboards will run off of the nearest athletic field light, the Town will do the trench work for the conduit and Herman will complete the rest of the work.

Athletic Field Lighting – this has probably been the most difficult piece of the project thus far. We are working with Premier Lighting for the athletic fields throughout Tiger Park. We are lighting the soccer fields, baseball and softball fields, football field and pickleball courts. Premier has been putting this project off for months and apparently they've overextended themselves. The job is a pretty big one and will take weeks for them to complete. They completed the trenching and conduit back in March, but have only been back once since then. In order to finish the job, they have to dig out holes for the concrete light bases, set the bases, set the poles and the lights. It's a fairly lengthy process and now that we're nearing the end of the project, there are a lot of things in their way, like the concession stand, track, concrete sidewalks, etc. We've been very forgiving of their excuses, but we're at the point now where it's incredibly important that they get in and get the job done. The thing we really have to pay attention to is that we have a 25 year warranty on these lights, so we're looking at a 25 year relationship with Premier. Any time we need a light changed out or work completed on the lights, we have to work with them. We really don't want to mess that relationship up, so we've put up with their excuses. The other consideration is that Premier came in \$600,000 less than the next highest bid on this project, so we're seeing a very significant cost savings there. The hope is that the lighting will be completed in August.

Master Plan Update

Staff completed the last Parks and Recreation Master Plan in 2021. The expectation is that those are completed every 5 years. Any grants that the Town applies for through Recreation Resources who administers the Local Parks and Recreation Fund Grant, Recreation Trails Program Grant, Land and Water Conservation Funds. Any project funded through these grants requires a Master Plan for the Parks and Recreation Department. Recreation Resources now requires updates to the Master Plan at least every two years now.

I am now working on an update to the Master Plan. The update that they're looking for is less formal than the process we go through for the Master Plan. An update at this time will not only benefit the department, but will hopefully provide more direction to the new Parks and Recreation staff as well as the Parks and Recreation Advisory Committee. Once completed, the updated Master Plan will be presented to the Committee for approval.

Lost State Scenic Walkway, East Extension

The Lost State Scenic Walkway is Jonesborough's walkway system. Currently, the trails consist of nearly 3 miles of connections between parks and into downtown, with many of our parks containing walkways within them (Persimmon Ridge Park, Stage Road Park, Jimmy Neil Smith Park, etc.).

The 2021 Parks and Recreation Master Plan showed an overwhelming need for pedestrian accessing, including walkways, which has become a priority for the Town.

There is a difference between sidewalks and walkways/recreation trails. Typically, sidewalks are built adjacent to a street and provide connections between residential areas. A lot of times, the people who use them are making short trips and are walking. Recreation Trails/Walkways are typically asphalt paths that provide more than just pedestrian access, but also are constructed wide enough for bikers to be able to utilize the trails and you'll typically see runners using them as well. Recreation trails are oftentimes constructed further away from roads where they can provide a more scenic route for users. Users are typically using the walkways for exercise, so they're traveling greater distances. In addition, those trails can connect residential areas, parks, and other well-used public spaces. In Jonesborough, our main trunk of trail begins at Mill Spring Park and connects through downtown to Barkley Creek Park. Much of the trail is well off of the street and runs along Little Limestone Creek, providing a nice shaded and scenic path for users.

The East Extension of Lost State Scenic Walkway will connect Stage Road Park to downtown, traveling along Little Limestone Creek, providing a scenic route for users. Mountain View Estates, located adjacent to Stage Road Park, will also be part of that connection. There's also the potential to have a short connection to Green Hills, just off of South Cherokee Street, providing pedestrian access into downtown for those residents.

The RTP grant application went into the state and is currently in the review process. We have a really good chance of having this project funded. We anticipate that awarded projects will be announced in early fall with contracts issued sometime in early 2025. If this project is funded, we'll be able to provide access into downtown for residents who normally have to drive their cars into downtown.

I have begun work on obtaining easements for the trail and am waiting on work to be completed by Tysinger Hampton and Partners to provide the meets and bounds for the easements. They completed their survey of the project weeks ago and we're waiting on that information so that we can draw up the easement documents.

Wetlands Water Park

Wetlands Water Park is currently under the direction of Nick Bogle. After the recent change in directors for the park, we installed Nick on an interim basis for the remainder of the season. Following the conclusion of the season, we will conduct a performance evaluation to determine if he will be given a permanent position.

Wetlands is now taking full advantage of the current software we were already paying for. We have implemented a new clock-in system for employees that allows them to clock in via the clover POS system. Team members can put in their availability, request time off, reach out to other team members about switching shifts, and give shout outs to their

coworkers for their hard work. We hope this system creates an easier and more efficient process for the payroll department.

Wetlands is currently sold out for afterhours parties for the month of July and only has three days available in August, all being weeknights. We are currently evaluating the idea to keep the park open passed Labor Day to accommodate the 30+ inquires for parties that we are unable to book.

We have had over 70 participants sign up for swim lessons this season. We have also certified 6 new life guards.

Persimmon Ridge Trail Project

After reviewing numerous social media comments regarding the conditions of the trails at Persimmon Ridge, Lauren Little, Open Spaces Coordinator and Urban Forrester, led the effort to clear all trails throughout the park. This involved cutting back brush that was overtaking some of the trails, as well as removing logs and fallen trees.

Lauren and I are currently seeking advice and assistance from the through the TN Department of Agriculture to do a controlled burn throughout multiple areas of Persimmon Ridge. A controlled burn has an abundance of benefits to include but not limited to removing hazardous fuels in the event of a wildfire, forest health, community risk reduction, and wildlife habitat improvement. During the planning stages, we will meet with state officials to determine the best course of action for the controlled burn and coordinate that with town officials and residents.

Local Programming

Jonesborough Youth Soccer

Jonesborough Youth Soccer is operating both a spring and fall season. They are averaging over 400 participants between the two sessions and have seen a steady incline in participation in consecutive seasons. This fall, the goal is for them to move permanently to Tiger Park.

Jonesborough Little League

Jonesborough Little League had 400 participants for their spring season. They had a team win the district championship, which earned a trip to the state tournament. They are planning to run a fall softball league.

Adult Coed Softball

This year we have 7 teams participating in our adult coed softball league. This league will run from July 8th-August 20th. We updated the rules to better align with other leagues and tournaments in the area and we will this made the difference in getting a few more teams this year than last year.



TOWN OF JONESBOROUGH

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Street Department

Monthly Report

June 2024

The month of June was another busy month for Street Department Forces. Forces continued working in the theater district, specifically working on the brick sidewalk replacement project on W. Main Street, as well as support work in the alley between Main Street Café and the Jackson Theater. Forces returned to work on the N. Cherokee/Thompson Meadow Lane project, performing final grading operations. Forces completed finish grade work on the Oak Grove/Locust St sidewalk project, repaired (2) sinkholes on SR-34 (W. Jackson Blvd) road shoulder, and spent a good block of time preparing town streets for the large upcoming JB Days festival. Forces patched potholes, mowed ROW's, performed animal control duties, and supported other departments in several different roles and capacities during the month.

Much of the construction related efforts at the beginning of the month for the Street Department involved efforts in the theater district of W. Main Street. After work concluded on the entrance lane to the JRT, Forces reset efforts to the installation of a replacement brick sidewalk from the Main Street Café, to 1st Avenue/Eureka Inn. Forces began @ the alley between the Main Street Café and the Jackson Theater, setting grade for the alley, and installing a granite curbing 'header' for the brick to shoulder against. Forces set the granite to finish grade (brick on Main Street side and asphalt on the south side), then concreted the granite into place. Forces then moved from the Main Street Café westward towards S. 1st Avenue, removing brick and unusable substrate (spoil material). Forces re-palleted sidewalk brick that could one day be repurposed, and hauled them away for storage. Forces removed and loaded out the spoil material under the existing brick, set grade for the new sand bed, then placed and compacted bedding sand for the new brick pavers. Forces gathered, transported and stocked all brick and sand materials necessary for the brick masons to lay the pavers on the prepared sand bed. Forces worked continually with the masons, supplying materials, and removing existing brick and spoil in advance of the masons laying new pavers in the prepared sand bed.

Forces also worked alongside Pike Electric Forces in moving an existing lamppost to a location further west on the sidewalk near the access to the JRT on Main. Forces had previously worked w/Bright Ridge Forces to pour a new concrete post base for the new lamp/streetlight. Forces assisted Pike Forces in removing the existing concrete post base, and loading out and removing the spoil material. Forces also trenched thru concrete to run conduits from the JRT entrance lane, into an electrical utility box in the sidewalk on

Main Street. The conduits were for 'future' electrical needs, e.g. foot lighting or street lights, as well as a conduit being placed for Bright Ridge to provide internet service to the Eureka Inn. Forces then continued removing existing sidewalk brick pavers from the JRT entrance lane, to the end of the sidewalk @ S. 1st Avenue. As existing brick pavers had been placed in a bed of mortar in front of the Eureka Inn, Forces used jackhammers to remove the final section of existing brick pavers. Forces set finish grade for the new pavers in the final section, then placed, graded and compacted a bed of sand for brick placement. Forces also performed several smaller operations in the alley of the Jackson Theater, including cutting/removing a section of an existing concrete walkway, finish grade work on the south side of the Jackson Theater, hauling away seats and unused tile material used in the Jackson for storage, and coordinating w/the asphalt contractor to adjust grading, and backfilling areas post asphalt placement.

Forces used a trencher attachment in advance of Bright Ridge Forces, so BR Forces could lay/place an electrical conduit for street lighting on the Skyline Drive Extension road @ the new school. Forces then returned to finish grade the areas where Bright Ridge disturbed the soil in placement of the conduits/street lights. Forces took advantage of the dry weather to accomplish some backfilling work in various locations. Forces used top soil to backfill along a newly placed concrete wall on Oak Grove Avenue, and well as behind newly placed sidewalks on Locust Street. Forces also placed top soil backfill along the back side of the newly placed sidewalk on N. Cherokee Street. Forces graded the slope from town ROW to the properties along N. Cherokee Street. Forces finished graded along the road shoulder on Thompson Meadow lane in advance of Bright Ridge Forces installing street lighting along that street as well.

Forces dedicated a good block of time to preparing for one of the year's major festivals/events, Jonesborough Days. Forces used tractors/equipment to remove vegetation from town Right of Ways. Forces used weed eaters to clear vegetation from street corners, sign posts and fire hydrants. Forces trimmed low hanging tree limbs and vegetation, as well as removing brush from Main Street and along the parade route. Forces used a broom sweeper to sweep non-curbed streets and roads, as well as a vacuum sweeper to clean curbed town streets. Forces cleaned the streets in advance of JB Days. Forces responded to a report of (2) sinkholes on the ROW of W. Jackson Boulevard. Forces placed flowable fill concrete in the sinkholes as approved by TDOT.

As ever, Forces monitored, maintained and repaired the storm water system and drainage inlets and structures throughout town. Forces performed animal control duties as well. Forces responded to debris/trees/limbs in roadway calls during the month. Forces also continued to mow town Right of Ways (ROW's) and to trim/clear vegetation at intersections and from around signage at every opportunity. As an ongoing commitment to motorist's safety and driver information, the Street Department continues a 'sign replacement and upgrade' program. Street Forces continue to bring faded or non-retroreflective signage up to modern standards set forth by the MUTCD (Federal standard).

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

Director of Streets
Malcolm Highsmith

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

6/3/2024

1. Street Department Forces loaded brick pavers and transported to Jackson Theater for placement into brick sidewalk
2. Forces rented and transported jack hammer from East TN to used to remove existing brick in sidewalk @ Eureka Inn
3. Forces loaded out sanded brick removed from sidewalk replacement project and transported and stored @ Street facility for future use
4. Forces used (2) jack hammers to removed mortared in sidewalk brick in front of Eureka Inn
5. Forces picked up Park and Rec chevy truck from the dealer after recalls were accomplished. Forces returned the truck to P & R

6/4/2024

1. Street Department Forces removed the remaining mortared in sidewalk brick in front of the Eureka Inn. Forces returned jack hammer to rental store.
2. Forces unloaded (6) pallets of used sidewalk brick @ Street facility for future use
3. Forces transported (3) 2000# bags of sand from Lowe's in JC to Jackson Theater for use in placing brick pavers

6/5/2024

1. Forces loaded trash brick/mortar/sand/concrete from area in front of Eureka Inn sidewalk and hauled away. Forces began to prepare the existing concrete slab for receiving new bricks in sand bed
2. Forces stocked brick mason w/brick and leveling sand used in placing brick pavers
3. Forces placed sand bed in which brick mason would lay brick pavers

6/6/2024

1. Street Department Forces set grade and placed chalk lines @ Eureka Inn sidewalk for brick mason to place pavers on sand bed
2. Forces worked with the Building Inspector to transport materials for erecting signs for the Building Department. Forces placed signs for the Building Department
3. Forces cleaned out the P & R Chevrolet truck and returned to P & R Department
4. Forces mowed ROW's on SR-81/College Street, High Street
5. Forces inspected the storm water holding pond adjacent to the 4 Oaks facility. Forces removed small branches and a minor amount of brush from the area near the riser pipe. Forces inspected the surrounding berms near the holding pond. The pond @ the 4 facility is functioning as designed.
6. Forces inspected flat storm water inlet drain located near the driveway of 309 Berkley Court. The drain inlet was clear and functioning as designed.

6/7/2024

1. Street Department Forces placed grass seed and straw at the corner of Locust Street and Angle Avenue as a passing truck had clipped the corner of the bank, tearing away the existing vegetation and putting dirt into the road. Forces repaired the damaged area.
2. Forces cleaned curb line on W. Main Street to remove sand/debris from sidewalk replacement project
3. Forces cleaned alley between Main Street Café and Jackson Theater so asphalt paving could be laid out and grading accomplished. Forces removed old pallets, trash, and moved bags of sand closer to the brick mason work area
4. Forces used tractors to mow ROW's on Thompson Meadow Lane and N. Cherokee St
5. Forces erected (3) posts/signs for Solid Waste Department

6/10/2024

1. Street Department Forces set out traffic control for stump grinding activity @ Chucky Depot
2. Forces set out traffic control @ Jackson Theater alley so Pavewell Forces could perform grade work in the alley
3. The Director measured for sidewalk replacement project @ the old Courthouse on Main Street
4. Forces backfilled short retaining wall on Oak Grove Ave.
5. Forces backfilled behind new sidewalk on Locust Ave.
6. Forces removed old chair from ROW on Jackson Blvd, and discarded trash on Persimmon Ridge Road

6/11/2024

1. Street Department Forces loaded and transported skid loader and back hoe to Thompson Meadow Lane for use in backfilling sidewalks. Forces used equipment to place topsoil backfill to road edge along Thompson Meadow Lane
2. Forces adjusted asphalt grade with paving contractor @ Jackson Theater alley
3. Forces used tractors to mow ROW's on Spring St, Stage and portions of Spring St
4. Forces placed STOP sign @ exit of Lincoln Park @ Long View Avenue

6/12/2024

1. Street Department Forces again placed traffic control @ entrance to Chucky Depot for stump grinding operations
2. Forces repaired top of storm drain @ entrance to alley @ Jackson Theater
3. Forces used equipment to backfill along edge of road on Thompson Meadow Lane
4. Forces used tractor to mow ROW on Old SR-34
5. Forces loaded and delivered (2) loads of mulch to Christopher Taylor lane to be placed in Jimmy Neal Smith park

6/13/2024

1. Street Department Forces backfilled with dirt along edge of road along Thompson Meadow Lane
2. Forces placed top soil for final grading along rear edge of Main St Café property @ border w/Shane Adams property. Forces placed pug stone along edge of newly placed asphalt @ the Adams property. Forces also placed a short section of asphalt 'rolled curb' along the edge of the newly placed asphalt to help channel runoff into the catch basin in that area
3. The Director met w/TDOT personnel @ (2) sinkholes near Mile Marker (MM) 10.0 W. Jackson Blvd. The parties discussed the repairs, which the town would be tasked to make.
4. Forces loaded traffic control to set partial lane closure the following day for sinkhole repairs on road shoulder of W. Jackson Blvd

6/14/2024

1. Street Department Forces set partial lane closure near MM 10.0 on W. Jackson Blvd so 8 yds of flowable fill concrete could be placed into (2) sinkholes on road shoulder area. Summers Taylor supplied concrete. Forces placed concrete then removed traffic control and returned traffic to the normal pattern. Dennis Higgins and JPD assisted with traffic control
2. Forces used tractors to mow ROW's on Rocky Hollow, Payne, Ben Gamble, New Hope, Bird's Eye View and Mountain Creek Ct
3. Forces erected signage @ new Recycle Center for Solid Waste Dept.

6/17/2024

1. Street Department Forces used top soil to backfill along N. Cherokee Street behind recently placed sidewalks
2. Forces loaded and transported both skid loaders and back-hoe to N. Cherokee St to use for backfilling operations
3. Forces swept sand into brick pavers on W. Main Street/Jackson Theater, as well as @ the Eureka Inn. Forces cleaned against curb from 1st Ave to the Main St. Café
4. Forces worked after hours during storm event of 1.9" rainfall in twenty minutes. Forces cut/removed semi-fallen tree over roadway of Old SR-34, as well as cutting and clearing a tree that had fallen across the RxR tracks behind the Street Dept offices on Britt Drive. Forces cleared the tree so the train could pass.

6/18/2024

1. Street Department Forces cleaned up after the late afternoon storm of the previous day. Forces used the open broom sweeper and the sweeper truck to remove gravel from town roadways. Forces picked up fallen brush and inspected and cleaned storm drains
2. Forces swept/removed small rocks from several locations on W. Main Street due to washing into roadway from recent storm event

6/20/2024

1. Street Department Forces replaced the curb brushes on the street sweeper in advance of the JB Days cleanup process
2. Forces removed traffic control from the Jackson Theater area post asphalt placement
3. Forces removed wooden framing/curbing @ Jackson Theater alley
4. Forces fueled brush processing equipment for Solid Waste Department
5. Forces cut/shaped/replaced opaque side plastic window on mowing tractor. Forces had previously purchased new sheet of polycarbonate so opaque window could be replaced. Forces cut the window and bored mounting holes, removed the old window and replaced w/new poly window
6. Forces retrieved Dog Truck and new to us 4 door Ford truck formerly operated by Waste Water dept. The trucks had been @ Co-op receiving repairs

6/21/2024

1. Street Department Forces sowed grass seed and placed straw for moisture retention and sediment control @ area between Main Street Café and Shane Adams property
2. Forces used tractors to mow ROW's on Forest Drive, Forest Circle, Old Boones Creek Meadow Brook Ave, Old Bugaboo, John Sevier, Longview Ave, Charlem Hills and the field @ intersection of John Sevier Ave and E. Jackson Blvd
3. Forces took plow truck to Goodpasture Motors for repairs per Steve Beckett Fleet Mgr
4. Forces placed tool box into bed of 'new to us' 4 door Ford truck

6/24/2024

1. Street Department Forces picked up rental trencher @ East Tn Rentals. Forces used trencher/skid steer loader to trench selected locations for Bright Ridge to install electric conduits along Skyline Drive extension road @ the new school
2. Forces used top soil to backfill along back of sidewalk along N. Cherokee Street
3. Forces loaded and hauled (3) loads of top soil to the N. Cherokee Street project to use as backfill along back of curb area
4. Forces washed/prepared GMC truck for asphalt placement the following day

6/25/2024

1. Street Department Forces excavated out and prepared two large road cut repair areas for asphalt placement. Forces prepared a repair on Turnpike Court and an area of repair on Pine Street. Forces placed and compacted 7.71 tons of asphalt provided by WCHD
2. Forces used tractors to mow ROW's on Depot, 2nd Ave, W. Main Street
3. Forces performed detail vegetation trimming on E. College and on W. Main St

6/26/2024

1. Street Department Forces used tractors/mowers to mow ROW's on Persimmon Ridge, W. College St, High St, E. College, Payne Road, Miller Dr, Angle Ave
2. Forces detail cleaned the parking areas on Fox St @ 1st Christian Church and @ the Boone Street Market.
3. Forces used sweeper truck to sweep Main Street
4. Forces used sweeper truck to clean concrete spill following a dribbling spill by SRM concrete truck. Forces also used water tanker truck to spray residue off roadway

6/27/2024

1. Street Department Forces used tractors/mowers to mow ROW's in town. Forces mowed Shell Road, Scott Ln, Spring Street, Franklin Ave, Scott Lane
2. Forces used the sweeper truck to clean curb lines on W. Jackson Blvd around median 'nose' ends. Forces swept gravel/loose material from roadway. Forces provided traffic control in form of arrow board behind the sweeper truck. Forces continued to clean town streets in advance of JB Days
3. Forces cleaned and inspected storm drains in advance of upcoming storm event

6/28/2024

1. Street Department Forces used tractors/mowing equipment to again mow Town ROW's in advance of the following week's JB Days event. Forces completed mowing on E. Main Street, and began mowing shoulders on W. Jackson Blvd
2. Forces washed/cleaned town streets, as well as using weed eaters to detail trim vegetation @ intersections, signage, hydrants etc.

6/29/2024

Saturday

1. Street Department Forces used tractor/mowing equipment to mow road shoulder on the remainder of Jackson Blvd.

Animal Control

[illegible]

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 2024 Monthly Report

- CITATIONS & ARRESTS**

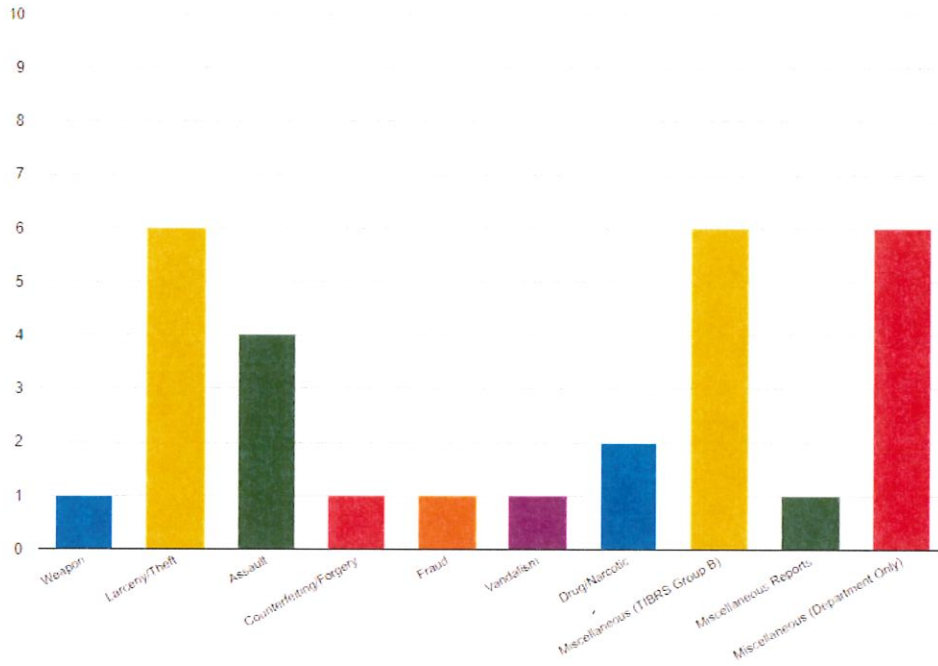
Please Note: JPD implemented a new Records Management System (RMS) using Watson. Please continue to bear with us as we familiarize ourselves with the new reporting measures and work with the company to tweak reports for the department's specific needs.

Offenses	Count	Memos	Count	Arrests	Count	Tickets	Count
Sex Offenses, Nonforcible	1	Accident Report Refusal	1	Adult (On-View Arrest)	5	Traffic (Municipal Court)	156
Weapon	1	Assisting Other Agency	2	Adult (Summoned/Cited)	40	Traffic (Washington County Juvenile Court)	3
Larceny/Theft	6	Crisis Intervention Report	2	Adult (Taken Into Custody)	2	Traffic (Washington County Sessions Court)	1
Assault	4	Field Interview	4	Juvenile (On-View Arrest)	1	Traffic Charges (Municipal Court)	323
Counterfeiting/Forgery	1	Found Property	2	Total:	48	Traffic Charges (Washington County Juvenile Court)	3
Fraud	1	K9 Deployment	10			Traffic Charges (Washington County Sessions Court)	1
Vandalism	1	K9 Training	4			Parking (Municipal Court)	3
Drug/Narcotic	2	Lost Property	1			Tow	10
Miscellaneous (TIBRS Group B)	6	Miscellaneous Information	12			Warning	210
Miscellaneous Reports	1	Officer Assistance Form	4			Total:	383
Miscellaneous (Department Only)	6	Property Damage/Misc	8				
Total:	30	Sensitive Information Report	1				
		Trespass Warning	5				
		Total:	56				

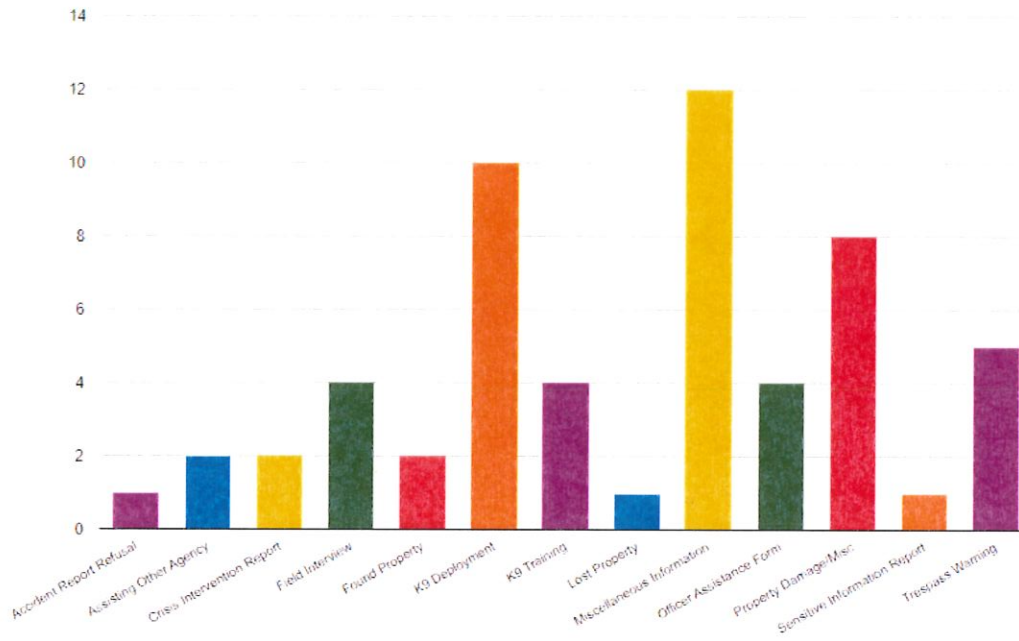
Crashes	Count
Injury possible	1
Property damage (over \$ threshold)	12
Property damage (under \$ threshold)	7
Total:	20

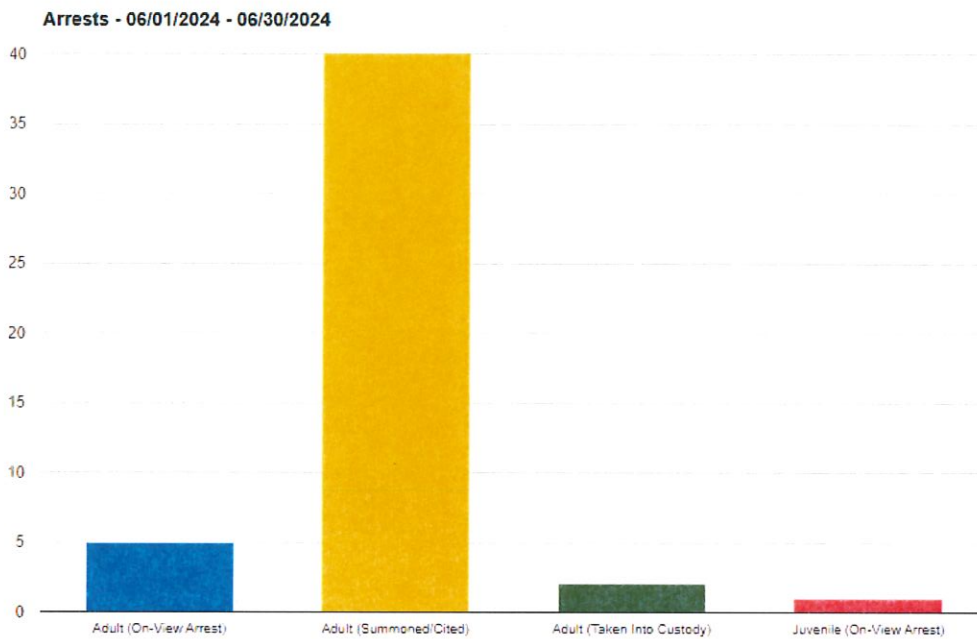
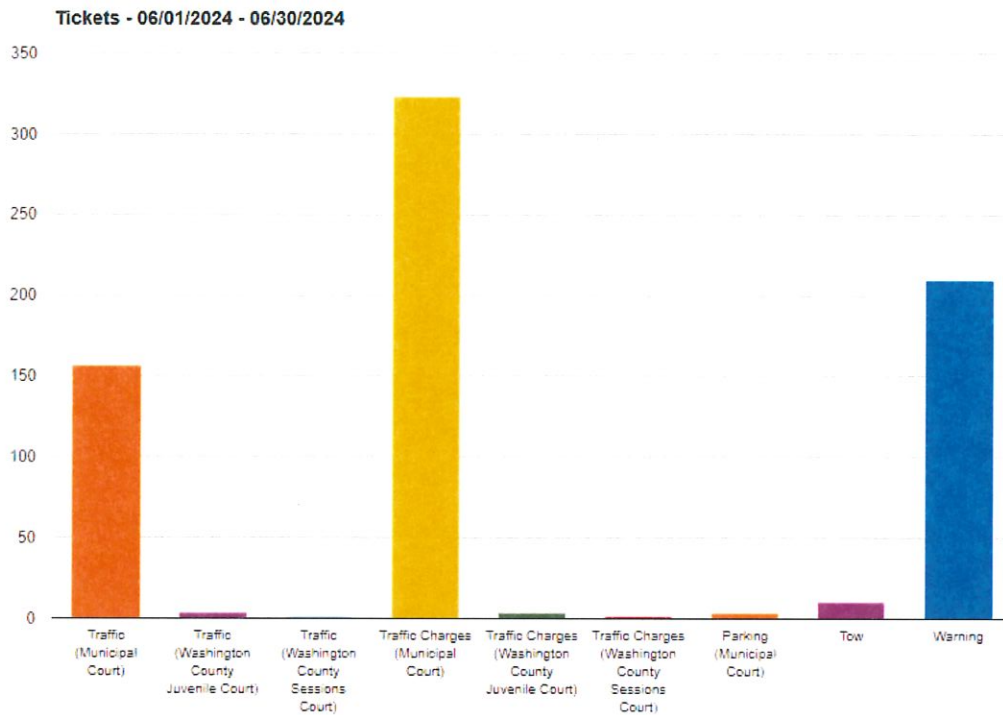
Non-Investigatory Crashes	Count
Total:	0

Incidents - 06/01/2024 - 06/30/2024



Memos - 06/01/2024 - 06/30/2024





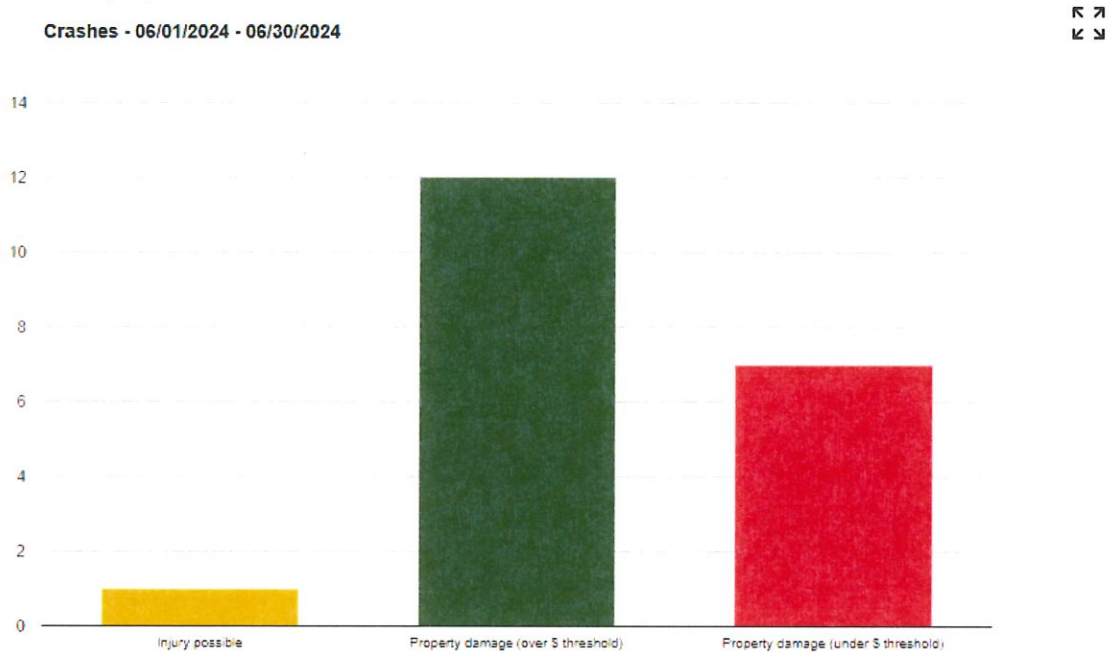
- CRIMINAL INVESTIGATIONS**

Unfortunately, the CID reporting function is undergoing maintenance, therefore the exact number of cases and other statistics are unavailable at this time.

CID is going through a transitional process at this time, however there are several open and active investigations currently and several Presentments scheduled for the Grand Jury in early July.

- **MOTOR VEHICLE CRASHES**

A total of **(20)** 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**

For June, K9, *Cygan* had 6 hours this month. K9, *Falco* had **(9)** deployments and **(16)** training hours. K9, *Bond* did not have a report this month. K9, Daryl was involved in **(1)** deployments and **(18)** training hours.

- **RESERVES**

The reserve officers contributed **(0)** hours for the month of June. The Department continues to accept applications for the Reserve Officer Program.

- **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 **(14)** transactions.

- **OTHER CALLS FOR SERVICE**

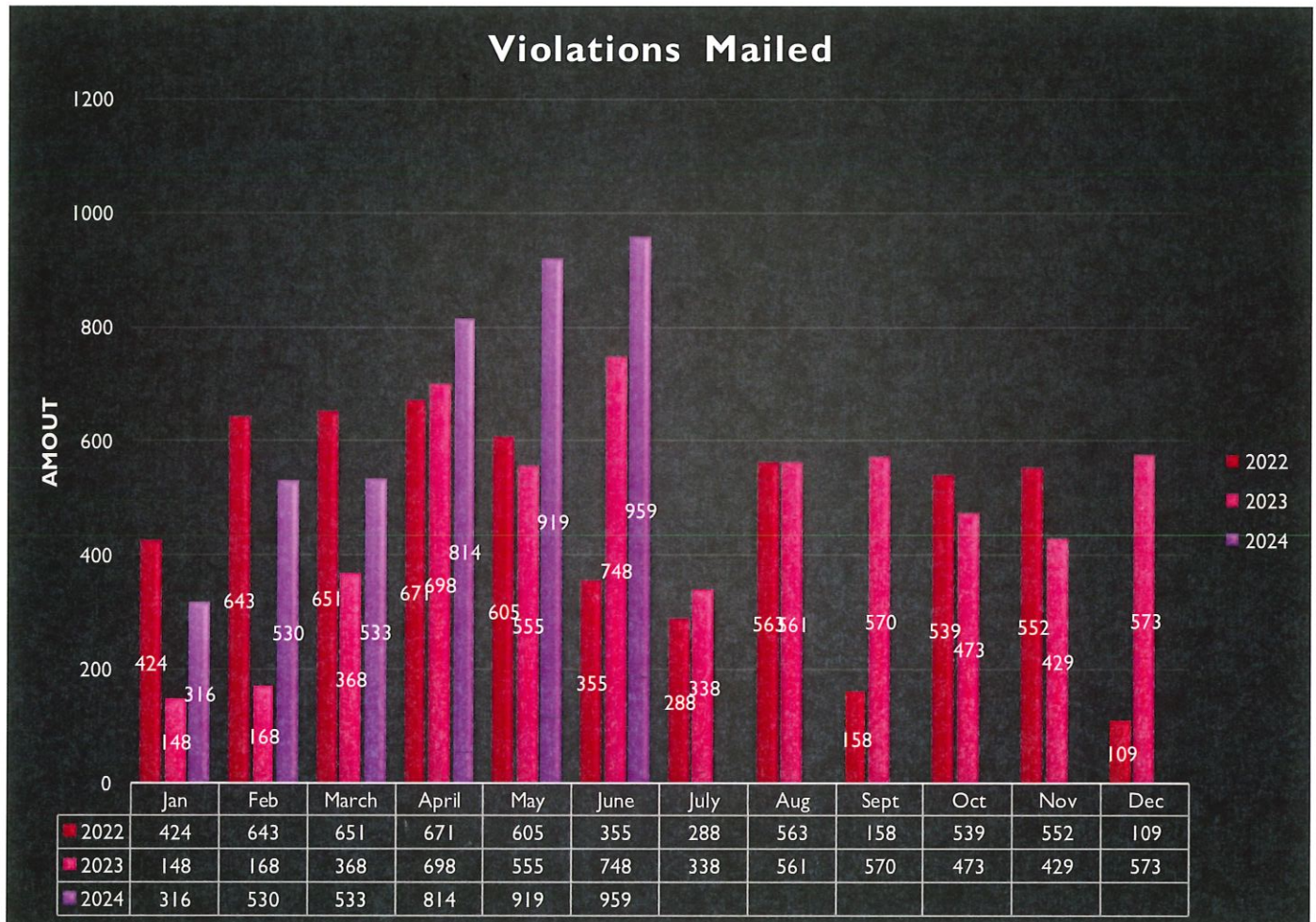
There were **(1351)** CAD Entries for the month of June.



June 2024 Redflex Report

From June 1st through June 30th the traffic cameras registered a total of **(959)** violations with **(57)** violations remaining for processing. Of the total violations, Redflex and Jonesborough officers rejected **(157)** resulting in **(745)** violations mailed. The primary reasons for violations being rejected are Plate/Vehicle Obstruction, Funeral Procession, Glare/ Weather Conditions, Incorrect Plate and Extended Vehicle.

The highest number of violations occurred at Forrest at Jackson – Food City (Southbound) with **(384)** violations followed by Jackson and Forrest (Westbound) with **(231)**.





June 2024 Monthly Report

Amber Crumley, Director of Special Events

- Ticketing duties for June 2024 completed:
 - June 2024 ticketing revenue and donation through the ticketing site was \$20,150.00.
 - Completed event audit & financials for: JRT's Into the Woods, StoryTown Radio Show
 - Input tickets to sell: Red, White & Blue BBQ Dinner, StoryTown Radio Show
- Completed payables and purchase order requisitions for the Old Town Emporium, Department of Tourism and Visitors Center.
- Completed the Stripe transaction reconciliation for all ThunderTix June 2024 transactions/payouts and submitted to Gina Larkins.
- Organized our 54th Annual Jonesborough Days Festival which ran over three days, July 4-6. We had wonderful sponsorship, attendance to the festival and the fundraiser dinner. Fireworks, music and parade were all high points of the festival. I will include a complete event review with my July monthly report.
- Organized and attended festival meetings with department heads, supervisors and event staff on all areas of the event.
- Completed a Jackson Theatre interview on WJHL as the newly appointed Operations Manager.
- Attended a Programming Committee meeting for the Jackson Theatre. Programming committee consists of Kelly Wolfe, Glenn Rosenoff, Cameo Waters, Dan Hays, Lisa Whaley, Theresa Hammons.
- Working with local graphic designers on potential Jackson Theatre logos.

- Attended the BMA/Jackson Theatre workshop with members of the programming/marketing/BMA to discuss where we are with the Jackson.
- Attended the June Main Street Board Meeting.
- Interview on WJHL, 4pm show, to promote Jonesborough Days activities and events.
- Attended a Workspace Interiors meeting with Bob Browning to discuss fabrics and furnishings.
- Completed the 2024 Haunts & Happenings event permit/memo for October 31st.
- Attended the JAMSA member breakfast to remind merchants of street closures and event times for JBO Days.
- Attended Bob Browning's retirement luncheon held at the Visitors Center.
- Met with Glenn Rosenoff to discuss budget and staffing for the Jackson Theatre.
- Attended the June supervisor's meeting.
- Completed a JBO Show radio interview to promote JBO Days.
- Working with Sam Love on possible acts and dates for a Winter Music on the Square Series to be held in the Jackson Theatre.
- Assisted with interviews for the Special Events Coordinator, Website/Media Specialist and Marketing & Promotions Coordinator.
- Completed a WJHL noon show interview to promote JBO Days.
- Phone meetings with Jackson Theatre consultant Dan Hays to discuss programming, website, planning, JRT partnership, etc.

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

Consent Agenda

DATE: JULY 15, 2024 **AGENDA ITEM #:** 7

SUBJECT: Declaration of Town Equipment as Surplus

BACKGROUND:

The Fire Department is requesting that the attached "Jonesborough Fire Department Equipment Destroy Form dated 07/02/2024" be approved by the BMA to destroy as the items are all non-serviceable.

RECOMMENDATION:

Approve the items for destruction as identified in the "Jonesborough Fire Department Equipment Destroy Form dated 07/02/2024", 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: Eagle II SCBA Casacade System Reason: Non Serviceable

Item: 4 Breathing Air SCBA Fill Bottles Reason: Non Serviceable

Item: Breathing Air Fill Station SCBA Reason: Non Serviceable

Item: _____ Reason: _____

Item: _____ Reason: _____

Item: _____ Reason: _____

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

Signature: [Signature] Date: 07/02/2024

Fire Chief Approval: [Signature] Date: 07/02/2024

Disposition:
To be sold on Gov Deals as Surplus Equipment

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

Serving Tennessee's Oldest Town

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

Consent Agenda

DATE: JULY 15, 2024 **AGENDA ITEM #:** 8-a

SUBJECT: Personnel: Interim Water Park Director

BACKGROUND:

The position of Wetlands Waterpark Director was vacated on July 03, 2024. Nick Bogle has been serving in that capacity since that time, and he has done an excellent job. Chris Kudera, Parks & Recreation Director, has recommended appointing Nick Bogle to the position of Waterpark Director on an interim basis for the remainder of the season. I concur with his recommendation.

RECOMMENDATION:

Appoint Nick Bogle to the position of Waterpark Director for the remainder of the season at Grade 16, Step 1. The appointment is to be retroactive to July 03, 2024 and is to go to permanent status upon successful completion of the interim service period.

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

Consent Agenda

DATE: JULY 15, 2024 **AGENDA ITEM #:** 8-b

SUBJECT: Personnel: Volunteer Fire Major Position

BACKGROUND:

Upon the retirement of Fire Chief Phil Fritts, we had three in-house applicants apply for the position. All three applicants did really well in the interviews and each had different levels of training, experience and skill sets.

The Fire Department has struggled with ISO regarding sufficient manpower at the scenes of structure fires. One way we have looked at addressing this is by attempting to re-introduce a volunteer firefighter program. If successful, our status would change from a career department to a combination department.

Terry Henry is currently employed as a dispatcher and has served in that role for more than 15 years. He retired as a command officer from a Florida Fire Department. When interviewing Terry, we spoke at length about how the different volunteer departments came together to form a county-wide department and how well they were able to work together.

We are in a unique situation in which we have the Town's corporate limits and a 45-square-mile county fire jurisdiction that we are the primary fire service for. It is not separated with ISO. We are held accountable for the entire district. If we used current staffing level standards, we would have to employ 45 firefighters.

In looking at ways to re-introduce a volunteer program, Terry Henry could be a valuable component to that. With his vast experience, he could help get the program off the ground, assist with training, serve as a liaison to the Washington County Fire Association, and be a mentor to young volunteers.

I have met with Police Chief Matt Rice and he has agreed to move Terry Henry to the Day-shift dispatcher position. His duties would be to assist in dispatch during the day and peek times, such as special events, assist in records when needed, and work with the Fire department in a supervisor capacity on the volunteer side.

Mr. Henry has agreed to do this and has already expressed numerous ideas he has on getting started; however, the move to day shift would cost him approximately \$6,000.00 annually as he would lose most of his overtime and his holiday pay. We should not ask someone to take on additional duties and responsibilities and have that position cost them money.

We therefore developed a Dispatch/Volunteer Fire Major position. Prior to speaking with Mr. Henry, I met with Chief Jeff White and Major Chason Freeman and both felt it to be a great idea and both stated they work well with Mr. Henry.

We have factored this position into the budget for 2024/2025.

I am currently working on the position description. If I am not able to complete it by the July 15 BMA meeting, I will have it ready for the next BMA meeting.

RECOMMENDATION:

Approve the Dispatch/Volunteer Fire Major position at grade 13 step 1 and approve promoting Terry Henry to that position. Mr. Henry understands that if we cannot recruit enough to re-introduce a volunteer program, we will discontinue the position and he can go back to his regular shift duties.

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

Consent Agenda

DATE: JULY 15, 2024 **AGENDA ITEM #:** 8-c

SUBJECT: Personnel: Appointment of Water Treatment Plant Director

BACKGROUND:

As you are aware, there is currently a vacancy of the Director's position at the Water Treatment Plant. Compounding the problem with this vacancy is the Town's efforts in proceeding with the construction of a new treatment plant and the retirement of Bobby Freeman. With the exit of the former Director and Mr. Freeman's retirement, we are losing years of experience in our current facility.

Randal Jones has applied for the position. Mr. Jones has a BS degree in environmental science and he has 34 years of experience in treating water and wastewater. He currently holds a class IV Water Treatment license and a grade IV Wastewater Treatment license.

He has a tremendous amount of experience in various water treatment and wastewater treatment facilities throughout the southeast and would be a good fit to help guide the construction and opening of a new water treatment facility.

He has already successfully completed all of his pre-employment requirements and would be available to start August 05, 2024.

RECOMMENDATION:

I am therefore recommending the appointment of Randal Jones to the position of Water Treatment Director at a salary of grade 19, step 3 of the Town's compensation plan.



APPLICATION FOR EMPLOYMENT TOWN OF JONESBOROUGH

The Town of Jonesborough is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment upon any basis. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, creed, marital or veteran status, the presence of any non-job related medical condition or handicap, or any other legally protected status.

Name Jones Randal Harold
Last First Middle
Social Security Number 408-916-2159 Telephone Number 615-305-9376
Address 1020 Willowbank Dr Ashland city Tenn. 37015
Street City State Zip

How long have you lived at the above address 25 years

Additional telephone number(s) where you may be reached or a message left _____

NOTE: If hired, you must furnish proof that you are at least 18 years of age (21 years for certain positions), or if under 18 you must provide required proof of permit to work.

Driver's License: State Tenn. Number 09319351 Classification _____ Exp. Date 02-28-2028

Are you a U.S. Citizen? _____ Yes _____ No. If No, you must furnish proof that you are eligible to work in the United States.

POSITION(S) APPLIED FOR _____

Available to work ☒ Full Time ☒ Part Time _____ Temporary

NOTE: All full-time positions may require overtime or extended hours.

Have you ever filed an application with us before? _____ Yes ☒ No

If Yes, give date _____ Position _____

Have you ever been employed with us before? _____ Yes ☒ No

If Yes, give date _____ Position _____

On what date would you be eligible to work July 1, 2024

Do you have relatives working for the Town of Jonesborough? _____ Yes ☒ No
If Yes, List.

Full Name

Relationship

Town Department

Position

EDUCATION

Name and Location	Course of Study	Years Completed	Degree/Certificate Obtained
High School <u>Hickman High School</u>	<u>Science</u>	<u>3</u>	<input checked="" type="checkbox"/> Yes _____ No <u>MAY 1974.</u>
Address <u>Centerville Tennessee</u>			
College <u>Middle Tenn. State Univ.</u>	<u>B.S.</u>		<input checked="" type="checkbox"/> Yes _____ No
Address <u>Murfreesboro Tenn</u>	<u>Environmental Science</u>	<u>4</u>	Describe <u>B.S. May 1978</u>
Vocational _____			_____ Yes _____ No
Address _____			Describe _____

List any honors received _____

Describe any specialized training, skills, extra curricular activities _____

Grade 4 water license State of Tenn. #1448 Tenn.
AIA. C-008947 - waste grade 4

Have you ever had any job-related training in the United States Military? _____ Yes ☒ No.

If Yes, please describe (include dates and location). _____

Have you been convicted of a felony or been released from prison in the past ten (10) years or are you charged with an unresolved criminal charge? _____ Yes ☒ No

NOTE: A yes answer does not necessarily disqualify an applicant from employment.

If Yes, please explain: _____

EMPLOYMENT HISTORY

Current or Last Employer <u>CLEARWATER SOLUTION</u> Address <u>AUBURN ALABAMA</u> Dates Employed: From <u>FEB. 2021</u> To <u>CURRENT</u> Hourly Rate/Salary: Starting <u>25.00</u> Final <u>25.00</u> Telephone Number (s) _____ Position Title <u>WASTE WATER OPERATOR</u> Supervisor <u>JEFF ASTON & MIKE MCCRAY</u> May we contact your Employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Still Employed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Reason for Leaving _____	DETAIL OF DUTIES <u>WASTE WATER OPERATOR. CURRENT CONTRACT OPERATOR</u>
Previous Employer <u>GULF COAST WATER AUTHORITY</u> Address <u>TEXAS CITY, TEXAS</u> Dates Employed: From <u>MARCH 2014</u> To <u>SEPT. 2016</u> Hourly Rate/Salary: Starting _____ Final _____ Telephone Number (s) _____ Position Title <u>WATER PLANT MANAGER</u> Supervisor <u>DAVID SAUER</u> Reason for Leaving <u>RETURN TO TENN</u>	DETAIL OF DUTIES <u>WATER PLANT MANAGE 17 employees SUPERVISE WATER PRODUCTION & WATER QUALITY 30 MI. PLANT</u>
Previous Employer <u>METRO WATER SERVICES</u> Address <u>2ND AVE. N. NASH.</u> Dates Employed: From <u>APRIL 1990</u> To <u>MARCH 2003</u> Hourly Rate/Salary: Starting _____ Final _____ Telephone Number (s) _____ Position Title <u>ASST. TREATMENT PLANT MANAGER</u> Supervisor <u>B. GILBERT NAVE</u> Reason for Leaving <u>TEACHING JOB</u>	DETAIL OF DUTIES <u>3 plants 13 years. SUPERVISE PLANT OPERATIONS 3 plants</u>

IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET

SPECIAL SKILLS AND QUALIFICATIONS

Detail any special job-related skills and qualifications resulting from employment or other experience that may enhance your ability to perform the duties required.

TENN. GRADE 4 TENN. # 1448 TDEC

REFERENCES

List at least three (3) persons who are not related to you and are not previous employers who have knowledge of your qualifications for the position(s) for which you are applying.

NAME	ADDRESS	TELEPHONE	OCCUPATION	YEARS KNOWN
Lee Lufor	Brentwood Tenn	615-566-3930	20 years	water managers
Shannon Pratt	Nash. Tenn	615-691-2182	15 years	LAS mgr
Wayne Carra	Centerville Tenn	615-478-6131		

APPLICANT'S CERTIFICATION

Read Carefully - Initial Each Paragraph Before Signing

I certify that the information I have provided is true and complete to the best of my knowledge. I also understand that any false or misleading information given in my application or subsequent interview, or any significant omission of information may disqualify me from further consideration of employment or generate my dismissal from employment if discovered at a later date.

RLJ INITIAL

I agree to immediately notify the Town if I should be convicted of a felony or any crime involving dishonesty or a breach of trust while my employment application is pending, or during my period of employment, if hired.

RLJ INITIAL

I authorize the investigation of all statements contained in this application (and accompanying resume, if any). I also authorized the Town of Jonesborough to contact my present employer (unless otherwise noted in this application) past employers, listed references, or any other contact necessary to obtain relevant information and opinion that may be useful to the Town in making a hiring decision.

RLJ INITIAL

I understand that I will be required to complete a drug screen and physician examination and I consent to the release to the Town of any and all medical information as may be deemed necessary by the Town in judging my capability to do the work for which I am applying.

RLJ INITIAL

I understand that in certain Town positions, a Commercial Drivers License (CDL) and certain related certifications are a condition of employment. If I do not have the CDL and related certification, I understand that I will be given thirty (30) days to obtain the license requirements.

RLJ INITIAL

SIGNED: Randul Jones

DATE: 6-11-2024

**WATER AND WASTEWATER
OPERATOR CERTIFICATION BOARD**

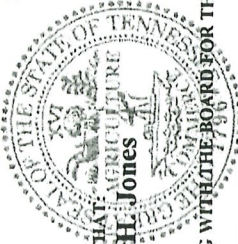
NAME AND MAILING ADDRESS

**Randall H. Jones
P.O. Box 219
Ashland City Tennessee 37015**

STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT AND CONSERVATION
WATER AND WASTEWATER OPERATOR CERTIFICATION BOARD

L.D. NO.
1448

EXPIRATION DATE
12/31/2024

THIS IS TO CERTIFY THAT: 
Randall H. Jones

IS IN GOOD STANDING WITH THE BOARD FOR THE CLASSIFICATIONS
LISTED: **WW4, WT4, DS2**

WHEN CORRESPONDING ALWAYS REFER TO YOUR L.D. NUMBER
AND SEND NOTIFICATION OF ADDRESS CHANGE

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

Consent Agenda

DATE: JULY 15, 2024 **AGENDA ITEM #:** 9

SUBJECT: Town Sponsored Special Event: 2024 Halloween Haunts & Happenings

BACKGROUND:

Halloween Haunts and Happenings is scheduled this year for Thursday, October 31, 2024, 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. Last year we had two food trucks (Rockin' Rivet Pizza and Grann's Gourmet Apple Truck) on West Courthouse Square, and it stayed busy all evening, therefore event staff are requesting food trucks like last year to be approved in handling the large number of children and families.

Additional requests include the following:

- Street closure for Thursday, 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, 4 in front of the Storytelling Center.
- 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 Thursday, October 31, 2024 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
Malcolm Highsmith, Street Dept.
Chris Craig, Solid Waste
Chris Kudera, Parks & Rec.

Date: July 2, 2024

RE: Halloween Haunts and Happenings

We are making plans for the Annual Halloween Haunts and Happenings Event that will be held on **Thursday, October 31st from 5:30 p.m.- 8 p.m.** The event will take place on the Thursday evening Halloween night. 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, costume contest for all ages, plus possibly some new Halloween activities this year for the children as well. Last year we had two food trucks (Rockin' Rivet Pizza and Grann's Gourmet Apple Truck) on West Courthouse Square, and it stayed busy all evening, if approved, I think it would be helpful in handling the large number of children and families.

- The event will take place on Thursday, October 31st from 5:30-8 p.m. 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 this date.
- 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, 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 8:30 p.m. 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.

Thank you to all of the town departments and volunteers for helping to make this event a huge success year after year. As always, each department steps up to help out and your assistance does not go unnoticed.

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

DATE: JULY 15, 2024 **AGENDA ITEM #:** 1

SUBJECT: Financial Report

Due to the closing out of the Fiscal Year 2023-2024, the Financial Report will be presented at the next regular meeting.

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

DATE: JULY 15, 2024 **AGENDA ITEM #:** 2-a

SUBJECT: Mayor Communications – Committee Appointment

Flag Committee

Appoint Dana Helvey and Jennifer Richman to Flag Committee.

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

DATE: JULY 15, 2024 **AGENDA ITEM #:** 6-A

SUBJECT: 2nd Reading – Amendment to Chapter 5 Related to R-1 Zoning

BACKGROUND:

The purpose of the proposed zoning text amendment is to further establish lower density land uses and the type of housing units in character with traditionally “low density” districts that predominantly allow for single-family residences, versus single family, two-family and multi-family residences. The town of Jonesborough has experienced historical growth in residential land uses and developments, and parts of the zoning code are decades old on permitted uses within residential zoning districts, and the code needs to redirect focus on neighborhood development compatibilities. Traditional R-1 zones within the region have been the zones whereby lot sizes are larger and typically permit only single family residential land uses to promote low density developments.

The current zoning code has many other zoning districts that permit more dense residential land uses that developers can develop within or go through the rezoning process and request higher density land uses within the corporate limits. Moving to a more traditional R-1 zone promoting single family residential uses is in the best interest of the town. For this reason, the recommendation is to amend the R-1 zoning district and eliminate the two-family residences and multi-family residences from said zone. This will be an amendment to the Jonesborough Municipal Code Chapter 5, General Provisions Relating to Zoning, Section 11-513 to delete numbers 2 and 3 as stated below:

11-513. R-1 (Low Density) Residential District. It is the intent of this district to establish low density residential areas along with open areas that appear likely to develop in a similar manner. The requirements for the district are designed to protect essential residential, historic and aesthetic characteristics of the district and to promote and encourage an environment for family life; and to prohibit all business activities. In order to achieve the intent of the R-1 (Low Density) Residential Districts, as shown on the zoning map of the Town of Jonesborough, Tennessee, the following uses are permitted:

- (1) Single-family residences, except mobile homes.
- (2) Two (2) family residences.
- ~~(3) Multi-family residences; provided that a site plan is submitted to the building inspector for review and approval.~~

RECOMMENDATION:

Recommend to the Board of Mayor and Aldermen approval of the zoning text amendment on Second and Final Reading, as presented.

ORDINANCE NO. 2024-01

AN ORDINANCE AMENDING THE MUNICIPAL CODE OF THE TOWN OF JONESBOROUGH CHAPTER 5 GENERAL PROVISIONS RELATING TO ZONING, SECTION 11-513, R-1 (LOW DENSITY) RESIDENTIAL DISTRICT RELATED TO PERMITTED USES

WHEREAS, Sections 13-7-201–13-7-212 of the Tennessee Code Annotated provides the Town of Jonesborough, Tennessee with the powers and authority to enact local municipal zoning codes and;

WHEREAS, said sections provide a process for the amendment of local municipal zoning text and zoning map, and;

WHEREAS, the Jonesborough, Tennessee, Board of Mayor and Aldermen feels it to be in the best interest and to the best general welfare of the citizens of Jonesborough, Tennessee, to amend the Jonesborough zoning text;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN of the Town of Jonesborough, Tennessee that the Jonesborough Municipal Code Chapter 5, General Provisions Relating to Zoning, Section 11-513, R-1 (Low Density) Residential District be amended and to read as follows:

11-513. R-1 (Low Density) Residential District. It is the intent of this district to establish low density residential areas along with open areas that appear likely to develop in a similar manner. The requirements for the district are designed to protect essential residential, historic and aesthetic characteristics of the district and to promote and encourage an environment for family life; and to prohibit all business activities. In order to achieve the intent of the R-1 (Low Density) Residential Districts, as shown on the zoning map of the Town of Jonesborough, Tennessee, the following uses are permitted:

- (1) Single-family residences, except mobile homes.

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

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

Those voting against: _____

PASSED ON FIRST READING June 17, 2024

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 15, 2024 **AGENDA ITEM #:** 6-B

SUBJECT: 2nd Reading – Amendment to Sign Ordinance Title 1 Chapter 12

BACKGROUND:

The Planning Commission recommended in favor of adopting an amendment to the town's Municipal Code related to signage. The motivation to the proposal was identifying a lack of flexible design guidelines that include LED type signage and public owned buildings and uses, schools offering general education and churches in the R-1 Zoning District.

Many factors considered in the proposed amendment are as follows:

1. The Jonesborough Zoning Ordinance allows for public owned buildings and uses, schools offering general education and churches to be constructed and operated in an R-1 (Low Density) residential district.
2. Schools, churches, and public buildings frequently use message board signage that provides the general public, parents and students, with important information as they travel by. With much improved technology, LED signs with digital message boards can increase the ability to communicate more information in an acceptable manner, without the manpower and the major investment of time involved in taking down and putting individual letters used in a manual message board sign.
3. It has been determined that it is in the general public's best interest for illuminated or electrical signs with message boards to be allowed in an R-1 zone in association with government buildings, schools and churches under the guidelines of Section 11-1207(7) and Section 11-1209 of the Jonesborough Sign Ordinance.

Based on these findings, staff is recommending that Title 1, Chapter 12, Section 11-1207(7)(a) of the Jonesborough Sign Ordinance is hereby replaced in its entirety as follows:

11-1207(7)(a) The sign is located on property in a B-3 or B-6 zone, or on property associated with a government building or use, school offering general education, or church in an R-1 (Low Density) residential zone or other zone allowing those uses.

With this amendment, the Planning Commission will continue to review and approve the size, location, square footage, and design of monument signs regardless of zoning districts.

RECOMMENDATION:

Recommend approval of the proposed amendment, Title 1, Chapter 12, Section 11-1207(7)(a) of the Jonesborough Sign Ordinance on Second and Final Reading, as presented.

ORDINANCE NO. 2024-02

**AN ORDINANCE AMENDING THE JONESBOROUGH
BUSINESS AND ADVERTISING SIGN ORDINANCE RELATED
TO ELECTRONIC SIGNS IN AN R-1 ZONE**

WHEREAS, the Jonesborough Zoning Ordinance allows for public owned buildings and uses, schools offering general education and churches to be constructed and operated in an R-1 (Low Density) residential district, and

WHEREAS, schools, churches and public buildings frequently use message board signage that provides the general public, parents and students, with important information as they travel by, and

WHEREAS, with much improved technology, LED signs with digital message boards can increase the ability to communicate more information in an acceptable manner, without the manpower and the major investment of time involved in taking down and putting individual letters used in a manual message board sign, and

WHEREAS, Section 11-1207(7)(a) Prohibited Signs of the Jonesborough Sign Ordinance states that any animated sign that by movement or by other method or manner of illumination must be located in a B-3 or B-6 zone, and

WHEREAS, it has been determined that it is in the general public's best interest for illuminated or electrical signs with message boards to be allowed in an R-1 zone in association with government buildings, schools and churches under the guidelines of Section 11-1207(7) and Section 11-1209 of the Jonesborough Sign Ordinance, then

NOW, THEREFORE BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Jonesborough that Title 1, Chapter 12, Section 11-1207(7)(a) of the Jonesborough Sign Ordinance is hereby replaced in its entirety as follows:

11-1207(7)(a) The sign is located on property in a B-3 or B-6 zone, or on property associated with a government building or use, school offering general education, or church in an R-1 (Low Density) residential zone or other zone allowing those uses.

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

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

Those voting against: _____

PASSED ON FIRST READING June 17, 2024

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 15, 2024 **AGENDA ITEM #:** 6-C

SUBJECT: 2nd Reading – De-Annexation of Certain Property at Anderson Road

BACKGROUND:

In May of 2020, the Planning Commission made a recommendation to the Board of Mayor and Aldermen to annex 13.8 acres of an 18.5-acre tract Mr. Whitney Riddle owned off Anderson Road. The property was across Anderson Road from Ashley Meadows, which is within Jonesborough's corporate limits. The intent of the annexation was to develop a new 28 lot subdivision served by Jonesborough water and sewer (known as "Riddle Ridge Subdivision"). The request also included a request to zone the 13.8 acres PRD (Planned Residential Development).

The issue at hand is that the map that was used to identify the proposed annexation area showed the entire 18.5 acres rather than the 13.8 acres as requested by the owner. Annexation laws have changed dramatically several years ago whereby the dominant type of annexation is by Owner Consent. Mr. Riddle is requesting de-annexation of a tract of land identified as Washington County Tax Map 51-L, Group C, Parcel 29.00 to reflect the original owner's request. The site plan identifies this tract as containing 4.7 acres.

On May 21, 2024, the Planning Commission recommended the following to the Board of Mayor and Aldermen:

1. De-annexation of parcel 29.00 on Washington County Tax Map 51-L, Group C, containing 4.7 acres.
2. Amending the Plan of Services to remove parcel 29.00 on Washington County Tax Map 51-L, Group C, containing 4.7 acres.
3. Removing said tract of land from the Jonesborough Zoning Map identified as parcel 29.00 on Washington County Tax Map 51-L, Group C, containing 4.7 acres and for zoning to be classified by the Washington County Board of Commissioners after the effective date of de-annexation.

RECOMMENDATION:

1. De-annexation of parcel 29.00 on Washington County Tax Map 51-L, Group C, containing 4.7 acres, on Second and Final Reading.

2. Amending the Plan of Services to remove parcel 29.00 on Washington County Tax Map 51-L, Group C, containing 4.7 acres, on Second and Final Reading.
3. Removing said tract of land from the Jonesborough Zoning Map identified as parcel 29.00 on Washington County Tax Map 51-L, Group C, containing 4.7 acres and for zoning to be classified by the Washington County Board of Commissioners after the effective date of de-annexation, on Second and Final Reading.

TOWN OF JONESBOROUGH
PLAN OF SERVICES – AMENDED
“WHITNEY RIDDLE DE-ANNEXATION”
(A.K.A. 13.8 Acres – Whitney Riddle – Anderson Road)

The following amended plan of services is developed in association with the request to de-annex parcel 29.00 on Washington County Tax Map 51-L, Group C, totaling 4.7 acres, located along Anderson Road. All services contained therein will be rescinded on the affected date of de-annexation.

Police Protection – Anderson Road in the area of the de-annexed property is already within the Town limits and patrol and other law enforcement services will continue for the remainder of the former “13.8 Acres – Whitney Riddle -Anderson Road Annexation”, except for Parcel 29.00.

Fire Protection – The area de-annexed is served by the Jonesborough Fire Department.

Streets – Internal streets are currently accepted by the Town through the development of Riddle Ridge Subdivision.

Solid Waste – Refuse collection, brush and leaf collection will be rescinded to Parcel 29.00 on the effective date of de-annexation.

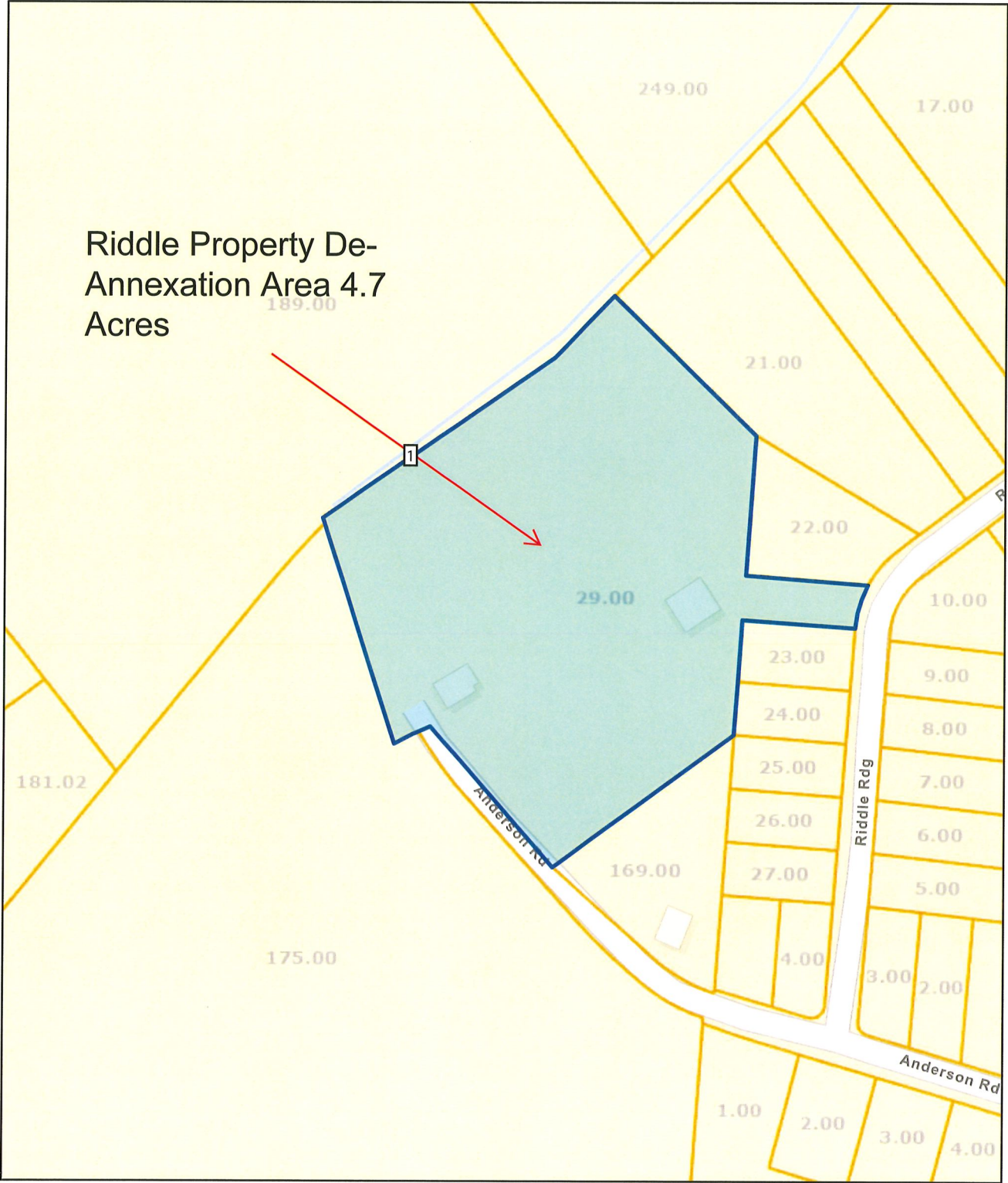
Water Service – Houses constructed will be on the Town’s Water system at outside rates.

Recreation and Arts Programming – The Town’s Recreation and Arts related programs will remain open to residents outside the city limits.

Senior Center – The Jonesborough Senior Center will be available to new residents of Parcel 29.00 in the un-annexed area that meet the age requirements and that cover the membership fee for County residents.

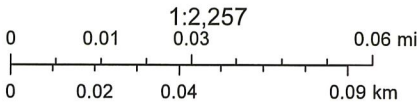
Building Inspection – Services through the Jonesborough Building Inspector will be rescinded immediately on the effective date of de-annexation.

Washington County - Parcel: 051L C 029.00



Date: May 15, 2024

County: Washington
Owner: RIDDLE TYLER A
Address: ANDERSON RD
Parcel Number: 051L C 029.00



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

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

Riddle Property De-Annexation
Tax Map 51-L, Group C,
Parcel 29.00, 4.7 Acres

TYPICAL RESIDENTIAL STREET

PAVING MATERIALS

- STANDARD DUTY ASPHALT
- 6" AGGREGATE BASE
- 2" SINKER COURSE
- 1.25" SURFACE COURSE

CONCRETE SIDEWALK

- 4" AGGREGATE BASE FOR COMPACTED CLAY SOIL(S)
- 4" 4000 PSI #28 DIS CONCRETE

SIDEWALK FEE-IN-LEU NOTE

A SIDEWALK IS PROPOSED ON ONE SIDE ONLY TO MATCH PHASE I AND SINCE THIS IS A DEAD-END STREET AND ASHLER HEADINGS AND ANDERSON ROAD HAVE SIDEWALK ON ONE SIDE ONLY.

A FEE-IN-LEU IS REQUESTED FOR 84% OF SIDEWALK THAT WOULD HAVE BEEN REQUIRED ON THE OTHER SIDE OF THE STREET.

PROPOSED SETBACKS FOR PUD ZONE BY DEVELOPER

- FRONT-15' MINIMUM
- SIDE-15' MINIMUM
- REAR-25' MINIMUM

NOTES FOR FINAL PLAT

THE FOLLOWING INFORMATION SHALL BE PLACED ON THE FINAL SUBDIVISION PLAT:

- THERE ARE NO EXISTING HIGHWAY BUILDINGS STRUCTURES WITHIN PUD ZONE. THE DEVELOPER SETS THE SETBACKS BUT CAN NOT BE LESS THAN 5.0'. THE PLAT SHALL CONTAIN A NOTE THAT THE SETBACKS ARE ON FILE WITH THE TOWN OF JONESBOROUGH BUILDING INSPECTOR'S OFFICE.
- THE STANDARD 7.5' EASEMENT NOTE FOR PERMETER OF EACH LOT.
- SHOW ALL EASEMENTS OUTSIDE OF THE STANDARD 7.5' EASEMENT INCLUDING WATER, POWER LINE, UTILITIES, AND DRAINAGE.
- NOTE THAT OPEN SPACE SHALL BE AT LEAST 50' OPEN SPACE BUFFER ALONG THE PERMETER OF THE ORIGINAL PROPERTY AS SHOWN ON THIS PLAN WITH CONSTRUCTION PLANS ALSOING WITH THE TWO EXCEPTIONS. THERE SHALL BE NO STRUCTURES LOCATED WITHIN THE BUFFER UNLESS A VARIANCE IS APPROVED BY THE JONESBOROUGH BOARD OF ZONING APPEALS.

FENCELINE BUFFER NOTES

- THERE SHALL BE A 3' BUFFER OF GREEN SPACE ALONG THE PERMETER OF THE ORIGINAL PROPERTY.
- THERE SHALL BE NO STRUCTURES BUILT WITHIN THE BUFFER EXCEPT FOR THE FENCES NOTED BELOW.
- LOTS 1 AND 5 TO PROVIDE A 10' WIDE BUFFER WITH 6" TALL SIGHT-TIGHT FENCE AND EVERGREEN TREES IN LIEV OF THE FULL 25' BUFFER DUE TO HAZARD LOIS AND STEEP TOPOGRAPHY.
- A LANDSCAPE PLAN TO BE DEVELOPED AND APPROVED BY THE JONESBOROUGH TREE AND TOPOLICAN COMMITTEE PROVIDING TREES WITHIN THESE BUFFERS IN AREAS WHERE THERE ARE EXISTING HOUSES ADJOINING THE SUBDIVISION (A VERY LARGE PERCENTAGE OF THE PROPERTY ADJOINS AGRICULTURAL LAND AND THERE ARE VERY FEW HOUSES ADJOINING THE SUBDIVISION).

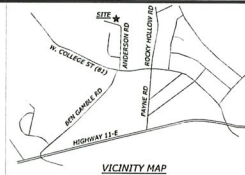
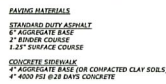
VICINITY MAP

DISCLAIMER

THIS SITE PLAN WAS PREPARED FOR THE PURPOSES OF OBTAINING A PRELIMINARY ZONING REVIEW ONLY. IT DOES NOT PROVIDE PROFESSIONAL ENGINEERING SERVICES AND USE MUST BE LIMITED TO THAT PURPOSE. ANY CHANGES OR MODIFICATIONS TO THIS PLAN MUST BE MADE BY THE CLIENT AND MUST BE REAPPROVED BY THE ENGINEER BEFORE ANY CONSTRUCTION BEGINS. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR COMPLYING WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL REGULATIONS.

DATE: 8-13-2020

C1



- SITE NOTES**
1. ZONE: FPD
 2. AREAS
 - 2.1. TOTAL AREA=14.1 AC
 - 2.2. PUBLIC RIGHTS OF WAY=0.9 AC
 - 2.3. NET DEVELOPMENT AREA: 13.2 AC
 3. EXISTING USE: VACANT
 4. PROPOSED USE: RESIDENTIAL LOTS
 5. DENSITY
 - 5.1. ALLOWED: 4 DU/AC \times 13.2 AC=56 DU
 - 5.2. PROPOSED: 28 DU
 6. OPEN SPACE: 5.1 ACRES (37% OF SITE)

NOTES FOR FINAL PLAT
THE FOLLOWING INFORMATION SHALL BE PLACED ON THE
FINAL SUBDIVISION PLAT:

1. THERE ARE NO REQUIRED MINIMUM BUILDING SETBACKS WITHIN PD ZONE. THE DEVELOPER SETS THE SETBACKS BUT CAN NOT BE LESS THAN 7.5'. THE PLAT SHALL CONTAIN A NOTE THAT THE SETBACKS ARE ON FILE WITH THE TOWN OF JONESBORO BUILDING INSPECTOR'S OFFICE.
2. THE STANDARD 7.5' EASEMENT NOTE FOR PERIMETER OF EACH LOT.
3. SHOW ALL EASEMENTS OUTSIDE OF THE STANDARD 7.5' EASEMENT INCLUDING WATER, POWER LINE, UTILITIES, AND DRAINAGE.
4. A STANDING BUFFER SHALL BE A 25' GREEN SPACE BUFFER ALONG THE PERIMETER OF THE ORIGINAL PROPERTY AS SHOWN ON THE CONSTRUCTION PLANS ALONG WITH THE TWO EXCEPTIONS. THERE SHALL BE NO STRUCTURES BUILT WITHIN THE BUFFER UNLESS A VARIANCE IS APPROVED BY THE JONESBORO BOARD OF ZONING APPEALS.

SIDEWALK FEE-IN-LIEU NOTE

A SIDEWALK IS PROPOSED ON ONE SIDE ONLY TO MATCH PHASE I AND SINCE THIS IS A DEAD-END STREET AND ASHLEY HEADWDS AND ANDERSON ROAD HAVE SIDEWALK ON ONE SIDE ONLY,

A FEE-IN-LIEU IS REQUESTED FOR 840' OF SIDEWALK THAT WOULD HAVE BEEN REQUIRED ON THE OTHER SIDE OF THE STREET.

- | PROPOSED SETBACKS FOR FPD ZONE BY DEVELOPER | |
|---|--|
| Front | 10' (15' for 100' or more front lot width) |
| Side | 5' (10' for 100' or more front lot width) |
| Back | 10' |

1. **FRONT**=15" MINIMUM
2. **SIDE**=7.5" MINIMUM
3. **REAR**=25" MINIMUM

[illegible]

**RESOLUTION 2024-04 ANNEXATION
(SEE ALSO ORDINANCE NO. 2024-03)**

A RESOLUTION TO DE-ANNEX A CERTAIN PROPERTY LOCATED WITHIN THE 15th CIVIL DISTRICT OF WASHINGTON COUNTY, TENNESSEE ADJOINING THE PRESENT CORPORATION BOUNDARIES OF THE TOWN OF JONESBOROUGH, TENNESSEE, AND TO UNINCORPORATE THE SAME PROPERTY, SAID PROPERTY BEING KNOWN AS THE “**WHITNEY RIDDLE DE-ANNEXATION**”; DESCRIBED ON WASHINGTON COUNTY TAX MAP 51-L, GROUP C, PARCEL 29.00; AND TO UNASSIGN ZONING OF SAID PROPERTY 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. 2024-03.

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 de-annexation during regular session on May 21, 2024; and

WHEREAS, the Jonesborough Regional Planning Commission has considered and approved an amendment to the Plan of Services for the de-annexation area during regular session on May 21, 2024, a copy of which is attached hereto; and

WHEREAS, the Jonesborough Regional Planning Commission has considered and approved a proposal for unassigning zoning of said property during regular session on May 21, 2024; 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 de-annexed to the Town of Jonesborough, Tennessee, and unincorporated 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 de-annexed be unassigned a zoning district designation. (See also Ordinance No. 2024-03).

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 _____ May 21, 2024

Passed on First Reading _____ June 17, 2024

Public Hearing Held _____ July 15, 2024

Passed on Second Reading _____

Approved and Signed in Open Meeting _____
CHUCK VEST, MAYOR

Attest: _____
JANET JENNINGS, TOWN RECORDER

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

ORDINANCE NO. 2024-03
(SEE 2024-03 RESOLUTION)

AN ORDINANCE TO AMEND THE ZONING MAP OF THE TOWN OF JONESBOROUGH, TENNESSEE BEING PART OF THE APPENDIX TO ORDINANCE NO. 2024-03 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 UNASSIGNING A ZONING DISTRICT TO CERTAIN PROPERTY WITHIN THE 15TH CIVIL DISTRICT OF WASHINGTON COUNTY, TENNESSEE AND DESCRIBED ON WASHINGTON COUNTY TAX MAP 51-L, GROUP C, PARCEL 29.00 KNOWN AS THE "WHITNEY RIDDLE DE-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. 2024-03 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 unassigning the zoning based on de-annexation procedures on the following described property on Washington County Tax Map 51-L, Group C, Parcel 29.00.

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

Abstained: Alderman Wolfe

Those voting against: None

PASSED ON FIRST READING June 17, 2024

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 15, 2024 **AGENDA ITEM #:** 7-A

SUBJECT: Special Event Application Request – 2024 Storytelling Festival

BACKGROUND:

Attached is the Special Event Permit application from ISC to hold the **Annual Storytelling Festival** October 2 – 6, 2024 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 4-6

College Street from Second Avenue to Sabin Drive and Sabin Drive from Boone Street to Oak Hill School: Thursday evening, October 3 - Sunday, October 6. Allow only vendors to park between Cherokee and First on one side of College Street. Friday-Sunday, October 4-6.

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 4 and 5.

First Avenue from Main Street to High Street: Friday-Sunday, October 4-6

Main Street from Fox Street to Second Avenue: Friday-Sunday, October 4-6

High Street: Friday-Sunday, October 4-6

Request for Lot Closures and Police Assistance

8 p.m. on Monday, September 23: close the Library Parking Lot for set-up of the tent on Tuesday for the Library Book Sale.

5 p.m. on Friday, September 27: close the Washington County (Stephenson) Parking Lot for the setup of the tent on Saturday.

6 p.m. Sunday, September 29: close off and secure the Courthouse Parking Lot, so a performance tent can go up Monday morning.

10 p.m. Thursday, October 3: 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 3, to 6 p.m. on Sunday, October 6. Open for 20-minute parking for registrants.

Parking lot near post office - Closed to general parking from 8 a.m. on Thursday, October 3, to 5 p.m. on Sunday, October 6. (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 4th through Saturday, October 5th from 4-8 PM daily, and the Beer Garden to be set up at the Library Tent on Thursday, October 3rd for the evening concert from 6:30-9:30 PM. Identifiable boundaries are included, signage stating that alcohol is not permitted beyond this point (the boundary), and wristbands (21 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 2 – 6, 2024, 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 4th through Saturday, October 5th from 4-8 PM daily, and the Beer Garden to be set up at the Library Tent on Thursday, October 3rd 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 Susan C. O'Connor

6-20-24

Address International Storytelling Center

116 West Main Street Jonesborough TN 37659

Phone 423-913-8217

Fax 423-913-8219

Email susan@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.

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 - Exhibit 4

Dates and hours of event October 2-6, 2024 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>Visitors Center, Mill Springs Park</u> Dates & Hours <u>See Exhibit 13</u>	
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: 6-20-24 Signature: Susan O'Connor
Print Name: Susan C. O'Connor
Title: Director of Programs
Witness: Carol Mil

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: 6-20-24 Signature: Susan O'Connor
Print Name: Susan C. O'Connor
Title: Director of Programs
Witness: Carol Mil

Town Of Jonesborough, Tennessee

Special Event Permit Application

EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the 20 day of June, 2024, 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 lace within the limits of the Town of Jonesborough in consideration of the indemnatee's allowing the event to take lace and \$1.00, receipt of which by indemnitor is acknowledged, the parties agree as follows:

SECTION I

Scope of Indemnity

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

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

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

SECTION II

Period Covered

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

SECTION III

Expenses, Attorney's Fees, and Costs

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

SECTION IV

Interest

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

SECTION V

Notice of Claim Against Indemnitee

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

Executed on the date first written above

Organization: International Storytelling Center

By: Susan O'Connor

Printed Name: Susan C. O'Connor

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 Susan C. O'Connor, 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 20 of June, 2024.

Sherry Greene
NOTARY PUBLIC

My Commission Expires:

12-7-26



SPECIAL EVENT PERMIT APPLICATION
Exhibits 1-13
2024 National Storytelling Festival
Thursday, October 3 thru Sunday, October 6, 2024

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 2 from 7:30 – 9:30 p.m. (Public)

Workshops at the International Storytelling Center, Thursday, October 3, from 9 a.m. – 5 p.m.

Wine Garden in the plaza of the International Storytelling Center on Thursday, October 3 from 4-8 p.m.

Storytelling Concert at Library Tent, Thursday, October 3 from 7:30 – 9:30 p.m. (Public)

ISC Staff and Festival Tellers Dinner Meeting at Jonesborough Presbyterian Church, Thursday, October 3 from 7:00 – 9:00 p.m. (Private)

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 request that the speed limit be 5 mph on Boone Street Thursday thru Sunday, October 3 – October 6, as well as all other areas within the Festival boundaries.

Exhibit 4 (Publicity Plan)

The National Storytelling Festival executes local, regional, and national publicity campaigns. On all levels we endeavor to list our event in as many publications as possible. The National Storytelling Festival is in tourism-oriented event brochures throughout the state. This includes publications for the Town of Jonesborough as well as those for surrounding cities, our regional tourism association, and the State of Tennessee. We submit our event for inclusion in calendar listings in a variety of magazines such as AAA Magazine and Southern Living, and we seek editorial copy on the event whenever possible.

The International Storytelling Center prints over 50,000 promotional brochures that are distributed by direct mail to a large list of previous attendees and prospective attendees, as well as in bulk to local, regional, and national agencies and organizations willing to promote the event.

A comprehensive set of press material is developed for the Festival. They include a variety of press releases, calendar listings, and public service announcements. These items, as well as

magazine articles about the Festival, a Festival brochure, promo sheet, etc., are included in press kits.

A Sample Press Release and Promotional Materials are 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 2 – October 6
Performance Tents and Food Court at Library, October 1 – October 6
Performance Tents and Food Court at Park, October 1 – October 6
Festival Registration, October 3 – October 6

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. 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; 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. Two parking spaces in the Parson's Table parking lot will be reserved for Tennessee Hills Distillery customers.

Per the Town's request on behalf of 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)

The Washington County Rescue Squad is available for the duration of the Festival to deal with medical emergencies.

Cellular telephones are carried by the Festival staff and tent managers and can be utilized to call for assistance. A list of contacts is provided to all staff.

Each tent erected for the National Storytelling Festival is flame resistant and certificates stating such are given to the 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

Susan O'Connor
Director of Programs
ISC
116 West Main Street
Jonesborough, TN 37659
(423) 913-8217

202 Tamassee Drive
Johnson City, TN 37601

H (423) 282-6236 C (423) 676-8480

Sandy Reaves
Director of Finance
ISC
116 West Main Street
Jonesborough, TN 37659
(423) 913-8216

424 Bayhill Drive
Piney Flats, TN 37686

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 2023 Festival is attached as Exhibit 9. The vendor list for 2024 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
P.O. Box 3098
Chattanooga, TN 37406
(tents, tables, 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)

Johnson City Transit System
137 West Market Street

Washington County Sheriff's Office
Downtown Centre

Johnson City, TN 37601
(shuttle)

Johnson City, TN 37601
(security)

Appalachian Light & Production
545 Matthews Mill Road
Telford, TN 37690
(sound & lighting)

Johnson Electric
5773 Fort Henry Drive
Kingsport, TN 37663
(electricians)

Main Street Café' and Catering
117 W. Main Street
Jonesborough, TN 37659
(talent catering)

David Crockett Band Boosters
684 Old State Route 34
Jonesborough, TN 37659
(423) 753-1150
(parking at Jonesborough Schools)

Fantasy Limo & Livery
P. O. Box 2580
Kingsport, TN 37662
(talent Transportation)

Jonesborough Elementary PTA
306 Forest Drive
Jonesborough, TN 37659
(423) 753-1180
(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 24 - Monday, October 7

Washington County Parking Lot (Stephenson Lot) (Creekside Tent)
Saturday, September 28 - Monday, October 7

Washington County Courthouse Parking Lot (Courthouse Tent)
Monday Morning, September 30 – Monday, October 7

Mill Spring Park (Ghost Story Concerts) including both the parking lot and the green space: Thursday, October 3 - Monday, October 7

Historic Jonesborough Visitors Center (Festival Registration) and both north and south parking lots: Thursday, October 3 - Monday, October 7 (Setup Wednesday, October 2)

Parson's Table Parking Lot (parking for featured tellers, media, and special guests)
Thursday, October 3 - Sunday, October 6

International Storytelling Center front plaza (facing Main Street)
Thursday, October 3 – Sunday, October 6

Request for Street Closings:

Cherokee Street from Main Street to High Street: Friday-Sunday, October 4-6

College Street from Second Avenue to Sabin Drive and Sabin Drive from Boone Street to Oak Hill School: Thursday evening, October 3 – Sunday, October 6. Allow only vendors to park between Cherokee and First on one side of College Street. Friday-Sunday, October 4-6.

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 4 and 5.

First Avenue from Main Street to High Street: Friday-Sunday, October 4-6

Main Street from Fox Street to Second Avenue: Friday-Sunday, October 4-6

High Street: Friday-Sunday, October 4-6

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 no parking requests are honored.**

8 p.m. on Monday, September 23: close the Library Parking Lot for set-up of the tent on Tuesday for the Library Book Sale.

5 p.m. on Friday, September 27: close the Washington County (Stephenson) Parking Lot for the setup of the tent on Saturday.

6 p.m. Sunday, September 29: close off and secure the Courthouse Parking Lot, so a performance tent can go up Monday morning.

10 p.m. Thursday, October 3: 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 3, to 6 p.m. on Sunday, October 6. Open for 20-minute parking for registrants.

Parking lot near post office - Closed to general parking from 8 a.m. on Thursday, October 3, to 5 p.m. on Sunday, October 6. (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 2	8:00 a.m. - 5:00 p.m.
Thursday, October 3	7:30 a.m. - 7:00 p.m.
Friday, October 4	7:30 a.m. - 8:00 p.m.
Saturday, October 5	7:30 a.m. - 8:00 p.m.
Sunday, October 6	7:30 a.m. - 5:00 p.m.

Mill Spring Park Ghost Story Concerts (Approximate Hours)

Thursday, October 3	12:00 p.m. Setup begins
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Friday, October 4
Saturday, October 5

6:00 p.m. - 10:00 p.m.
6:00 p.m. - 10:00 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 28)
- Courthouse Parking Lot (Tent set-up Monday morning, September 30)
- 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 24 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 4 and Saturday, October 5 is appreciated.

Bulk Garbage Pick-up

Please place 2 or 3 dumpsters across from the old school house. 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 5 and Sunday, October 6.**

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

We appreciate follow-up washing and cleaning early mornings, Friday-Sunday, October 4-6.

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 23

Washington County (Stephenson) Parking Lot entrance (2 sawhorses) by 5:00 pm on Friday, September 27

Courthouse Parking Lot by 6 p.m. Sunday evening, September 29

NOTE: Police assistance is needed so that the tent can go up Monday morning, September 30.

By 5 p.m. on Wednesday, October 2:

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 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 4.

We request police assistance along Boone Street and Main Street during the following times:

Thursday, October 3	8:30 a.m. until 5:00 p.m.
Friday, October 4	8:00 a.m. until 12:00 midnight
Saturday, October 5	8:00 a.m. until 12:00 midnight
Sunday, October 6	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 at the end of the concerts. Police assistance is also needed on the railroad tracks to keep people off them during the concerts.

Parking on Spring Street from Main Street to Franklin Avenue needs to be prohibited on Friday, October 4, and Saturday, October 5.

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

- Restrooms
- Story Spot
- Information
- Shuttle Bus
- Road Incline
- Festival Grounds
- Charging Station
- Food Court
- Festival Shopping
- Courtesy Cart Stops
- Parking
- Festival Parking

Map of the Festival Grounds



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).

PARKING AND SHUTTLE
.8 mile from Registration



11E

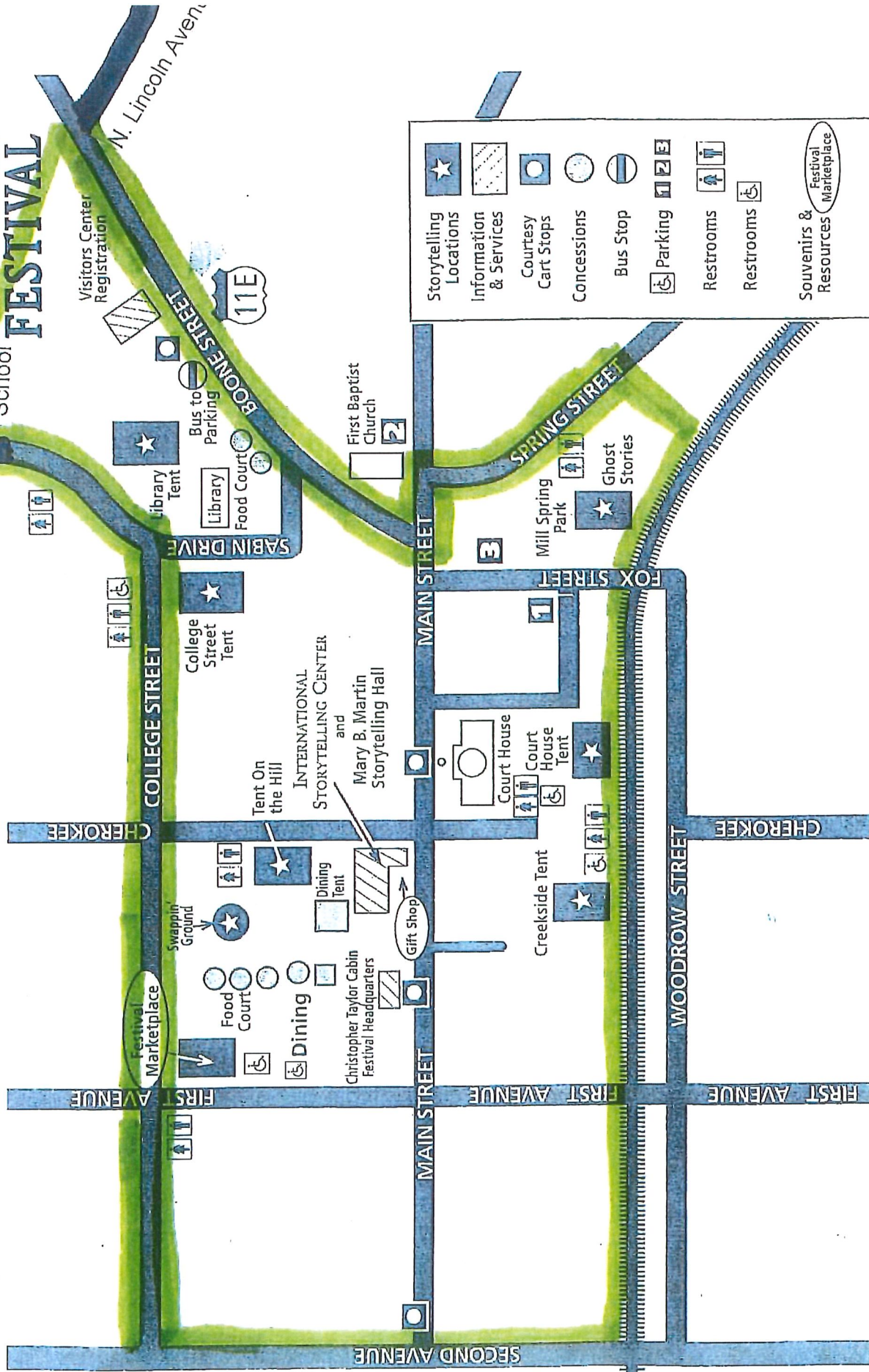
HIGHWAY 11E

Map of Festival Grounds

Within the Green Lines

Driveway Entrance to Country Inn & Suites

Exhibit 3A





NATIONAL STORYTELLING FESTIVAL – GHOST STORY CONCERTS

PUBLIC SERVICE ANNOUNCEMENTS: RADIO AND TV

Contact: Angela White
615-609-7152

Kill Date: October 4, 2024

15 Second Spot

Grab a blanket and head to Mill Spring Park in Jonesborough for the National Storytelling Festival's ghost stories concerts. These bone-chilling nighttime tales start at 8:00 p.m. sharp on October 4th and 5th. Tickets are only \$10 for all ages and can be purchased at the gate. For more information about the ghost stories concerts or the National Storytelling Festival call 423-753-2171 or 800-952-8392.



INTESTO-01

ADOTSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/17/2024

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
Highlands Insurance Group, LLC
508 Princeton Rd, Ste 104
Johnson City, TN 37601

CONTACT NAME: Angle Dotson

PHONE (A/C, No, Ext): (423) 594-0222

FAX (A/C, No): (423) 594-0232

E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: West Bend Mutual Insurance Company

15350

INSURER B: Accident Fund General Insurance Company

12304

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED
International Storytelling Center
116 W Main St.
Jonesborough, TN 37659

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"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	B217230	11/10/2023	11/10/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	B217230	11/10/2023	11/10/2024	COMBINED SINGLE LIMIT (Ea 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 DED RETENTION \$		B217230	11/10/2023	11/10/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	AF WCP 100085645	11/10/2023	11/10/2024 X PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Town of Jonesborough, Jonesborough, TN is recognized as Additional Insured, ATIMA in
The National Storytelling Festival October 2-6, 2024

CERTIFICATE HOLDER

CANCELLATION

Town of Jonesborough
c/o Town Recorder
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

Jordan Sizemore/ad

ACORD 25 (2016/03)

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**2023 National Storytelling Festival
Food Vendors**

Exhibit 9

Park Food Court

Pratt's Real Pit Bar-B-Que

Tom Pratt
Karen Poff
1225 East Stone Drive
Kingsport, TN 37660
423-246-2500 Fax 246-4848
KFC 423-579-9477
kpoff@prattsbbq.com

Risin Vibes

Brandon Bell
305-219-4543
riseupcaterings@gmail.com

Mama's Food Factory

Ty & Krista
423-765-7182
Tybo1368@gmail.com

Dylan's Asian – 1

Dylan Lang
423-579-6894
Dylans.asian1@gmail.com

Library Food Court

One World Kitchen

Jeffery Leary
April Gupta
615 Flat Top Mountain Road
Fairview, NC 28730-9698
Jeffery – Cell 828-713-1887 April – Cell 828-713-3794
onefamily@earthlink.net

Pizza Hut

Lori Fedele
500 Forest Drive
Suite 6
Jonesborough, TN 37659
423-753-7778
37668@tastyph.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: 10/3/24 - 10/5/24

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 Refrigerator

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
ISC, 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 August 8, 2024

Which non-profit will be submitting the ABC application, if required: ISC

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, ISC Staff

How will the legal age of consumers be monitored: IDs checked, wrist bands

How are participants identified: wrist bands & IDs checked, drivers license

Who are the contact people during the event, and whom does the Police contact if communication is required: Lesley McDavid 423-943-7060

Sandy Reaves 423-306-8941

How can the contacts above be located during the event: By phone & at 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 11/10/2023 To 11/10/2024

Review by Town Attorney: _____
Signature Date

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

Lesley McDavid / Facility Director
Name / Title

International Storytelling Center
Organization

Lesley McDavid
Signature

6/20/24
Date

Zak Jenkins
Name / Title

Main Street Cafe
Restaurant

[Signature]
Signature

6/20/24
Date

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

DATE: JULY 15, 2024 **AGENDA ITEM #:** 7-B

SUBJECT: Consultation Proposal – Jackson Theatre

BACKGROUND:

As you are aware, the BMA approved a consulting contract with Steve Johnson from March through July 2024. During this time, Steve enlisted the assistance of a second consultant Dan Hays. Steve Johnson informed us that he would not be able to continue as a consultant after July and recommended engaging directly with Mr. Hays. Mr. Hays proposal has been provided to all board members for review. The proposed contract would engage Mr. Hays from August 1 through October 1, 2024. We are fortunate to have Mr. Hays as a consultant to help continue our momentum of strategically preparing to open the theatre with strengthened operations and programming.

RECOMMENDATION:

Approve the Jackson Theatre Consultation Proposal for Mr. Dan Hays, as presented.

AGREEMENT

This agreement is made and entered into on the date signed below for the professional services of **Dan Hays** to provide planning and consultation services to the **Jackson Theatre/Town of Jonesborough, Tennessee**.

In consideration for enlisting the professional services of Dan Hays, the parties agree as follows:

All services and work to be performed shall be subject to input and approval from the leadership of the Jackson Theatre to plan meetings, facilitate discussions and aid in the development of business operational goals and strategic priorities for Jackson Theatre.

Through discussions, meetings and interactive activities involving key leadership of Jackson Theatre, Dan Hays' services may focus on advising on any or all of the following:

- programming priorities
- marketing and community relations
- theatre operations
- financial modelling and business planning
- human resource management, including staff and volunteers
- other needs (as mutually agreed)

Consultation services from Dan Hays shall focus on helping to establish goals, action plans and timelines related to the opening of the Jackson Theatre and fostering ongoing operational success. Jackson Theatre shall be responsible for performing and executing such plans and to provide personnel and other resources as needed.

Fee Structure: Dan Hays time involved in live meetings, general communications, review and/or prep of documents and reports to provide these services and any approved expenses shall be invoiced to Jackson Theatre and payable to Dan Hays on a monthly basis and shall itemize and account for time spent in the performance of these duties. The parties agree that billable costs for such services shall be as follows:

**\$3000.00 minimum per month
(includes up to 15 hours of service per month).**

Dan Hays time utilized by Jackson Theatre in excess of 15 hours per month shall be billed at **\$225.00 per hour** and must be approved in advance by the Jonesborough Town Administrator. Any related and approved out-of-pocket and travel expenses (hotel plus mileage at \$.50/mile) shall be itemized and invoiced as separate and payable. **Travel time will not be billable and will not be charged as service time.**

Term of Agreement: Three (3) months (August 1 – October 31, 2024)
This agreement may be terminated or extended upon mutual agreement.

Independent Contractor

Dan Hays services are provided as an independent contractor under a work-for-hire arrangement and the product of such work shall be to the benefit of and belong to the Jackson Theatre.

Indemnity

Each party agrees, to the extent allowed by Tennessee law, to fully defend, indemnify and hold the other harmless for all claims, demands, damages, liabilities, costs or expenses (including reasonable attorney's fees) arising out of a breach of this Agreement by the indemnifying party or out of the negligent or intentional acts or omissions of the indemnifying party, its employees and/or subcontractors.

This Agreement contains the full and complete understanding between the parties hereto, supersedes all prior agreements and understandings whether written or oral pertaining hereto, and cannot be modified except by a written instrument signed by each party hereto. Any provisions hereof found by a court to be void or unenforceable shall not affect the validity or enforceability of any other provisions.

IN WITNESS WHEREOF, the Parties agree as evidenced by their signature below:

Dan Hays
108 Ravenwood Court
Franklin, TN 37064
615-351-4832

Date

Signature

Date

Print Name

Jackson Theatre/City of Jonesborough
Address_____

Phone_____

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

DATE: JULY 15, 2024 **AGENDA ITEM #:** 7-C

SUBJECT: 1st Reading – Rezone Property along Miller Dr from R-1 & B-3 to PRD

BACKGROUND:

A rezoning request has been received from Wolfe Development to rezone 3 tracts of land from R-1 to PRD (Parcels 3.04 and 3.03), and B-3 to PRD (Parcel 1.01) off Miller Drive and West Jackson Boulevard. The PRD is a Planned Residential Development District. A conceptual plan has been submitted to show a proposed single-family residential development with 20 home sites. The concept plan is not for consideration at this time. The subject properties are identified on Washington County Tax Map 59-D, Group A, Parcel 3.04 (2.29 acres), Parcel 3.03 (2.35 acres), and 1.01 (2.51 acres), totaling approximately 7.15 acres. Single-family residences are consistent with the immediate residential areas. If the rezoning were to go through the Planning Commission and Board of Mayor and Aldermen, then the development plan/site plan is required to go through the Planning Commission for final approval prior to grading and construction activities. The 20 lots shown on the concept plan is less density if you examine the split zones among the 3 properties, and in particular the B-3 zone permits for High density residential land uses (uses the R-3 zoning density); therefore, the proposed rezoning is reasonable for the combination of lots and density. The B-3 zoned area permits all housing types to include single family, two-family, and multi-family. The area currently zoned B-3 is 2.51 acres and based on the density permitted in this zone (again, using the R-3 zoning density), the potential unit density is 50+ units.

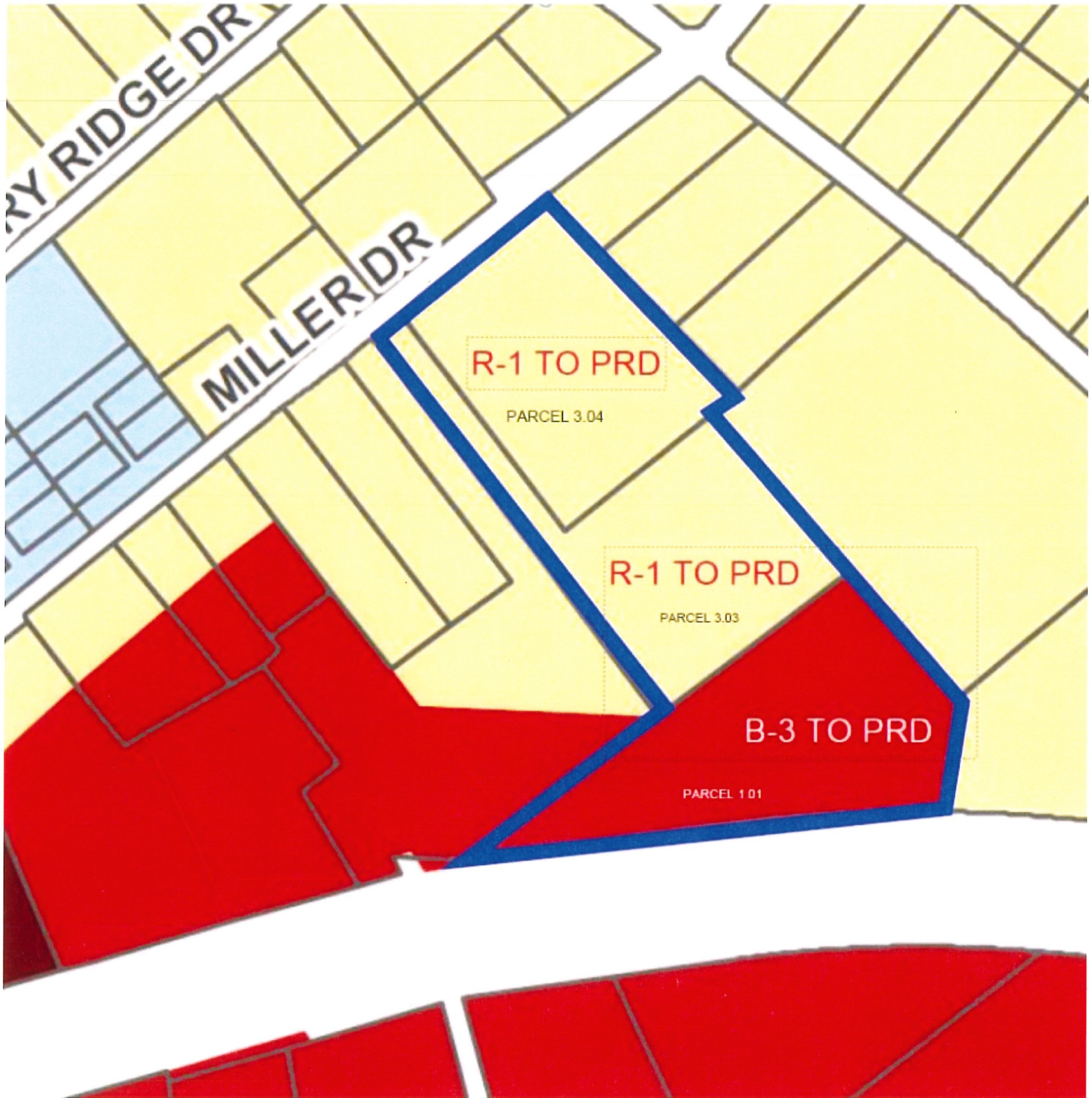
The PRD zone was established to encourage a residential design that is not based on a minimum lot size, but on a plan that takes into account the terrain, the drainage ways, and the design varies to meet the existing environmental factors. You grade streets and actual house locations, but grading is kept at a minimum. House sizes vary to fit the existing terrain, and there is no required 30-foot front setback that requires so much more grading. The Planning Commission receives a detailed plan of at least five (5) acres that proposes density, lot size, setbacks, street layout, etc. Houses can be clustered and in trade off, there is a requirement for common space. Owners may have less yard, but there are open spaces built into the development. Sidewalks are required on both sides of the street, but a sidewalk only on one side can be allowed if the Planning Commission

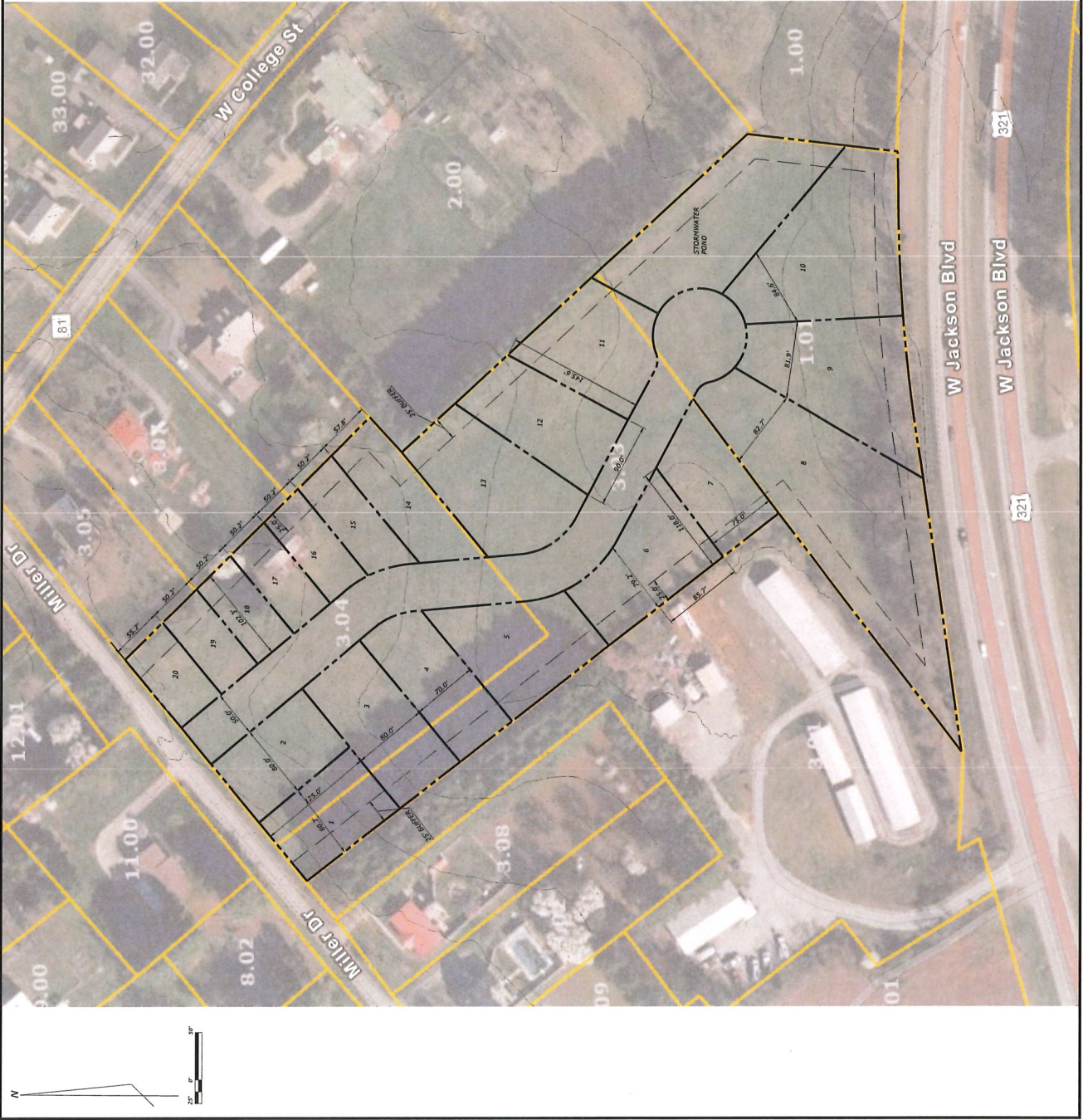
approves a pedestrian access plan in which a walking trail or other pedestrian way is used to get pedestrians around the subdivision.

Again, the request for a rezoning to PRD is a reasonable request and the proposed 20 lots for single family development is in character with the immediate area.

RECOMMENDATION:

Approve the rezoning of Wolfe Development's 3 tracts of land from R-1 to PRD (Parcels 3.04 and 3.03), and B-3 to PRD (Parcel 1.01) as identified on Washington County Tax Map 59-D, Group A, on First Reading, as presented.





SITE NOTES

CURRENT ZONE:

- R1
 - MINIMUM LOT SIZE: 15,000 SF
 - MINIMUM LOT WIDTH=80'
 - SETBACKS
 - FRONT=30'
 - SIDE=15'
 - REAR=25'

- B3 (HIGHWAY FRONTAGE, USE R3 FOR RESIDENTIAL)
 - MINIMUM LOT SIZE: 6,000 SF
 - MINIMUM LOT WIDTH=50'
 - SETBACKS
 - FRONT=30'
 - SIDE=10'
 - REAR=25'

PROPOSED ZONE:

- PRD
 - MINIMUM LOT SIZE: NONE
 - MINIMUM LOT WIDTH=NONE
 - SETBACKS
 - FRONT=20' TO FRONT FACING GARAGE, 7.5' TO NON-FRONT LOADED GARAGE HOUSES
 - SIDE=7.5'
 - REAR=25'

DTWood Engineering, Inc.
Land Development Design & Consulting
423-791-4720, twd@dtwoodengineering.com
PO Box 4173, Johnson City, Tennessee 37602-4173



NO.	REVISIONS	BY	DATE

SITE CONCEPT PLAN-PRD ZONING
WOLFE-MILLER DRIVE
MILLER DRIVE
JONESBOROUGH, TENNESSEE

DATE: 2-28-24

C1



PROFESSIONAL ENGINEER'S NOTE
1. I, the undersigned, am a duly licensed Professional Engineer in the State of Tennessee, License No. 26282, and I am the author of the design shown on this plan.
2. I have prepared this plan in accordance with the provisions of the Tennessee Engineering Act, Chapter 54, Tennessee Code Annotated, and the rules and regulations of the Tennessee Board of Engineering and Surveying.
3. I have provided a true and accurate representation of the information shown on this plan.
4. I have provided a true and accurate representation of the information shown on this plan.

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

DATE: JULY 15, 2024 **AGENDA ITEM #:** 7-D

SUBJECT: Clark Nexsen Architects Proposal for Comprehensive Design Plans

BACKGROUND:

On January 9, 2023, the agenda presentation on the Agricultural Learning Center was as follows:

"As you are aware, Mr. Bob Browning continues to work on the Agricultural Learning Center, and thus far we have received \$270,000.00 from the State of Tennessee to fund the project. As the planning and design phases are becoming more intense, and since ClarkNexsen is "boots on the ground" for the School Project, it seems logical to employ them to provide conceptual designs for the facility, to include floor plans, conceptual 3D views, and primary building materials. Their team will provide information to a Construction Manager so that they can prepare a cost estimate at the end of the phase. The new facility will consist of an indoor/outdoor classroom, a small office, potting shed, small commercial kitchen, walk-in cooler, storage room, greenhouse, and restrooms. You will find in your packet a proposed schedule of hourly rates for their services and an amount not to exceed \$12,000.00."

July 15, 2024 Update

The project is at the point where a comprehensive design is needed to proceed for not only the building but most importantly so Clark Nexsen can get the concrete slab design completed enough for a change order to BurWil's contract using the remaining contingency so we can close on the last school bond in the amount of 9 million.

Clark Nexsen had estimated a design fee of \$120,000.00 (12% of the estimated \$1,000,000.00 project) but has reduced it to **\$115,000.00** (\$5,000 savings). Clark Nexsen stated that these smaller projects still take a lot of time and require considerable coordination. They are the most familiar with the entire school site of 48.51 acres and are the reasonable choice to continue with, as well as being prepared to progress quickly on the project. BurWil Construction has done a phenomenal job at the school and are valued partners in getting projects completed efficiently and effectively.

As of 7/11/2024, the balance of funds from the State appropriation is \$252,635.00, therefore providing more than adequate funds to pay for the design proposal from Clark Nexsen.

It is recommended to do what we can to advance projects as part of the overall school site project to close out the last bond in the amount of 9 million, thus not having to continue to pay interest on the Bond Anticipation Note and to close with Rural Development for the permanent financing.

RECOMMENDATION:

Approve the proposal from ClarkNexsen to provide the Town of Jonesborough with the comprehensive Design plans for the Agricultural Learning Center at a proposed cost of \$115,000.00 to be funded through the State appropriation, as presented.



June 27, 2024

Town of Jonesborough
123 Boone Street
Jonesborough, TN 37659

Attn: Mr. Glenn Rosenoff

RE: PROPOSAL FOR DESIGN SERVICES FOR THE AGRICULTURAL LEARNING CENTER

Dear Glenn,

The opportunities the Agricultural Learning Center presents are exciting. We believe that this project will have strong and lasting positive impact on the students at Jonesborough Elementary School as well as the larger community. Our team at Clark Nexsen looks forward to being a part of the team that will deliver an amazing building that will serve your community for many years to come.

PROJECT UNDERSTANDING

The new facility will consist of an indoor/outdoor classroom, potting shed, small commercial kitchen, walk-in cooler, storage room, small office, greenhouse, and restrooms. Our understanding is that the construction budget is approximately \$1,000,000. The walk-in cooler and kitchen equipment will be supplied by the owner and are not included in the construction budget.

SCOPE OF DESIGN AND PROJECT ADMINISTRATION SERVICES

The scope of these services defines the professional design to be provided by Clark Nexsen related to Architectural and Engineering to meet the requirements of the Agricultural Learning Center.

SCHEMATIC DESIGN (SD)/DESIGN DEVELOPMENT (DD)

The Schematic Design/Design Development will include a maximum of two meetings with the project design committee. Building on the approved conceptual design, we will include floor plans, exterior building elevations, building sections, wall sections, typical details, major engineering systems and building materials and narrative specifications. Clark Nexsen will further refine and develop engineering services to include the design development of building and utility systems. Our team will provide information to a Construction Manager so that they can prepare a cost estimate at the end of the phase.

CONSTRUCTION DOCUMENTS (CD)

Upon approval of the above submittal by your team, Clark Nexsen will prepare design drawings and specifications in accordance with the requirements set forth in the TN building codes, for use in construction of the project. This set of documents will also be used to obtain necessary approvals and permits from appropriate regulatory agencies having jurisdiction. Our team will provide information to a Construction Manager so that they can prepare a Guaranteed Maximum Price (GMP) at the end of the phase.

121 North Commerce Street
Suite 103
Johnson City, TN 37604

CLARK NEXSEN



BIDDING SUPPORT

The project will be delivered by Construction Manager at Risk delivery method. The team shall support the CM by providing responses to questions from bidders, provide clarifications, and interpretations of the Bidding Documents.

CONSTRUCTION ADMINISTRATION

By the hour. \$175/hour

GENERAL PROJECT ADMINISTRATION SERVICES

In general, project administration services include consultation with the Owner, research of applicable design criteria, attendance at Project meetings, and communication with members of the Project team and issuing progress documentation. Also included is:

- Coordinating the services provided by Clark Nexsen and our consultants with those services provided by the Owner and the Owner's consultants.
- Preparing and periodically updating the design Project schedule that identifies milestone dates for decisions required of the Team, design services furnished by Clark Nexsen, completion of documentation, and commencement of construction.
- Assisting the Team in connection with their responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

SCHEDULE

Clark Nexsen agrees to provide the above listed services according to the mutually agreed upon project schedule. This schedule is dependent on the approval of each submission by the Client and that such approvals are made in a timely manner so as not to delay the agreed upon schedule. It is also dependent on prompt receipt of information and direction from the Team. Changes to such information and direction may cause delays in the completion of our services. We agree to provide services in the most expeditious manner as is practical. The project services will begin upon receipt of written authorization from the Owner to proceed.

Task Name	Duration
Concept Design	Completed
Schematic Design/Design Development	30 days
Construction documents	60 days
Bidding	30 days
Contracts, bonds, insurance	15 days
Construction period	10 Months



121 North Commerce Street
Suite 103
Johnson City, TN 37604



CLARK NEXSEN

COMPENSATION

Clark Nexsen agrees to provide professional services as outlined above in the Scope of Services and in conjunction with AIA B105-2017 contract. We believe the fee tabulated below is appropriate, given the schedule, the design and review process, coupled with the contract administration efforts. We propose a fee as follows:

BASIC DESIGN SERVICES

<i>Basic Services Architectural and Engineering services-based on the budget above</i>	\$	115,000
<i>Architectural Fee</i>	\$	71,800
<i>Structural Engineering Fee</i>	\$	12,000
<i>Mechanical, Electrical, & Plumbing Engineering Fee</i>	\$	31,200
<i>Construction Administration</i>	\$	hourly

Our invoicing will be in accordance with progress of the design documents based on percentage complete and shall be invoiced monthly. Our fee is 12% of a project with an estimated total construction budget of \$1,000,000. Should the budget go above the noted value through additional funding being added to the project to achieve the desired program or site appurtenances, our fee shall be adjusted according to the percentage noted above. Expenses associated with travel are included in our basic services. Expenses associated with printing or permitting costs will be billed at our cost plus 10%.

Clark Nexsen reserves the right to request Additional Services for those services and expenses not identified above and elsewhere in this proposal including services that extend beyond the period of time listed in the schedule. Additional services will not be performed until authorized by a contract amendment.

Alternates that are identified during the course of the project will be designed at the percentage noted above for the costs of the alternates. Approval shall be provided during the design phase for the additional design costs associated with the alternates.

ASSUMPTIONS

Our fee proposal is based on the following assumptions:

- As noted above, the services needed to support the scope of work is reflective of our current understanding of the project based on the Jonesborough Agricultural Learning Center Project Proposal Summary dated 7/7/2022 and subsequent changes to scope.
- No liability is assumed for the work of consultants not under contract to Clark Nexsen or information provided by others used in the production of final documents or calculations.
- The geotechnical investigations for the project site will be performed by a consultant to the Owner, if required.
- Interior signage design is limited to specifications that each door receives a sign. All exterior signage or street signage is excluded.
- Diagrammatic furniture layouts will be provided at each phase. Furniture design or selection is excluded.
- Early site packages, steel packages, building shell, etc., are specifically excluded.
- No civil work is included in this proposal. Clark Nexsen will work with the Civil Engineer who will be contracted directly to the owner.
- No commercial kitchen design work is included in this proposal. Clark Nexsen will work with a Kitchen Design Consultant who will be contracted directly to the owner.



121 North Commerce Street
Suite 103
Johnson City, TN 37604



CLARK NEXSEN

- No landscape architecture design work is included in this proposal. If required, Clark Nexsen will work with a Landscape Architect contracted directly to the owner.

EXCLUSIONS

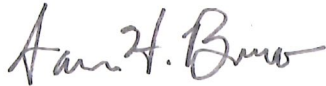
The following items are excluded from the Scope of Services:

- Any design services for the Owner not related to the development of the project design as noted above and services identified as additional requested services in accordance with the contract.
- Submission for LEED certification or any other sustainable rating systems. We will utilize the LEED guidelines and energy efficient design strategies to influence our design decisions.
- IT design is limited to back box and conduit only. The cabling, racks in closets, raceways and all hardware design is specifically excluded.
- AV is limited to back box and conduit only. All low voltage cabling, raceways, and all hardware design is specifically excluded.
- Security design is limited to camera placement with conduit and back box. Backbone or networking required for operation of system is specifically excluded. We have included coordination with the owner's vendors in our basic services. We will provide the owner with the electrical drawings indicating box locations for their use during the bidding process.
- Design services related to any part of the projects not located within the limits of the immediate project site, including extension of site utilities beyond the boundary.
- Environmental engineering including wetland delineation or submission to regulatory agencies for mitigation of wetlands.
- Transportation engineering services or parking studies.
- Design of off-site roadway improvements.
- The solicitation and retention of consultants and sub-consultants as requested by Owner, except as outlined herein.
- Commissioning services.
- Utilization of the Contractor's software to review submittals, respond to RFI's, process pay applications, change orders, etc. Clark Nexsen will review and transmit information via Newforma.
- All environmental impact and mitigation fees.
- Any plan review fees.
- Provision of fire hydrant flow testing is excluded from this proposal and will be provided by the Owner.
- Development of project animations or videos.
- Design services for visual systems dashboards / electronic pedagogy feature walls in the building.
- Rezoning or any special use permitting required by the zoning.
- Submittal to Rural Development



We believe that this project will greatly benefit your community for generations to come. We appreciate the opportunity to collaborate with all the partners and we look forward to a successful project. Please review this proposal and contact us if you have any questions. We welcome your recommendations and will be happy to discuss any items in more detail.

Sincerely,



Aaron Brumo, AIA, LEED AP BD+C
Senior Architect | Associate Principal
CLARK NEXSEN

cc:

Bob Browning
Chad Roberson
Megan Clark Evans



121 North Commerce Street
Suite 103
Johnson City, TN 37604


CLARK NEXSEN