

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

MEETING NOTICES

MONDAY, AUGUST 18, 2025

7:00 PM

PUBLIC COMMENTS REGARDING AGENDA ITEMS

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

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

PUBLIC HEARING

1. Annexation of Certain Property Located along Shell Road known as the Thomasson Annexation Request
2. Ordinance Amending the Tree and Townscape Code
3. Ordinance Designating the Town Officials Authorized to Declare a State of Emergency
4. FY24-25 Budget Amendments for the General Fund, Solid Waste Fund, Jackson Theatre Fund and Drug Enforcement Fund

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. Revised Job Description – Custodian at Jackson Theatre
8. Town Sponsored Event – 2025 Christmas in Olde Jonesborough
9. Town Sponsored Event – The Great Jonesborough Pumpkin Carving

AGENDA

1. Financial Report
2. Communications from the Mayor
 - a. Proclamation
 - b. Employee of the Month
3. Appointment of an Alderman
4. Citizen Comments
5. Aldermen Communications
6. Town Attorney Comments

7. OLD BUSINESS

- A. Discussion and possible action concerning changing the date of November 10, 2025 Board of Mayor & Aldermen meeting;
- B. Discussion and possible action concerning second and final reading of the Thomasson Annexation Request located along Shell Road;
- C. Discussion and possible action concerning Tree and Townscape Code Amendment;
- D. Discussion and possible action concerning second and final reading of an Ordinance Designating the Town Officials Authorized to Declare a State of Emergency;

- E. Discussion and possible action concerning second and final reading of the FY24-25 Budget Amendments for the General Fund, Solid Waste Fund, Jackson Theatre Fund and Drug Enforcement Fund;

8. NEW BUSINESS

- A. Discussion and possible action concerning approval of a Traffic Signalization Optimization Project with Mattern & Craig Engineers;
- B. Discussion and possible action concerning the Jackson Theatre Fundraising Gala “The Marquee Ball at the Jackson”;
- C. Discussion and possible action concerning an Interlocal Agreement for Planning Assistance between the Town of Jonesborough and Washington County;
- D. Discussion and possible action concerning the five change orders – Precision Concrete Finishings for Town sidewalks/walkways/stripping;
- E. Discussion and possible action concerning the First Judicial District Drug Task Force Interlocal Cooperation Agreement;
- F. Discussion and possible action concerning an amendment to the current Organizational Chart;
- G. Discussion and possible action concerning a Resolution allowing the Issuance of Bonds to finance the Water Treatment Plant Upgrade;
- H. Discussion and possible action concerning Wastewater Treatment Tap Fee Schedule;
- I. Discussion and possible action concerning a change order for Tiger Park;
- J. Adjournment.

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

Consent Agenda

DATE: August 18, 2025 **AGENDA ITEM #:** 1

SUBJECT: Approval of Minutes

Attached for BMA approval are the minutes of the revised May 12, 2025 regular meeting, the July 14, 2025 regular meeting and the July 29, 2025 called meeting.

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

MAY 12, 2025

The Board of Mayor and Aldermen (BMA) met in Regular Session on Monday, May 12, 2025, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Chuck Vest called the meeting to order. Alderman Dickson led the group in an opening Prayer, and Chris Furches led the pledge to the Flag.

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

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

1. Approve the minutes for the April 14, 2025 Regular meeting and April 21, 2025 – Called Meeting/Budget Workshop.
2. Approve the following bills for payment:

INSERT BILS

3. Approve the following Operations Manager Report:

INSERT REPORT

4. Approve the following Committee Reports: Jonesborough Board of Zoning Appeals, Jonesborough Planning Commission, McKinney Center Advisory Committee, and Historic Zoning Commission.
5. Approve the following Supervisor Reports: Fire Department, McKinney Center, McKinney Center Program Manager, Building Inspector, Digital Media Manager, Police Department, Visitor Center, Director of Tourism & Main Street, Marketing Manager, Utility Manager, GIS Manager, Water Quality, Water Distribution, Wastewater, Water Plant, Senior Center, Jackson Theatre Operations Manager, and Jackson Theatre Technical Director.

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

INSERT JOB DESCRIPTION

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

The next item on the agenda was the approval of the Financial Report. Mayor Vest asked Town Recorder Janet Jennings to give an update on the software update in regarding to utility billing. Janet Jennings said that approximately 4,600 customers have received an interim bill; and the company they are contracting with is working on a new design. Ms. Jennings said an 833 number will be available for customers to pay the utility bills and taxes, and it will be implemented in the near future. Ms. Jennings commended her staff for their hard work and dedication during this transition process.. Mayor Vest called for a motion. Alderman Dickson made the motion to approve the Financial Report as presented. Alderman Countermine seconded the motion and it duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Vest expressed his appreciation to Operations Manager Craig Ford and staff for removing the junipers along 11-E. Mayor Vest said the 2025 Music-On-The-Square (MOTS) started the season off with a great event. Mayor Vest complimented the Jackson Theatre staff and their shows. Mayor Vest said housing building permits for the first four months of 2025 are up 70% compared to \$58,000 in 2024. Mayor Vest said the Town took ownership of the alley between 117-119 East Main Street, repairs have been completed and it looks great. Mayor Vest said the easements on the 24" water transmission line are almost completed, and the bids for the construction of the new Water Treatment Plant should be sent out in the near future.

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

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

INSERT PROCLAMATION

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

Bre Walker-Schadler deserves to be Employee of the Month because of her constant and consistent friendliness and welcoming attitude for each person coming through the McKinney Center front doors or calling in. Bre is the face of the McKinney Center and works hard to maintain a positive and professional atmosphere at our center. She strives to make sure every student, parent, renter, etc., feels heard and has a positive experience at the McKinney Center. Bre easily gets along with our coworkers and faculty. She is a favorite of our Advisory Committee and each of the hosts that work here loves to take a moment to stop and chat with Bre. Bre works hard, is always willing to help by showing up to outreach events, staying after hours, and giving a helping hand whenever needed. Bre interacts with students, parents, faculty, guests, customers, volunteers, every single person that comes through our front door. The most difficult part of her job, in my opinion, is keeping up with our constantly changing schedule including private lessons for three different teachers, McKinney Center events, and rentals. Bre keeps exceptional organization of every little thing going on. Within the past month, she has helped to organize the Masterpiece Mingle, the Center's biggest fundraiser, by moving art pieces all over the building for the show and silent auction. She catalogued all the donations for the silent auction, wrote bid sheets for the items, and arranged them in a pleasing fashion for the event. She checked with artists to make sure they were informed about the special reception the night prior to the Mingle, helped set up for the reception, and worked to clean the Center and get it looking its best for the big night. Thanks to her efforts, we had another sold-out event with glowing reviews from the people who came and participated. While all this was going on, Bre was also registering students for class, for summer camp, fielding rental calls, and scheduling our hosts to make sure the Center is well staffed. One of Bre's goals this year is to increase rentals at the McKinney Center. She has created and distributed rental brochures, sent out press releases to advertise the McKinney Center, designed advertisements for the paper and bridal show magazines, and even went on the local news this year to bring attention to the McKinney Center as a rental facility. She has also created plans for Skye McFarland to post about rentals on our social media throughout the year. This extra attention to this part of the McKinney Center offerings has been something we have needed for years! Not to mention, everything Bre has been doing lately she has been doing while expecting her first child. It hasn't slowed her down at all. She is still more than willing to run up and down the stairs, move tables, etc. In preparation for her upcoming leave, Bre has been creating a guide for everything she does, and it is A LOT. She has actively been training fellow staff and the hosts to take over certain aspects of her job. It's easy to say, though, that she will leave big shoes to fill in her absence. Nine times out of ten when the phone rings, we hear, "Is Bre there?" Our hosts, students, parents, and renters all trust Bre to take care of them. She has become synonymous with the McKinney Center and unparalleled customer service. Good job, Bre!

Submitted by: Theresa Hammons, McKinney Center Director

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

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

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

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

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

The next item on the agenda was approval of a Special Event Application request from JAMSA for Pumpkin Fest to be held on Saturday, September 20, 2025 from 1:00 p.m. to 5:00 p.m. Businesses will be serving various pumpkin treat foods, hay rides, and other fall and pumpkin related events. Request for services include police and security, signage, communications and/or publicity, refuse collection, and parking. A request for street closure is included as part of their application (shown on map), asking for Main Street to be closed from Fox Street to Second Avenue on September 20th by 10:00 am until 5:30 pm, or when police deem it safe for reopening. The Proof of Insurance and Hold Harmless was submitted with the application. Mayor Vest called for motion. Alderman Dickson made the motion to approve the Pumpkin Fest Special Event Application sponsored by JAMSA on Saturday, September 20, 2025 from 1:00 pm to 5:00 pm; and for Main Street to be closed from Fox Street to Second Avenue on the 20th by

10:00 am until 5:30 pm, or when the police deem it safe to re-open, as presented. Alderman Countermine seconded the motion and it was duly passed.

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

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

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

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

The next item on the agenda was approval for an Outdoor Use Permit for Neuma Coffee at 105 Fox Street. The purpose of these requests is to provide seating in front of the business by means of a 6'X6" wooden bench OR 2 small tables with 2 chairs per table located at the storefront. The Historic Zoning Commission have approved both the bench, and tables/chairs. The plan has been reviewed by the Building Inspector who reported that the measurements were made and there is more than adequate space for pedestrians to utilize the sidewalk including wheelchair access. The plans have gone to Historic Zoning and have received approval. The Certificate of Insurance and Hold Harmless Agreement have been submitted with the application. Town staff recommendation is to approve the bench and table/chairs that will be located on the sidewalk with adequate space for pedestrians, with the clear directive that Neumas may place either the bench or table/chairs outside the storefront but not both at the same time. Mayor Vest called for a motion. Alderman Dickson made the motion to approve the

Outdoor Use Permit Application for Neuma Coffee, with the clear directive that Neuma Coffee may place either the bench or table/chairs outside the storefront but not both at the same time, as presented. Alderman Countermine second the motion and it was duly passed.

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

INSERT CONTRACT

The next item on the agenda was approval of the Snow Hut Contract for the 2025 Wetlands Water Park Season, with James and Cheryl Harkleroad, who has operated the Snow Hut since the 2023 Water Park Season. The Water Park receives 20% of the gross sales, and less sales tax. The "hut" is owned by the Harkleroad's and the hut is placed on site, and they are responsible for providing labor and supplies. It is located safely away from our concession operation near the water slides. This operation generates revenue for not only the Harkleroad's but for the Town as well. The Town has no related expenditure associated with the operations of the hut. Mayor Vest called for a motion. Alderman Countermine made the motion to approve the Snow Hut Contract for the 2025 Season of the Wetlands Water Park with James and Cheryl Harkleroad, as presented. Alderman Causey seconded the motion and it was duly passed.

INSERT CONTRACT

The next item on the agenda was approval of the bid for the Tiger Way Signalization project titled "Town of Jonesborough Traffic Signal at SR-34 (US-11E) at Smith Lane, TDOT PIN 130739.00. The Town's contracted engineer Mattern and Craig was present to conduct the bid opening, and only one bid was received, despite advertising on TDOT's website, in the newspaper, on the town website, and sending out solicitation to the traffic signal industry. Stansell Electric Company, Inc total bid price is \$887,221.00. Stansell is the company that worked with the town to install the temporary signal at Tiger Way in advance of the new Jonesborough K-8 School opening. The proposed Mast Arm traffic signalization plan will also include advanced technology. A smart traffic light provides a vehicle traffic control system capable of adapting traffic light controls based on information collected from sensors, edge devices, and other related systems. The project is funded through both federal and state funds, with direct support for the project from the Johnson City Metropolitan Transportation Planning Organization (JCMPO), and direct project/grant oversight through TDOT's Local Programs. Although the bid price is higher than the project budget estimate, JCMPO Director Glenn Berry reported that there are sufficient funds to meet the bid price. Mattern and Craig

recommend approval of the bid award to Stansell Electric Company, Inc. Mayor Vest called for a motion. Alderman Causey made the motion to approve the award of bid to Stansell Electric Company, Inc at a total bid price of \$887,221.00 for the Town of Jonesborough Traffic Signal at SR-34 (US-11E) at Smith Lane (Tiger Way), TDOT PIN 130739.00, as presented. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was approval of the bids for the County Water Line Projects, pump stations identified as "Town of Jonesborough, Tennessee – 5023-04 Charlie Hicks and Bumpus Cove BPS Replacements". Three bids were received, and GRW Engineers reviewed the bids, and stated that the bids are both competitive and responsive and the bidders have complied with the rules and regulations of the State Contractor's Licensing Board. GRC Civil Services is an experienced company and has completed several similar projects. They are appropriately licensed by the State of Tennessee and sufficiently bonded to perform the work for this contract. Based on this information, GRW recommends awarding the contract to GRC Civil Services for the base bid amount of \$765,567.00. Washington County is funding this project through the County Water Line Extension agreement. Mayor Vest called for a motion. Alderman Causey made the motion to Award the project titled "Town of Jonesborough, Tennessee – 5023-04 Charlie Hicks and Bumpus Cove BPS Replacements" to GRC Civil Services at the base bid amount of \$765,567.00, funded through Washington County, as presented. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was approval of an Automatic Aid Agreement between the Jonesborough Fire Department and Washington County-Johnson City EMS. Town staff has been working for nearly 18 months to find a permanent solution to our ISO issue of responding to fire calls outside the city limits but still within our Primary Response area. Our Primary Response area includes our city limits at 5 square miles and outside our city limits, in the county, at 45 square miles. The permanent solution requires us to have 4 Jonesborough firefighters respond to all structural calls in our Primary Response area (50 square miles total). There are no response issues within our city limits, and we meet our ISO requirements inside the city, so our problem is covering the county area. One solution proposed to Washington County was the need for Jonesborough to have at a minimum of two (2) additional firefighters added to each shift, thus providing a minimum of four (4) firefighters on each shift. An official request was made to Washington County for in the amount \$534,688.00 in order that the Town can hire an additional seven (7) full-time firefighters that equate to the additional two (2) firefighters per shift. Currently, the town receives \$135,000.00 annually to respond outside our city limits. Most of our call volume stems from outside the city limits so it makes sense that our partnership with the county for more county financing be solidified further to support fire protection and meet the requirements of maintaining our ISO rating. Another opportunity that was presented to the town was entering into an Automatic Aid Agreement between the Jonesborough Fire Department and Washington County – Johnson City EMS Automatic Aid Agreement. This would provide support from EMS with the Jonesborough Fire Department in responding to fires in our Primary Response area. Early on in discussions, it was mentioned that the EMS personnel would be counted toward our required 4 firefighters

on scene for all structural fires and help with our ISO issues, however according to the MTAS and CTAS Fire Consultants, EMS personnel will not count toward our firefighter personnel on the scene of fires; therefore, the program would benefit additional support but will not benefit our ISO rating. The consultants stated that EMS was not a state-recognized fire department, and they were not employees of the Town. As Jonesborough's fire response district is so large, EMS personnel from different stations are dispatched to Jonesborough County fires. Rescue 5, stationed at Town Hall, would need to respond to all Jonesborough fire calls, regardless of the location. Another consideration is proper training. Although the Agreement will not resolve our ISO issues, we are welcoming to receive fire response support from EMS personnel that are properly trained with Jonesborough fire personnel and equipment. There have been discussions that entering into this EMS Agreement will make certain that Jonesborough will receive \$260,000.00 of the original \$534,688.00. Of course, as briefly detailed above, for ISO purposes, the \$260,000.00 is a significant financial gain for the Jonesborough Fire Department, however the town will still be knowingly deficient, over \$270,000.00 to meet the demands of covering the county area within our Primary Response area. Mayor Vest asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion to approve the Jonesborough Fire Department and Washington County – Johnson City EMS Automatic Aid Agreement for a period of five (5) years unless terminated by either party in accordance with the agreement, as presented.

INSERT AGREEMENT

The next item on the agenda was approval to replace the West Main Street sidewalk from Second Avenue to Washington Drive. Mayor Vest said this item is deferred until a future meeting.

The next item on the agenda was approval of a job description and funding of a new Utilities Maintenance Supervisor. The proposed position is at a Grade 16. The definition alone illustrates the vast array of assets that would need this level of maintaining. Our HR Director Michelle Stewart worked with Utilities Manager Kevin Brobeck on the job description. The position is defined as "The Utilities Maintenance Supervisor is responsible for performing preventative maintenance, troubleshooting, and repairing electrical and mechanical systems, within the Utilities division, for converting and installing equipment. The Utilities Maintenance Supervisor ensures minimal downtime of equipment, maintains operational safety standards, and supports facility-wide electronical systems to ensure continuous and reliable operation. This Utilities Maintenance Supervisor performs a variety of responsible unskilled and semi-skilled maintenance, repair and electrical and mechanical work on water distribution systems, sewer collection systems, life stations, pump stations and water and wastewater facilities". Currently, the Town relies on a few private contractors that are reactive to our system issues at utilities. It would be economically unfeasible to privatize our utility maintenance program versus hiring a qualified employee to be on the Jonesborough Team to assess and oversee our electrical and mechanical needs of our entire utility system. The funding source(s) will be through the USDA force account labor/work for the

new position being created; and sustainable funding that is budgeted yearly (well over \$300,000.00) for various utility maintenance line-item activities in Water Distribution, Water Quality, Wastewater, and Water Treatment Plant. We will be leveraging utility funds to maximize system electrical and mechanical efficiency and reduce system risks. Servicing 150 square miles of utilities will come with its fair share of “reactive” type repairs, replacements, etc., but this new position will place us in the position of being “proactive” and identifying our vulnerabilities and schedule their repairs or replacements based on system risks (all to be captured and documented in our new Asset Management software courtesy of our GIS Manager). The good news is that we have \$994,000.00 for the USDA “Town of Jonesborough Disaster Grant” (no match required). The generators capital projects bid came in at \$631,000.00, leaving a balance of over \$350,000.00 from USDA. USDA has approved us to use Force Account to carry out the entire generator capital project if the position is a new position for the town. The plan is to receive approval from the BMA to create a new position “Utilities Maintenance Supervisor” now during FY25; and to hire a qualified candidate for FY25 and get our infrastructure planning underway for the install of the purchased generators, to start assessing our infrastructure electrical and mechanical vulnerabilities/needs and performing maintenance on priority utility assets. The proposed Utilities Maintenance Supervisor position was discussed by Board members and with there being no further discussion, Mayor Vest called for a motion. Alderman Countermine made the motion to Approve the job description and funding of the new position Utilities Maintenance Supervisor, as presented.

INSERT JOB DESCRIPTION

The next item on the agenda was approval of two job descriptions for the McKinney Center – the Arts and Culture Education Assistant and Story Town Assistant and a funding plan. AmeriCorps services were abruptly cancelled, which has a significant impact on the level of services we offer through McKinney Center. We have a proposed funding source to transition out of AmeriCorps and into two (2) town part-time positions through FY25 or June 30, 2025. McKinney Center Director Theresa Hammons and HR Director Michelle Stewart have created the job descriptions that capture both the Arts & Culture Education Assistant and StoryTown Assistant positions; and (2) provide the funding source through June 30 2025. Town Administrator Glenn Rosenoff said he had spoken with representatives of the First Tennessee Development District (FTDD), he mentioned the elimination of the AmeriCorps program for the McKinney Center and the next day FTDD contacted him about the District’s Workforce Innovation and Opportunity Act (WIOA) program. WIOA is an on-the-job training program. The employer is reimbursed 100% of wage reimbursement for 400 hours. Once the 400 hours are completed, the employer can either keep the participant or let them go. At the same time, Martha Blaser and Noriah Shaw, who were our AmeriCorps Volunteers, had to enroll in the WIOA program. To qualify for this program, applicants must be 24 years old or younger. Applicants must also face a “youth barrier,” which defined by WIOA can be any of the following: non-English speaking, low income, an offender with the justice system, homeless, in foster care or aged out, pregnant or parenting, disabled, or a high-school dropout. Disabilities can include physical or diagnosis of ADHD, anxiety, depression, etc. For our current year FY25, we would fund for 8 weeks at 29 hours per week (232 hours

total), at an hourly rate of pay of \$17.73 – Grade 1, Step 1, for a total of \$8,226.72 for 2 part-time positions. The plan is to fund the positions through the current McKinney Center budget whereby the Center will be under budget this fiscal year, AND the \$8,226.72 will be reimbursed through WIOA. In conclusion, we have sufficient funding to work through this fiscal year and transition Martha Blaser and Noriah Shaw into town positions as presented. Mayor Vest asked the Aldermen if they had any questions. With there being none, Alderman Dickson made the motion to approve the job descriptions for the “Arts & Culture Education Assistant”; and the “StoryTown Assistant” positions as presented, and the funding plan for the 2 new positions, as presented. Alderman Countermine seconded the motion and it was duly passe.

INSERT JOB DESCRIPTIONS

The next item on agenda was approval of the FY25-26 Employee Insurance Plan. Town staff reviewed health insurance proposals received from Blue Cross-Blue Shield, United Health and the Tennessee state plan, and recommended the renew the health plan from Blue Cross-Blue Shield at a 5.17% premium increase with an increase of \$1,000 maximum out of pocket. Town staff is working to extend the current contract to July 1st; if it's not extended the Town will absorb the increase during the month of June. Mayor Vest called for a motion. Alderman Causey made the motion to approve contracting with Blue Cross-Blue Sheild for FY25-26 beginning June 1, 2025, and the Town absorbing the increase until the FY25-26 budget is passed. Alderman Countermine seconded the motion and it was duly passed.

There being no further business the meeting was duly adjourned.

JANET JENNINGS, RECORDER

CHUCK VEST, MAYOR

BOARD OF MAYOR AND ALDERMEN

REGULAR MEETING

JULY 14, 2025

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

Mayor Chuck Vest called the meeting to order. Alderman Dickson led the group in an opening Prayer, and Police Major Jamie Aistrop led the pledge to the Flag.

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

Mayor Chuck Vest addressed the Board and public and submitted his resignation as Mayor. Vice-Mayor Adam Dickson presided over the meeting. Vice-Mayor Dickson stated the Board has the responsibility to appoint a Mayor; and believes Alderman Kelly Wolfe is the person to serve as Mayor. Vice-Mayor Dickson said if a citizen is interested in the Alderman vacancy to contact Board members. Vice-Mayor Dickson opened the floor for nominations. Alderman Countermine made the motion to appoint Alderman Kelly Wolfe as Mayor, Alderman Causey seconded the motion, upon call of the roll, those voting Aye were: Alderman Countermine, Alderman Causey and Vice-Mayor Dickson. Alderman Wolfe passed. The motion was duly passed.

Chancellor John Rambo administered the oath of office and swore in Kelly Wolfe as Mayor. Mayor Wolfe addressed the Board and public and commended Chuck Vest for his amazing service. Mayor Wolfe recessed the meeting for a five (5) minute break.

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

1. Approve the minutes for the BMA meeting of May 12, 2025, June 9, 2025, and June 17, 2025.
2. Approve the following bills for payment:

Insert Payment

3. Approve the following Operations Manager Report:

Insert Report

4. Approve the following Committee Reports: Historic Zoning Commission, Jonesborough Planning Commission, and Tree and Townscape Board.
5. Approve the following Supervisor Reports: Fire Department, Building Inspector, McKinney Center, McKinney Center Program Manager, Senior Center, Director of Tourism and Main Street, Police Department, Utility Manager, Water Quality, Water Distribution, Wastewater, Water Treatment Plant, Jackson Theatre Operations Manager, Jackson Theatre Assistant Operations Manager, Jackson Theatre Technical Director, and Digital Media Manager.
6. Approve the revised Jonesborough Senior Center MyRide Rider Policy, with changes reflecting membership fees and clarification of rider responsibility.

INSERT POLICY

7. Approve the request from the Jonesborough Fire Department to take one section of a 1-¾ inch fire hose out of service and destroyed due to being contaminated with hydraulic flue and diesel fuel.
8. Approve the following Town equipment as surplus equipment to be sold on GovDeals for auction: Portable Generator, Old Skid Steer Tires, Portable Scene Light, Ford 1920 Tractor, Trailer, 4-Door Work Truck, and two (2) John Deer Backhoes.
9. Approve the Town sponsored Halloween Haunts and Happenings scheduled for Friday, October 31, 2025 from 5:30 pm – 8:00 pm 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. The event includes trick-or-treating, popcorn, games, face painting, haunted house at the Christopher Taylor Cabin, a D.J., stage, costume contest, and food trucks will be located on the westside of Courthouse Square.

Due to the closing out of Fiscal Year 2024-2025, the Financial Report was not available for approval.

Communications from the Mayor was the next item on the agenda. Mayor Wolfe said Alderman Countermine is requesting that the November 11th regular BMA meeting be change to November 3rd. Upon discussion by Board members this item was deferred to the regular meeting in August. Mayor Wolfe requested that August 11, 2025 regular Board meeting be moved to August 18, 2025, Alderman Countermine made the motion to change the August 11, 2025 Board meeting be changed to August 18, 2025. Alderman Causey seconded the motion and it was duly passed.

Mayor Wolfe said there were two re-appointments to the Historic Zoning Commission, Marcy Hawley and Herman Jenkins. Alderman Causey made the motion to re-appoint

Marcy Hawley and Herman Jenkins for a 5-year term on the Historic Zoning Commission with each of their terms expiring in June 2030. Alderman Dickson seconded the motion and it was duly passed.

Mayor Wolfe asked Nick Bogle, Water Park Director, to come forward and presented him with the Employee of the Month Award. Mayor Vest read the following nomination letter:

INSERT NOMINATION LETTER

Mayor Wolfe asked Nick Bogle if he had any comments. Nick Bogle thanked his fellow co-workers for passing on their knowledge and for the great team work.

Mayor Wolfe asked Operations Manager Craig Ford to map out a plan for the Parks and Recreation and Street departments to ensure that all trees around Town (arterial routes and collector streets) are properly trimmed to clearance standards, and to diligently look at trees that are touch buildings in the downtown area.

Mayor Wolfe said that employee evaluations have not been done in several years and requested that the Town start doing performance evaluations. An evaluation form was given to Board members to review, and to bring back revisions for approval at the July 29, 2025 called meeting.

Citizens Comments was the next item on the Agenda. Mayor Vest asked if there were any citizens present that would like to comment at this time. Lon Reed, 601 East Main Street, addressed the Board and expressed his concern about the 28% property tax increase being proposed. Mayor Wolfe thanked Mr. Reed for his comments.

Alderman Communications was the next item on the agenda. Alderman Countermine and Alderman Dickson both expressed that this year's Jonesborough Days event was outstanding. Mayor Wolfe said that next year there is a big event, the 250th birthday of our country and would like for the Board to consider forming a committee to help the Town celebrate this special event.

Town Attorney Comments was the next item on the agenda. Town Attorney Jim Wheeler said he will need to meet in Executive Session with the Board on the July 29, 2025 called meeting.

The first item under Old Business was approval for the placement of a dumpster pad at the end of First Avenue. Town staff met with a couple of Board members from the Jonesborough United Methodist Church to discuss the possibility of the Town placing the dumpster in the green space between First Avenue and the parking lot owned by the church. The Town's right-of-way goes into the green space; with the church owning the rest. The construction of the dumpster pad at that location would shift to the west of First Avenue, and would be less visible from Main Street at that location and would not interfere with the walking path off Woodrow Avenue. The Methodist Church group was in favor of this option, and should keep the garbage truck from turning into the church lot. The

Church group requested in exchange for the property for the dumpster pad, the Town would discontinue charging them for garbage pick-up, and would need to be stated in the contract. It was noted that currently the Church has a residential garbage tote. Engineer Todd Wood submitted two options for the construction of the dumpster pad. Option 2 functions a little better, but it is not “squared up” with First Avenue, or the Methodist Church parking lot. For this reason, the Board of Mayor and Alderman may prefer Option 1. The recommendation is contingent upon funding the project in the FY26 Budget as a Capital Project, approve the dumpster pad as presented as option 1, or option 2. Staff is recommending option 2. Staff is further recommending the Board direct the Town Attorney to draft a contract between the Town and the Jonesborough Methodist Church allowing the Town to locate a dumpster on Church property; and in return, solid waste fees would be waived by the Town per a finalized agreement.

Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion to approve Option 2 and direct the Town Attorney to draft a contract between the Town and the Jonesborough Methodist Church allowing the Town to locate a dumpster on Church property; and in return, solid waste fees would be waived by the Town per a finalized agreement. Alderman Dickson seconded the motion and it was duly passed.

INSERT OPTION #2

The next item on the agenda was approval of the West Main Street sidewalk renovation. Action on the sidewalk project was deferred at the May 12, 2025 BMA regular meeting. Operations Manager Craig Ford said he had met with Dr. Bill Kennedy and Engineer Todd Wood in regard to the sidewalk renovation, and a new plan was drafted. The new plan would require pouring a new 6-inch-wide concrete wall, reinforced with rebar, in front of the existing wall. A monolithic curb would also be poured on top of this wall to serve as a barrier to hold the bricks in place. Some grade work would be required on the existing sidewalk to eliminate a step. Once the new wall is in place, a brick sidewalk would be installed on top of the existing sidewalk in a sand base. The sidewalk will still be a couple of feet above the asphalt at the intersection of Washington Avenue, but this is the only way to repair the existing sidewalk without damaging the stacked stone wall and not eliminating parking on the south side of the street. The street department will also have to do some work on the existing sidewalk on Washington Avenue in order to tie it into the renovated sidewalk on Main Street. This project is not funded. It is in the 2025/2026 budget proposal under the General Fund Capital Projects request. The estimated cost at \$100,000.00.

Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Causey made the motion to approve the new West Main Street sidewalk, pending approval of funding as presented. Alderman Countermine seconded the motion and it was duly passed.

The first item under New Business was approval of the bid for the deck repairs at the International Storytelling Center (ISC). The Town was awarded a Downtown

Improvement Grant (DIG) through the Tennessee Department of Economic and Community Development (TDEC). The grant match is an 80/20 split, with the Town funding at 20% of the \$45,360.00 or \$9,072.00. The Local Façade Program for FY26 is funded at \$10,000.00, which is the funding source for the 20% Town match at \$9,720.00. Two bids were received, and are as follows. Andrews & Huskins Construction - \$46,360.00 and Complete Construction Management, LLC - \$51,360.00 Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Dickson made the motion to approve award the low bid of \$45,360.00 and the attached contract to Andrews & Huskins as presented. Alderman Countermine seconded the motion and it was duly passed.

INSERT CONTRACT

The next item on the agenda was approval of an annexation request from property owner Micah Thomasson, for property located off Shell Road and is further described on Washington County Tax Map 59, Parcel 219.01. The request is to annex approximately 5.47 acres. The request includes zoning the tract of land to R-1 (Low Density) Residential District. The original request was for only a portion of the 5.47 acres, but after further consideration and discussions with staff, Mr. Thomasson revised his request to include the entire Parcel 219.01. The Plan of Services known as the "Micah Thomasson Shell Road Annexation" reflects that all town services are available to the subject tract at the time of annexation. Future development of the tract would need to coordinate with the Town's development services and meet the Town's development regulations and standards. This annexation process does not constitute the approval of any future development plans that may or may not require infrastructure improvements to be made by the Town or Owner/Developer, only that town services are available to the subject tract. The Planning Commission approved the annexation as presented at their June 17, 2025, meeting. Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Causey made the motion to approve the following three recommendations, as presented: (1) Plan of Services; (2) Resolution annexing, by request, property owned by Micah Thomasson, identified as Parcel 219.01 on Washington County Tax Map 59, located off Shell Road, on first reading; and (3) . Ordinance zoning the property R-1 (Low Density) Residential District, on first reading. Alderman Dickson seconded the motion and it was duly passed.

INSERT PLAN OF SERVICES, RESOLUTION, ORDINANCE

The next item on the agenda was first reading of an Ordinance amending Title 1, Chapter 16, the Jonesborough Tree and Townscape Board, Section 1-1604, Compositions, appointment, membership and terms, and Section 1-1606, Rules and staff. Town Administrator Glenn Rosenoff said he had been Parks and Recreation staff to look at ways for the town to promote better engagement, involvement and attendance at the Tree and Townscape Board; and in reviewing the last 10 years of the Board, the number of consistent attendees has been ebbing and flowing, with at times not being able to conduct meetings due to a lack in quorum. In reducing the number of members to nine, and having strong staff supporting the Board, will increase the efficiency and

effectiveness of this important Board in the decision-making process. Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion to approve on first reading the Ordinance amending Title 1, Chapter 16, The Jonesborough Tree and Townscape Board, Section 1-1604, Compositions, appointment, membership and terms, and Section 1-1606, Rules and staff. Alderman Dickson seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was first reading of an Ordinance amending the Jonesborough Municipal Code Title 4, Chapter 1, Building Code, Sections 4-105 and 4-106, including the addition of Building Valuation Data and amending the Plan Review Fees. Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Causey made the motion to approve on first reading the Ordinance amending the Jonesborough Municipal Code Title 4, Chapter 1, Building Code, Sections 4-105 and 4-106, including the addition of Building Valuation Data and amending the Plan Review Fees, as presented. Alderman Countermine seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was approval of a bid for Phase 2 of the First Frontier Walkway, which is a new phase of the First Frontier Trail project that is being funded as part of the \$2.4 million received from Governor's Office through the Tennessee Department of Environment and Conservation. Three bids were received as follows: (1) Precision Concrete Finishing - \$205,373.60; (2) Summers Taylor, Inc. - \$235,900.00; and (3) Complete Construction Management - \$258,500.00. Mayor Wolfe called for a motion. Alderman Countermine made the motion, seconded by Alderman Dickson, to approve awarding the bid to Precision Concrete Finishing with a total bid amount of \$205,373.60 for First Frontier Sidewalk Construction – Phase II. Discussion was held regarding the condition of the sidewalk from West Main Street down Second Avenue to the railroad tracks being replaced by Precision Concrete Finishing, as well. Alderman Countermine amended the motion, seconded by Alderman Dickson to include the sidewalk from West Main Street down Second Avenue to the railroad tracks at a pro-rata price. The motion was duly passed.

The next item on the agenda was a Special Event Application request for the 2025 International Storytelling Festival (October 1 – 5, 2025), and the Special Event/Special Occasion Outdoor Use Permit for the Beer and Wine Garden to be set up at the ISC (International Storytelling Center). 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 Hold Harmless Agreement and Proof of Insurance are complete. The request for Street Closings and Request for Lot Closures and Police Assistance include the following:

Request for Street Closures

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

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

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

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

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

High Street: Friday-Sunday, October 3-5

Request for Lot Closures and Police Assistance

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

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

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

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

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

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

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

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

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

Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion to: (1) Approve the Special Events Permit Application from the International Storytelling Center to hold the National Storytelling Festival October 1 – 5, 2025, including street closures and Boone Street with a festival speed limit of 5 mph along with the use of the Visitor Center, Mill Spring Park, Christopher Taylor lot, Parson's Table lot, and front plaza of the Mary B Martin (MBM) Storytelling Hall, and other accommodations, as requested, and (2) Approve the Special Event/Special Occasion Outdoor Use Permit for the Beer & Wine Garden to be set up at the ISC Plaza from Friday, October 3rd through Saturday, October 4th from 4-8 PM daily, and the Beer Garden to be set up at the Library Tent on Thursday, October 2nd for the evening concert from 6:30-9:30 PM, as presented. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was a Special Event Application request from Jonesborough Locally Grown for the 2025-2026 Winter Farmers Market. The Winter market is held after the Saturday in-person market concludes to give current vendors an additional opportunity to sell produce and homemade products directly to consumers. This would occur the first 4 Saturdays in November; first 3 Saturdays in December, or November 1, 8, 15, 22; December 6, 13, 20; and the third Saturdays of the month of January through April 2026, or January 17, February 21, March 21, and April 18. The time is from 9:00 AM to 12:00 PM. This requires that eight spaces in front of Boone Street Market be reserved on event days and the request is for approval to place no parking signs on Friday evening in those spaces. Spaces will be used from 8:00am to 1:00pm on approved Saturdays. The Hold Harmless Agreement and Proof of Insurance have been received. Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Causey made the motion to Approve the Special Event Permit Application for the Winter Farmers Market to occur the first 4 Saturdays in November; first 3 Saturdays in December, or November 1, 8, 15, 22; December 6, 13, 20; and the third Saturdays of the month of January through April 2026, or January 17, February 21, March 21, and April 18, as presented. Alderman Dickson seconded the motion and it was duly passed.

The next item on the agenda was a Special Event Application request from the David Crockett High School Athletic Department for the "Pioneer Pride 5K Glow Run" scheduled for Saturday, August 23, 2025, from 7:30 p.m. to 11:00 p.m. The estimated number to attend is approximately 1,000. This event is part of the High School's athletic department fundraiser and to help unite the community and the school. A request for Police and Security, Street Cleaning, and Refuse Collection is included as part of the packet of information. The race will start at David Crockett in Washington County at 8:00 PM. The request is for public safety assistance from the town limits at Judge Vines Road to the Courthouse. The course will close within 1 hour, 15 minutes, or 9:15 PM. The request includes street closure, blocking off Main Street from Fox Street to Second Street to include the finish and awards from 8:00 PM to 10:30 PM. Another consideration is permission to have their traditional food and music within the blocked off area. The Hold Harmless Agreement and Proof of Insurance have been obtained. Town Administrator Note: Chris Kudera is organizing the event and will not be acting in the capacity of his

position as Town of Jonesborough Director of Parks and Recreation during the entirety of the event. Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Dickson made the motion to approve the Special Event Permit for the Pioneer Pride 5K Glow Run scheduled for August 23, 2025, from 7:30 PM to 11:00 PM with the blocking off of Main Street from Fox Street to Second Street, to permit for food and music.

The next item on the agenda was approval of Resolution to allow the installation of the Flock Camera system at various locations in town; and should allow for additional cameras in the future should the safety of the public require it. Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion to approve the Resolution to Endorse the use of Visual Surveillance Devices to Enhance Law Enforcement in the Town of Jonesborough, as presented. Alderman Causey seconded the motion and it was duly passed.

INSERT RESOLUTION

The next item on the agenda was proposed street paving list for the upcoming fiscal year 2025-2026 budget. Discussion took place in regard to the proposed list. Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Dickson made the motion to approve paving the following streets based upon funding for the FY25-26 budget, as follows: Skyline (approximately half of road), Parsons Circle, Sabine (Boone to College), College Street (Sabine to Oak Grove (D-Mix), High Street (D-Mix), First Avenue (College to High Street (D-Mix), Cherokee Street (Main Street to 11-E (D-Mix), Christopher Taylor Lane, Second Avenue (Main Street to Depot), and Washington (D-Mix). Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was a Street Department Utility Repair Plan. The Street Department acquired an asphalt repair trailer known as a hotbox, which will allow them to make repairs to the Town roads with hot asphalt, including utility cuts, regardless of the time of year. With the addition of the hotbox, the Street Department could complete the repairs for the Utility Department at a rate far less than the private contractor. This would of course require our Street Department to go into the county on occasion to complete these repairs, and would then submit an invoice to the Utility Department. Operations Manager Craig Ford and Street Department Director Steve Prisament will work on a price plan for BMA approval. Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion to approve the plan as submitted and authorize the Town Street Department to complete the utility cut work outside the Town's corporate limits in Washington County. Alderman Causey seconded the motion and it was duly passed.

The next item on the agenda was first reading of an Ordinance Designating the Town Officials Authorized to Declare a State of Emergency. The Police Department is currently working on State accreditation. During the process of writing general orders it was discovered that the Town does not have an ordinance designating an individual(s)

who is authorized to declare an emergency within the Town's corporate limits. This is extremely important when requesting statewide, or even county assets and/or assistance during times of disaster, whether it be man-made or natural. The Town must have this Ordinance in place in order for the Police Department to be in compliance with their accreditation effort. Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Dickson made the motion to approve on first reading the Ordinance Designating the Town Officials Authorized to Declare a State of Emergency. Alderman Causey seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was first reading of an Ordinance of the Town of Jonesborough, Tennessee Adopting the Annual General Fund, Solid Wate Fund, Jackson Theatre Fund, Drug Enforcement Fund, Debt Service fund and Capital Project Fund Budgets and Establishing the Property Tax Rate for the Fiscal Year July 1, 2025 through June 30, 2026. The proposed property tax rate is \$1.24 per \$100 of assess value on all real and personal property. Board members discussed the proposed budget and property tax rate, as presented. With there being no further discussion, Mayor Wolfe called for a motion. Alderman Countermine made the motion, seconded by Alderman Dickson, to approve on first reading the Ordinance of the Town of Jonesborough, Tennessee Adopting the Annual General Fund, Solid Wate Fund, Jackson Theatre Fund, Drug Enforcement Fund, Debt Service fund and Capital Project Fund Budgets and Establishing the Property Tax Rate for the Fiscal Year July 1, 2025 through June 30, 2026. Upon call of the roll, the following Aldermen voted Aye: Alderman Countermine and Alderman Dickson. Aldermen voting Nay: Alderman Causey. The motion carried.

INSERT ORDINANCE

The next item on the agenda was first reading of an Ordinance establishing the necessary funds for the operation, maintenance and debt service of the Solid Waste Department. Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Causey made the motion to approve on first reading the Ordinance Setting the Garbage Collection Fees within the Town of Jonesborough, as presented. Alderman Dickson seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was first reading of an Ordinance establishing water and sewer rates to provide the necessary funds for the operation, maintenance and the debt service of the Jonesborough Water and Sewer systems. The Ordinance reflects an increase in water and sewer rates due to rising inflation, operational costs, and the need for major capital investments and upgrades, and debt service. We are on the horizons of a going to construction on a new water treatment plant and the 24" transmission line that has been discussed as essential projects and the funding of said project for a few years now. The Town's utilities system is 150 square miles in area and with this comes rising operational and compliance costs. Our population growth both inside and outside the

town require us to scale new lines, pumps, and other incidental infrastructure needs. General inflation has increased the prices of materials, modes of transportation, and labor that utilities depend on. Maintaining affordable, safe service, and implementing major capital projects and equipment to replace old infrastructure with new, are some of the variables to a rate increase. Board members discussed the proposed water and sewer rate increase. With there being no further discussion Mayor Wolfe called for a motion. Alderman Dickson made the motion, seconded by Alderman Countermine, to approve on first reading the Ordinance Establishing Water and Sewer Rates to Provide the Necessary Funds for the Operation, Maintenance and the Debt Service of the Jonesborough Water and Sewer system for Fiscal Year 2025-2026. Upon call of the roll, the following Aldermen voted Aye: Alderman Dickson and Alderman Countermine. Aldermen voting Nay: Alderman Causey. The motion carried.

INSERT ORDINANCE

The next item on the agenda was the FY25-26 Employee Compensation Plan. This item was deferred to the July 29, 2025 Called BMA meeting.

The next item on the agenda was a Resolution establishing the budget for the water/sewer fund for fiscal year ending June 30, 2026. The revenues and expenditures balance respectively at \$11,867,418 each. Mayor Wolfe asked the Aldermen if they had any questions or comments. With there being none, Alderman Countermine made the motion, seconded by Alderman Dickson, to approve the Resolution Establishing a Budget for the Water/Sewer Fund for Fiscal Year ending June 30, 2026.

INSERT RESOLUTION

There being no further business the meeting was duly adjourned.

JANET JENNINGS, RECORDER

KELLY WOLFE, MAYOR

BOARD OF MAYOR AND ALDERMEN
PUBLIC HEARING – CALLED MEETING

JULY 29, 2025

The Board of Mayor and Aldermen (BMA) met in a Public Hearing - Called Session on Tuesday, July 29, 2025, at 7:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Kelly Wolfe called the meeting to order. Alderman Dickson led the group in an opening Prayer, and Mayor Wolfe led the pledge to the Flag.

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

Mayor Wolfe said there will be a General Public Hearing of the four items as listed:

1. Ordinance Amending the Jonesborough Municipal Code Title 4, Chapter 1 Sections 4-105 and 4-106, Building Codes
2. Ordinance of the Town of Jonesborough adopting the annual General Fund, Solid Waste Fund, Jackson Theatre Fund and Drug Enforcement Fund, Debt Service Fund and Capital Project Fund Budgets and Establishing the Property Tax Rate for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026
3. Ordinance Setting the Garbage Collection Fees Within the Town of Jonesborough for FY25-26
4. Ordinance Establishing Water and Sewer Rates to Provide the Necessary Funds for the Operation, Maintenance and the Debt Service of the Jonesborough Water and Sewer Systems for FY25-26

Mayor Wolfe opened up Public Comments and announced that comments would be limited to three (3) minutes. Mayor Wolfe said under the Rules of Decorum public comments will not be used to air personal grievances, make political endorsements, or for political campaign purposes, anger, rudeness, ridicule, obscene or profane language, impatience, and lack of respect for others and personal attacks are not acceptable behavior. Mayor Wolfe asked if there were any citizens present that would like to comment at this time. The following citizens commented:

1. Carolyn Walsh, 229 Sweet Grass Lane, Jonesborough, TN, expressed her concerns regarding the proposed connector road in the Meadows Subdivision and residents in the subdivision are not in favor of it, construction trucks cutting through the subdivision and the paving of the streets in the subdivision. Mayor Wolfe thanked Carolyn Walsh for her comments.
2. Dana Helvey, 100 East Woodrow, Jonesborough, TN, expressed concern about the proposed property tax increase, about the Town having a Master Plan; and spoke regarding vision, love and family, and the possibility of a freeze on property taxes for 20 year residents. Mayor Wolfe thanked Dana Helvey for his comments.
3. Dona Lewis, 116 Franklin Avenue, Jonesborough, TN, spoke regarding turning Franklin Ave into a one-way street. Ms. Lewis said they are in favor of trying it, as long as they can park on the street. Mayor Wolfe thanked Dona Lewis for her comments.
4. Chase Blazer, 302 Bethany Drive, Jonesborough, TN, spoke against the proposed property tax increase and proposed budget, there is a lack of transparency and communication and asked for the Board for clearer intentions regarding the budget and changes that come with approval. Mayor Wolfe thanked Chase Blazer for his comments.
5. Craig Eustice, 881 Barley Loop, Jonesborough, TN, spoke against the proposed property tax increase, there needs to be improvement on the growth of the town, and not in favor of the proposed connector road in the Meadows. Mayor Wolfe thanked Craig Eustice for his comments.
6. Irene Mitchell, 535 West College Street, Jonesborough, TN, spoke against the proposed property tax increase and the water/sewer rate increase. Mayor Wolfe thanked Irene Mitchell for her comments.
7. William Waters, 25 Thistledown Court, Jonesborough, TN, expressed his concerns on the proposed connector road in the Meadows Subdivision, regarding the flood plain, the wildlife in the area, and questioned the real purpose of the connector road. Mayor Wolfe thanked William Waters for his comments.
8. Brandon Crussell, 233 New Hope Road, Jonesborough, TN, expressed his opposition to the proposed property tax increase and the connector road in the Meadows Subdivision, and the need for a plan for sidewalks and road improvements. Mayor Wolfe thanked Brandon Crussell for his comments.
9. Jorge Ponce, 662 Barley Loop, Jonesborough, TN, expressed his concerns about the connector road in the Meadows Subdivision; and the Ben Gamble Road intersection needs to be improved. Mayor Wolfe thanked Jorge Ponce for his comments.

10. Nicholas Santiago, 511 West Main Street, Jonesborough, TN, expressed that the proposed 28% property tax increase is too high; and said he appreciates the new black trash tote that he received but it is half the size of the old one. Mayor Wolfe thanks Nichols Santiago for his comments.

The next item on the agenda was consideration of making Franklin Avenue One-Way North. After installing sidewalks on Franklin Avenue, it became evident very quickly that the street was not wide enough to accommodate two-way traffic and allow on-street parking. There are two solutions to consider regarding on-street parking. The first solution would be to do nothing, vehicles could park on the west side of the street, in front of the homes, and parking would be prohibited on the east side of the street. There are only three homes on this street, and all are on the west side of the street. A vehicle traveling south down the west side of the street may have to wait for oncoming traffic to pass, similar to a subdivision. Once the vehicle passed, the vehicle could then just drive around the parked vehicle. The second solution would be to make Franklin Avenue a "one-way" street. Due to making a section of Spring Street one way, Franklin Avenue would have to be one way north, toward Main Street. The reason for this is the traffic coming into Jonesborough on Spring would have to turn right and proceed up Franklin. There are issues in making Franklin Avenue one-way. Residents returning home would have to drive around the block to return. They would no longer be able to travel south on Franklin, which would require them to drive around the block. Franklin Avenue averages 19 and-a-half feet in width, and at its narrowest point, it's 18 and-a-half feet. The recommendation from Operations Manager Craig Ford is to maintain Franklin Avenue in its current state as a two-way street; allow on-street parking on the west side of the street and prohibit on-street parking on the east side of the street; and allow staff to monitor Franklin Avenue and if it becomes apparent additional steps are needed, return to the Board of Mayor and Alderman with recommendation(s). Mayor Wolfe asked the Aldermen if they had any questions or comments. Alderman Countermine asked Operations Manager Craig Ford for his opinion on Franklin Ave being a two-way or one-way street. Craig Ford said he feels that in making Spring Street one-way will reduce traffic on Franklin Ave. With there being no further discussion, Mayor Wolfe called for a motion. Alderman Countermine made the motion to approve maintaining Franklin Avenue in its current state as a two-way street. Allow on-street parking on the west side of the street and prohibit on-street parking on the east side of the street. Allow staff to monitor Franklin Avenue and if it becomes apparent additional steps are needed, return to the Board of Mayor and Alderman with recommendation(s). Alderman Causey seconded the motion and it was duly passed.

The next item on the agenda was the adoption of the Employee Performance Evaluation Policy, including the format provided, with the goal of evaluating all employees within the next 60 days, and then going forward on their anniversary date. New employees will be evaluated at 3 months and 6 months then move to an annual review. The Director of Human Resources will work with each Department Director to help them understand the proper way to do performance evaluations; will create a system to remind Directors of when evaluations are due; and will communicate the policy to employees in a positive, timely manner. Mayor Wolfe thanked Michelle Stewart, Director of Human Resources,

for her hard work on the employee evaluation form. Mayor Wolfe asked the Aldermen if they had any questions or comments. Alderman Dickson said he is very pleased to see this evaluation form; and asked that a 360 Review be looked at of employees evaluating their Supervisors. With there being no further discussion, Mayor Wolfe called for a motion. Alderman Dickson made the motion to approve the Employee Performance Evaluation Policy, including the format provided, as presented, and including the 360 Review. Alderman Countermine seconded the motion and it was duly passed.

The next item on the agenda was second and final reading of an Ordinance amending Jonesborough Municipal Code Title 4, Chapter 1, Sections 4-105 and 4-106 Building Codes. Mayor Wolfe asked Town Administrator Glenn Rosenoff to address the Ordinance amendment. Glenn Rosenoff said that he and Building Inspector Kevin Fair have been discussing the two subject matters that are represented in the ordinance amendment attached. (1) Building Valuation Data - the issue the town faces on occasion whereby the value of a project for permitting appears underestimated. Other communities/jurisdictions around us have included the International Code Council Building Valuation Data (BVD), which represents average valuations for most buildings. In conjunction with the International Building Code (IBC) Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. The BVD is updated at six-month intervals. Should issues arise concerning underestimated permit-related valuations, the Town of Jonesborough reserves the right to charge based on the most current ICC Building Valuation Data. The current BVD Table is attached along with an ordinance amendment adding this verbiage to our municipal code. (2) Plan Review Fees - In addition to the BVD, Staff reviewed current plan review fees and have added the amendments to the same ordinance containing the BVD verbiage (see attached). With our unprecedented growth, the expectation for staff to make reviews and make quick decisions has not reduced, it has heightened. There are many background factors in staff review, providing comments, corrections, due process recommendations, and finally many of the actions appear before the Planning Commission to be voted upon. The level of building and planning related matters have seen unprecedented levels, the same as we know already about our population increases. Staff believe the proposal on fee structure is reasonable for the town to implement upon adoption of the proposed ordinance amendment. Glenn Rosenoff said staff is recommending approval of the attached ordinance amending Title 4, Chapter 1, Building Code, Sections 4-105 and 4-106 to include the addition of Building Valuation Data and amending the Plan Review Fees. Mayor Wolfe asked the Aldermen if they had any comments or questions. With there being none, Alderman Causey made the motion to approve on second and final reading the Ordinance amending Title 4, Chapter 1, Building Code, Sections 4-105 and 4-106 to include the addition of Building Valuation Data and amending the Plan Review Fees, as presented. Alderman Countermine seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was second and final reading of an Ordinance of the Town of Jonesborough, Tennessee Adopting the Annual General Fund, Solid Waste

Fund, Jackson Theatre Fund, Drug Enforcement Fund, Debt Service Fund and Capital Project Fund Budgets and Establishing the Property Tax Rate for the Fiscal Year July 1, 2025 through June 30, 2026. Mayor Wolfe said the FY25-26 budget process began back in April. Mayor Wolfe said the last time a tax increase was imposed on the town was right after COVID-19; and he understands the decisions regarding the budget affect the citizens of the Town. He said there is a 3% pay increase for employees because they have to live and eat and raise their families. Mayor Wolfe said he feels the main circumstance is that everyone really cares about what our end product is and the Board knows their action affect the citizens of the town, and they want to find the best balance of those actions to where we are meeting the needs of the community while keeping taxes as low as possible. Mayor Wolfe asked the Aldermen if they had any questions or comments. Alderman Dickson said Jonesborough is a special place and he is very glad to see everyone at the meeting tonight expressing their opinions. Alderman Dickson said listening is important and in regard to the proposed tax increase he understands the concerns of the citizens. Alderman Dickson said he feels there is a lack of a plan in regards to the proposed connector road between New Hope Road and Hwy 11-E; and what has been presented to the public and what has been latched onto by the public is just a PR debacle. He said to his knowledge there is no such plan, there is no such actual immediate solution. Alderman Dickson said we have to listen to the residents in the Meadows Subdivision and nearby neighborhoods in that area about the situation and he feels that everyone would agree is a real situation. Alderman Countermine said he agreed with Alderman Dickson on the connector road that it needs to be studied and more communication is needed with the residents in that area. Alderman Countermine said the in the beginning budget process there was a one million deficit and a lot of things were left out of the budget. Alderman Countermine said the Town provides great services such as the Senior Center and the McKinney Center to a broad range of people from all walks of life and they are not cheap to operate. Alderman Causey said she has lived on College Street for 57 years, and is now a widow on a fixed income and it is hard for her to go for a big tax increase; and she also respects the decisions of the other two Aldermen. With there being no further discussion, Mayor Wolfe called for a motion. Alderman Dickson made the motion to approve on second and final reading the Ordinance of the Town of Jonesborough, Tennessee Adopting the Annual General Fund, Solid Waste Fund, Jackson Theatre Fund, Drug Enforcement Fund, Debt Service Fund and Capital Project Fund Budgets and Establishing the Property Tax Rate for the Fiscal Year July 1, 2025 through June 30, 2026, and that there is engagement with the residents of the Meadows Subdivision regarding the proposed connector road. Alderman Countermine seconded the motion. Upon call of the roll, the following Aldermen voted Aye: Alderman Dickson and Alderman Countermine. Aldermen voting Nay: Alderman Causey. The motion carried.

INSERT ORDINANCE

The next item on the agenda was second and final reading of an Ordinance Setting the Garbage Collection Fees within the Town of Jonesborough. Mayor Wolfe asked the Aldermen if they had any comments or questions. With there being none, Alderman Countermine made the motion to approve on second and final reading the Ordinance

Setting the Garbage Collection Fees within the Town of Jonesborough. Alderman Dickson seconded the motion. Upon call of the roll the following Aldermen voted Aye: Alderman Countermine and Alderman Dickson. Aldermen voting Nay: Alderman Causey. The motion carried.

INSERT ORDINANCE

The next item on the agenda was second and final reading of an Ordinance Establishing Water and Sewer Rates to Provide the Necessary Funds for the Operation, Maintenance and the Debt Service of the Jonesborough Water and Sewer Systems. Mayor Wolfe asked the Aldermen if they had any comments or questions. With there being none, Alderman Countermine made the motion to approve on second and final reading the Ordinance Establishing Water and Sewer Rates to Provide the Necessary Funds for the Operation, Maintenance and the Debt Service of the Jonesborough Water and Sewer Systems. Alderman Dickson seconded the motion. Upon call of the roll the following Aldermen voted Aye: Alderman Countermine and Alderman Dickson. Aldermen voting Nay: Alderman Causey. The motion carried.

INSERT ORDINANCE

The next item on the agenda was approval of a Resolution Adopting new Water and Sewer Tap Fees and Services for the Town of Jonesborough. Mayor Wolfe asked the Aldermen if they had any comments or questions. With there being none, Alderman Causey made the motion to approve the Resolution Adopting new Water and Sewer Tap Fees and Services for the Town of Jonesborough. Alderman Dickson seconded the motion and it was duly passed.

INSERT RESOLUTION

The next item on the agenda was approval of the Employee Compensation Plan for Fiscal Year 2025-2026. Mayor Wolfe asked the Aldermen if they had any comments or questions. With there being none, Alderman Countermine made the motion to approve the Employee Compensation Plan for Fiscal Year 2025-2026, as presented. Alderman Causey seconded the motion and it was duly passed.

INSERT COMPENSATION PLAN

The next item on the agenda was first reading of an Ordinance Amending the Fiscal Year 2024-2025 Budget for the General Fund, Jackson Theatre Fund and Drug Enforcement Fund. Mayor Wolfe asked the Aldermen if they had any comments or questions. With there being none, Alderman Causey made the motion to approve on first reading an Ordinance Amending the Fiscal Year 2024-2025 Budget for the General Fund, Jackson Theatre Fund and Drug Enforcement Fund, as presented. Alderman Countermine seconded the motion and it was duly passed.

INSERT ORDINANCE

The next item on the agenda was approval of a Resolution Expressing Official Intent that Certain Expenditures to be Incurred in Connection with Certain Public Works Projects for the Town, and Related Expenditures be Reimbursed from Proceeds of Notes, Bonds, or Other Indebtedness to be Issued by the Town of Jonesborough, Tennessee. The Resolution establishes the official intent of the Board of Mayor and Aldermen to reimburse the funds of the Town or other accounts for project expenses incurred before the financing for FY26 Capital Projects and Equipment are secured. The Resolution facilitates effective financial management and project funding. Mayor Wolfe asked the Aldermen if they had any comments or questions. With there being none, Alderman Dickson made the motion to approve Resolution No. 2025-15, establishing the official intent of the Board of Mayor and Aldermen to reimburse the funds of the town or other accounts for project expenses incurred before the financing for FY26 Capital Projects and Equipment are secured. Alderman Causey seconded the motion and it was duly passed.

INSERT RESOLUTION

There being no further business the meeting was duly adjourned.

JANET JENNINGS, RECORDER

KELLY WOLFE, MAYOR

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

Consent Agenda

DATE: August 18, 2025 **AGENDA ITEM #:** 2

SUBJECT: Approval of Bills

Attached for BMA approval is the list of bills for July 2025

Check Register - General Fund - July 2025

07/01/25	113543 - 113559	\$10,936.27
07/02/25	113560	\$6,750.00
07/02/25	113561 - void/replaced with wire	\$2,950.00
07/03/25	113562 - 113601	\$111,856.27
07/11/25	113602 - 113608	\$6,259.19
07/15/25	113609 - 113698	\$106,522.73
07/15/25	113699 - void	\$0.00
07/17/25	113700 - 113701	\$34,547.75
07/17/25	113702	\$5,208.06
07/18/25	113703	\$5,208.06
07/18/25	113704 - 113724	\$43,761.28
07/22/25	Wire 2222025	\$3,059.47
07/23/25	113721 - void	(\$2,942.00)
07/25/25	113725 - 113733 printer issue	\$0.00
07/25/25	113734 - 113806	\$69,186.30
07/28/25	113807 - 113815	\$101,149.14
07/30/25	113816 - 113821	\$12,291.04
		<hr/>
		\$516,743.56

Check Register - Water Fund July 2025

07/01/25	69253	\$598.56
07/03/25	69254 - 69274	\$109,500.93
07/11/25	69275 - 69277	\$4,483.65
	69225 - void	(\$250.00)
07/15/25	69278 - 69313	\$558,669.59
07/15/25	69314 - void	\$0.00
07/17/25	69315	\$70,982.53
07/17/25	69316	\$7,531.67
07/18/25	69317	\$4,261.31
07/18/25	69318 - 69324	\$50,316.75
07/23/25	69290 - void	(\$350.00)
07/25/25	69325 - 69357	\$51,735.75
07/28/25	69358 - 69361	\$55,163.07
07/30/25	69362 - 69364	\$2,497.83
		<hr/>
		\$915,141.64

Check Register - Sanitation Fund - July 2025

07/01/25	10822	\$45.45
07/03/25	10823 - 10824	\$199.46
07/15/25	10825 - 10834	\$27,054.05
07/25/25	10835 - 10838	\$481.17
07/28/25	10839 - 10840	\$3,363.86
		<hr/>
		\$31,143.99

TOWN ADMINISTRATOR MONTHLY REPORT

AUGUST 2025

I hope this monthly update finds you well! If you have any specific monthly updates, please do not hesitate to let me know.

1. Downtown Local Façade Grant: We are leveraging the FY26 budgeted amount of \$10,000.00 to support the town's local match to the State of Tennessee Downtown Improvement Grant (DIG) to make needed improvements to the Stage Door and the International Storytelling Center.

2. TDOT Related Projects:

Tiger Way Signalization Project (Permanent Signal): Stansell Electric is the contractor on the project to install the permanent signal at the intersection of Tiger Way and Hwy 11-E. The temporary signal will remain throughout the installation phase and will go inactive at the time the permanent signal is activated. Work in the intersection is projected to start in October 2025. This is a project funded through federal and state funds.

Boones Creek Road and Future Connection to Jonesborough Elementary School: Mattern & Craig had completed a warrant study showing that a roundabout on Boones Creek Road that will connect to the school property at Skyline Drive was warranted and recommended. Since Boones Creek Road is a state route, the town has engaged the JCMPO to work through funding options, and currently TDOT Local Programs is the process offered for these type projects needing federal and state funding (same funding mechanism used for the Tiger Way Signalization). The future connection road (Skyline Drive) to the school is a local road and the town is currently exploring options on funding sources for this part of road improvements.

3. Utilities Updates:

The **Water Treatment Plant** bid opening will be held on August 21, 2025, and the awarding of the contract will be on the September BMA Agenda.

The **A-Station Elimination Project** bid opening will be held on August 21, 2025, and the awarding of the contract will be on the September BMA Agenda.

The training and the implementation of the **Cartograph Asset Management** system is going well, and the system **will go live** with utility staff in December 2025. This will be a significant technological improvement for our utilities. Once we are comfortable with the system, my intent is for the Street and Park and Recreation Departments to start exploring being added to the asset management system.

4. Helene Emergency Disaster Declaration: Town staff continue to work directly with FEMA and TEMA and our insurance provider to continue to proceed through all processes toward FEMA maximum reimbursement. We have captured most of the damage to our water distribution, water treatment plant, intake, and wastewater facilities. Of course we have collected labor, equipment, materials, etc. that have already been expensed for pending submittals to FEMA once we go through additional federal steps. We have areas like our intake that sustained damage in the river that were investigated and discovered by divers assessing damage. As we discover more damage related to Helene, we are reporting them in our periodic meetings with FEMA and TEMA.
5. First Frontier Trail: As part of the agenda packet for November 12th BMA Meeting, you will find a bid for 2 major steps forward on this project. One is bids have been received for a portion of sidewalks; and second is that we were awarded TDEC's RTP grant for Mill Springs Park to Stage Road Park. Please remember Governor Lee's blessing upon us with a direct appropriation of 2.4 million toward Phase 1 of the First Frontier Trail, and both agenda items/actions are tied to the First Frontier Trail.
6. The Mayor and I are exploring new website development so that we are keeping up with the latest trends, technology, and user (public and other) expectations. Our website provides us with a digital presence, and that presence must reflect the town's identity and values. Regular updates help maintain relevance, improve user experience, and ensure the website's functionality aligns with the town's goals and objectives. I opine that user experience is becoming one of the most significant factors on whether our website is considered user friendly or not.
7. First Frontier Trail Updates: A comprehensive update will be provided in my TA monthly report for September that will include our 2 recreational grants - RTP and LPRF.
8. Town Hall Board Room Audio and Visual: Staff met with Todd Hensley who had installed the equipment in the boardroom to assess our equipment noise issues. Todd found that 2 microphones were not working properly and has ordered replacements. I added one more for Janet, or for whoever is sitting in that place to have their own microphone. Also, live streaming is extremely important to us conducting business whereby those that cannot attend our meetings can experience the meeting either during the live streaming or be able to access the video from our website. We are working with our IT support at Sharp to install a hard-wired internet connection in the location of our live streaming rather than relying on Wi-Fi which is more unpredictable at times.
9. Improving the rear room in the Board Room. We are planning on improving this office space to be used as an actual conference room with office chairs, table, display screen for presentations and video conferencing, conference phone, wireless presentation

system, and other incidentals. This is the only room to offer some form of privacy when conducting meetings with smaller groups. We have multiple meetings each week and the room improvement will provide for a more efficient and effective way of conducting meetings with the right tools in place.

10. Special Census: I am working with Frank Collins, who retired from Census Bureau, on exploring the town conducting a town wide special census. Our 2020 US Census certified population was 5,860. Our next census is not until 2030. With our unprecedented growth, we believe the 2020 population number is significantly low. As such, we find that holding a special census is an effective way to ensure that our State-Shared revenues properly reflect our growing population. The state's estimated per capita amount (per resident) for 2025-2026 is \$179.29. If for example our special census yields an additional 500 residents, this equals \$89,645, or a higher number like 1000 residents yields an additional \$179,290. I will continue to update the BMA as Staff and Mr. Collins get closer to an implementation strategy in the next 60-90 days. Looking at other sources of revenues, like the potential special census, for the town is a major administrative goal during this fiscal year, and beyond.
11. I am working on partnering with an organization like Community Chest to establish a program whereby "people" can contribute funds to help eligible utility customers that need financial assistance with their bills. Also, through our contact at United Way, Jonesborough is already part of the Heisse Johnson Hand Up Fund, allowing customers to designate specific amounts on their utility bills for the Hand Up Fund. The "implementation" would be a decision for the Hand Up board. An update regarding implementation through Hand Up Fund or Community Chest will be provided by next BMA meeting.
12. I am re-reviewing our Jonesborough Local Façade Program to suggest adding a new component to eligible properties in the form of building lighting. The intent, through meeting historic guidelines of course, is to enhance the exterior of some of our buildings to provide additional lighting that is specific to contributing to a safer pedestrian experience at night from our parking lots and walkways. There are some dark areas within the downtown area that with some exterior lighting, perhaps landscaped lighting, or limited pathway lighting, would help light the way for more people that are not comfortable parking longer distances in the evening. ***This is only in an exploration phase as there is no intent to distract from the quality architectural character of our historic downtown and its great assets, our historic buildings.***
13. In looking to leverage funding sources for improvements to Persimmon Ridge Park, the town is working on the BlueCross BlueShield of Tennessee Foundation Healthy Place Grant. Current idea is for a new concession building with bathrooms and storage space, playground equipment, and other potential incidentals. Staff are also working toward

applying for the LPRF grant to revitalize Persimmon Ridge Park after our LPRF grant for Frontier Trail is complete, and looking at ARC potential grants among other potential funding.

14. Police Chief Matt Rice intends on applying for the COPS Grant for additional police officers when the grant cycle opens back up in May 2026.

MEMORANDUM

To: Glenn Rosenoff, Town Administrator

From: Craig Ford, Operations Manager

Ref: July/August 2025 Monthly Report

Date: August 13, 2025

JRoss began work on the grant project at the Stage Door/Jackson Theatre. They have completed work on the Stage Door and are now working at the Jackson Theatre. The stucco on the Jackson has been painted and they are now going to focus on the window repairs of the Jackson.

It was brought to my attention that this project had not been taken in front of the Historic Zoning Commission. I met with the Chairman, Frank Collins, as well as Dr. William Kennedy and Bob Browning. After much discussion, an updated plan was drafted, and I will take that plan to the Historic Zoning Commission on August 14, 2025.

As this meeting is so close to the Board of Mayor and Alderman meeting, I may have to prepare a change order for the September BMA meeting if the change order results in a price increase from the original bid. I am awaiting an update from Jeremy Yates.

I also requested an update from the winning bidder on the ISC deck. They have ordered materials and are awaiting the arrival of those materials in order that they can start the project. It is their intent to get this project started by the end of August. I discussed with them the need to have it completed prior to the Storytelling Festival and they assured me their work would be completed.

I also requested an update from Derwin Cartmel of Holston Engineering on the status of the geothermal HVAC project of the ISC building. The project is moving, and they sent a design specialist to the site on August 05, 2025, to assess the mechanical room the current units are located in.

Phase II of the First Frontier walkway project is complete. It was not without a myriad of problems; however, the finished product turned out great. There is a change order presentation to the Board of Mayor and Alderman for the addition of the Second Avenue sidewalk and the change on Franklin Avenue I had to implement.

I also had the contractor pour a concrete entry pad to the Depot Street Park from the parking lot. This was a low area that stayed muddy. This was a much-needed upgrade to the park entrance. I also had to make some changes to the sidewalk configuration on Depot Street, but everyone is happy with the finished product.

As a result of pouring a new sidewalk on Second Avenue, I had the Street Department finish the section of brick sidewalk from Second Avenue to the old brick section of sidewalk on West Main Street. We had the granite curb and brick in stock to complete this section of sidewalk, so there was no additional expense to completing this project.

Finally, I had the contractor remove a section of sidewalk on Headtown Road at the intersection of Lowes. This area was completed during phase I and was struck by a vehicle while it was still wet. The contractor removed a section of this sidewalk and replaced it with a handicap ramp. This was an idea of the mayor, and it worked out really well.

The final concern about the Phase II sidewalk project was drainage on Franklin Avenue and the new section at Second and Main Street. I have personally checked both during some heavy rains and have had the Street Department Director watching them as well. I am happy to report that the change we made to Franklin, as well as the new section at Second, is working very well.

The catch basin I had the Street Department re-locate on Franklin is capturing all the water draining down Franklin prior to Spring Street. The home near the corner is not getting any water from the street. Second Avenue at Main Street is working as well as there does not seem to be any water ponding in that intersection.

The concrete island was installed on Spring Street as a part of this project. The island has been backfilled with topsoil, and the plan is to install plants in the island on August 15, 2025.

All signage has been installed on Spring Street regarding the one-way designation. I have requested increased enforcement from the Police Department as we still have people ignoring the one-way signage.

We have some crosswalks to install upon conclusion of the new sidewalk installation. This was in the bid to have the contractor install; however, I removed this from the bid. The painted crosswalks are just not holding upon very well.

I instructed the Street Department Director to order thermoplastic strips. We will use these going forward for all crosswalks and stop bars as they should last much longer and do not require annual maintenance. The upfront cost is a little more, but we will save money in the long run.

A major “clean-up” effort was undertaken by the Street Department to repair Sevier Street. Overgrown trees and bushes were cut back. Asphalt repairs were made to two large utility cuts. We plan to pave this road on August 14 or 15, depending on weather. The Street Department will pave this road from their existing budget.

The Washington County Highway Department finished the paving on Parsons Circle and Skyline Road. They also striped Skyline and re-striped the New Boones Creek Road. The Street Department installed the thermoplastic stop bars. This project is now complete.

If you will recall in last month’s report, we took delivery on the “hotbox” for the Street Department. There was a delay in training from the company we purchased this unit from. The Street Department finally received formal training on August 12, 2025.

They have already put this unit to use. We hope to begin making repairs throughout town this upcoming month, and to begin partnering with the Utility Department on repairing their utility cuts in the town and county.

The right-of-way mower was down for a few weeks. Repairs have finally been made to this unit, and the Street Department is working to try to get the right-of-way mowing caught up.

TDOT completed the paving project on West Main Street, Oak Grove Road and West College Street. They are currently paving the New Boones Creek Road from Jackson Boulevard to Boones Creek.

Speaking of TDOT, we finally participated in a TDOT pre-construction meeting for the traffic signal at Tiger Way and Jackson Boulevard. The contract has been awarded. It is my understanding from this meeting that construction will not begin until late winter or early spring due to a delay in delivery of materials. It is at least good news that finally a permanent light is coming to this intersection.

The Street/Solid Waste/Parks and Recreation building continues to progress. As reported earlier, the Street Department constructed all the interior walls. I completed a walkthrough with Herman Archer to establish the location for light switches, receptacles, and computer connections. Mr. Archer and Rick Duvall are currently pulling the wires. Once this is complete, I will have the drywall installed and finished. Once this is completed, I will finish this building with our staff.

I was forwarded an email from Mr. Browning regarding the installation of conduit at Tiger Park. Pursuant to this email, I requested a meeting with Kevin Brobeck and Tyler Briggs at the site. Tyler was involved in much of the early installation of water lines at this park.

The request was made to utilize a ditch-witch for this installation; however, we felt it was better to bore for the conduit due to so many water lines, drainage, sewer, and conduit that was already in the ground. Kevin approved Tyler to conduct the boring operation for this conduit.

The conduit to be installed was to run power to the three scoreboards. In a separate meeting with Mr. Browning, Rachel Conger, Butler Huggins, and Derek Holmes at the site, it was discovered that a “fieldhouse”, or storage building was also planned for the future.

After speaking with the electrician, Mr. Holmes, I also had Tyler run a 2-inch conduit to the end of the football field as he was running the conduit for the scoreboards so we could run power to this building in the future.

It was requested to have this completed by August 11, 2025. Tyler ran into some difficulties, but he was able to complete the installation of all the conduit on August 11, 2025. We could not have completed this project without the assistance of the Utility Department.

On a side note, there are several geese on the school property. Apparently, the pond continues to hold water. This was not supposed to be the case. I met with Todd Wood on August 11. He is going to be out of town for a couple of weeks, but when he returns, we are going to fix this pond. I also spoke with Chief Rice about contacting Wildlife Officers as we have a contract with them for nuisance wildlife.

There were two trees in front of the ISC building and one in front of the Chester Inn that was removed. These trees had grown too large and were not only damaging the sidewalks, but they were also causing damage to the buildings.

In addition, one tree in front of the ISC building was dying. A limb or two has fallen out of this tree in the past and it was a liability for the town. The concern was that a limb may fall out of this tree and seriously injure someone below or even fall on a passing vehicle. Dr. Kennedy was also in agreement that these trees should be removed.

A private contractor removed these trees as well as the stumps. He also removed the stumps on Cherokee that remained from the river birch trees that were removed by Parks and Recreation a week earlier.

I met with the Mayor and Engineer Todd Wood at Judge Ronnie Greer’s property on July 29. The Town needs to complete a bank stabilization project on West Main Street. This bank has failed a couple of times now and blocked a lane of travel on West Main Street.

The project was explained to Judge Greer in concept, as it would require town staff to be on his property to complete this project. He was open to working with the town.

Pursuant to this meeting, Todd has completed a plan to stabilize the bank. I have spoken with Judge Greer, and we will have a follow-up meeting near the end of August with him to get his final

approval. Once this is completed, we will bring a public/private partnership agreement to the September Board of Mayor and Alderman meeting for approval.

Upon passage of the budget, the Police Department sold some LESO equipment and obtained enough revenue from this sale to purchase three new cruisers. We have already received delivery on these three units and have begun ordering the equipment for them. This will help the Police Department begin to replace some older units that require constant maintenance.

I attended the EMS Board of Director's meeting on August 12, 2025, at 6:00pm.

I also attended the DISC Leadership training conducted with the Town leadership staff by MTAS. This was a very good training session for our leadership team.

I have also participated in two meetings with you and Michelle to review the proposed new town personnel manual.

I am also continuing to work with Vince Sicca on an audit of our residential and commercial garbage customers. We are continuing to work on route mapping as well.

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

Consent Agenda

DATE: August 18, 2025

AGENDA ITEM #: 5

SUBJECT: Committee Reports

1. McKinney Center Advisory Committee
2. Historic Zoning Commission
3. Jonesborough Planning Commission

August 21, 2025

Subject: Approval of Minutes

McKinney Center Advisory Committee Meeting

Thursday, April 17, 2025, 3:30pm

McKinney Center – in Person

Agenda Presentation

1. Call to Order: Anne G'Fellers-Mason, Nancy Kavanaugh, Michelle Treece, Breanna Walker-Schadler, Martha Blaser, Skye McFarland, Kay Grogg, Ernest McKinney, Theresa Hammons, Nori Shaw, Richie Hayward, Starlene Casey
 - Not Present: Adam Dickson, Pauline Douglas, Sharon Squibb
2. Directors' Report:
 - i. Summer 2025 ended with 108 registrations, increase of 36% from the year before due to adding another summer camp.
 - ii. The fall catalog was released and we have over 44+ registrations for the fall semester.
 - iii. Fall market will be August 23rd.
 - iv. Chasidy Hathorn's opening exhibit was July 17th.
 - v. Indelible Appalachians was scheduled for September 4th.
 - vi. Theresa had a meeting to discuss 250th semi quincentennial events with local organizations. Theresa will be sending that list to Cameo.
 - vii. Parks and Recreation removed tow juniper bushes and planted flowers in their place.
 - viii. We have asked for two permanent part time positions to make up for losing the two full time AmeriCorps positions.
 - ix. We received the Berea College Traditional Arts Grant again, but it was less than requested and less than what we got last year.
 - x. Martha Blaser will over see the rental program while Breanna Walker-Schadler is out on parental leave.
3. Outreach:
 - i. In June, they attended Blue Plum and the Farmer's Market so an in person total outreach of 465.
 - ii. There is good digital outreach due to the fall market, fall catalog, summer camps, and the play.
 - iii. We will need volunteers to help with "Can't Get Away with This" and visiting school open houses.
 - iv. Skye is working on a Kiwanis Grant to help fund hiring a teacher to teach with the Johnson City Housing Authority.

- v. Skye and Martha will be attending the JC Housing Authority's Apple Harvest Dya to do outreach.
 - vi. We have passed out flyers for Can't Get Away With This, the July Radio Show, and fall catalogs.
4. StoryTown:
- i. We sold out for the May show and sold 84 tickets for the June show.
 - ii. We received \$4,510 from TAC.
 - iii. We have received \$4,500 in donations for the play and have sold out for the first night.
 - iv. We collected four stories at our June 20th Listening Day.
 - v. Anne has submitted the 2026 grant submission for play in a week camp.
5. Visitation:
- i. The total visitation for May was 1,066 and the total visitation for June was 1,408.
 - ii. We had 566 general visitors in May and 727 general visitors in June.
 - iii. We had 119 students in May and 605 students in June.
 - iv. We had 7 rentals in the month of May with a rental income of \$845.00. We had 2 rentals in June with a rental income of \$680.00.
6. Old Business:
- i. Theresa has received permission to possibly store items in the old Broyles florist shop.
 - ii. July 29th will be the 2nd reading of the 25-26 budget.
 - iii. We are looking how to move forward with the electrical box project.
7. New Business:
- i. We will need to start looking at Soups & Songs for 2026. That includes ticket pricing.
 - ii. The 2026 hallway exhibit will be cut way back due to cutting in staff hours.
 - iii. Theresa and Anne are working on a grant for upgrading the rotten windows.

Meeting adjourned at 4:20pm.

HISTORIC ZONING COMMISSION

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN
July 24, 2025 – 6:00 PM
Minutes

Members Present: Nita VanTil, Rebecca Moss, Matt Kehn, Marcy Hawley, Herman Jenkins, Michael Kieta, Colton Brasure

Members Absent: Frank Collins, Chad Hylton

Call to Order

Vice Chair, Nita VanTil, called the meeting to order at 6:00 PM.

Public Comments

Brian Ponder requested the Commission hold a Work Session with merchants to discuss lighting and advertising prior to making any changes to the guidelines. Vice Chair, Nita VanTil, stated that the Advertising Standards and Guidelines Plan Update (Item 3) would be discussed next, addressing Mr. Ponders concerns/request.

Item III: Advertising Standards and Guidelines Plan Update

Vice Chair, Nita VanTil, reported that on August 1, 2025, letters will be sent to merchants inviting them to attend a work session on August 14, 2025, to provide input and have discussions on the Advertising Standards and Guidelines.

Item 1: New Business

1. 103 Sevier Ave – Owners/Presenters: Zac & Katrina Jenkins

Herman Jenkins recused himself from the vote and discussion.

Request approval on:

- Removal of front porch and roof, leaving the cinder block if deemed to be in good condition. Rebuild the porch as it is not the same dimensions.
- Stairs to be rebuilt with pressure treated wooden deck board.
- Porch flooring to be made of 3" tongue and groove treated lumber.
- Porch ceiling will be beadboard.
- Railing will be either 2x6 or 2x4 top and bottom rail with 2x2 vertical posts.
- The columns will be 6x6.

Vice Chair, Nita VanTil stated that the requests appear to meet the current guidelines.

Motion: Matt Kehn made a motion, seconded by Michael Kieta, to approve the request as presented. Motion passed unanimously.

Item II: Expedited

236 East Main & 103 Sevier Ave. – Owners

Expedited approval was given to have the chimneys at both locations repointed by Lee and Bill Broyles using the appropriate lime mortar and old brick.

Item IV: Property Designation Committee Update:

Nita VanTil reported that at their last meeting the group reviewed the current handbook and property binders located at Town Hall.

Nita VanTil announced that Geoffrey Hoare agreed to serve on the Property Designation Committee and requested that a motion be made to approve his appointment to the PDC.

Motion: Marcy Hawley made a motion, seconded by Rebecca Moss, to approve the appointment of Geoffrey Hoare to the Property Designation Committee as presented. Motion passed unanimously.

Item V: Demolition by Neglect Update:

The DBN list was shared and Rebecca Moss verified that addresses marked “done” can be removed from the list. There was discussion of re-evaluating 200 W Main.

Item VI: Commissioners Comments:

There was a brief discussion about who enforces the guidelines. Face-to-face conversations between merchants and Commissioners is a good way to start the conversations and often is enough to correct the violation.

Nita VanTil will share the presentations and recording from the recent CLG training. The Chattanooga Historic Committee has been updating their guidelines and shared some of their correspondence they used with patrons to make sure there is open communication and clear guidelines.

Item VII: Approval of Minutes: June 26, 2025

Motion: Michael Kieta made a motion, seconded by Herman Jenkins, to approve the June 26, 2025 minutes as presented. Motion passed unanimously.

Vice Chair Nita VanTil adjourned the meeting.

JONESBOROUGH PLANNING COMMISSION

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

June 17, 2025 – 6:00 PM

MINUTES

The Jonesborough Planning Commission met in a regular meeting on Tuesday, June 17, 2025, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

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

Staff Present: Glenn Rosenoff, Brandi Miller, Kevin Fair

Others Present: Micah Thomasson, Vicky Laxton Weil, Mark Siele, Sue Hammersmith

1. Public Comments: No Comments

2. Approval of Minutes – May 20, 2025

Motion: Bill Graham made a motion, seconded by Darrell Fowler, to approve the May 20, 2025, minutes as presented. Motion carried unanimously.

3. Waive the Agenda - Chairman, Tom Foster, requested a motion to add the Eldridge Subdivision Lots 4-7 plat for final approval to the agenda.

Motion: Robin Harpe made a motion, seconded by Jim Rhein, to waive the agenda to add the Eldridge Subdivision Lots 4-7 final plat approval. Motion carried unanimously.

4. Eldridge Subdivision Lots 4-7 Final Plat

The request is for final plat approval of the Eldridge Subdivision Lots 4-7 containing 4 lots, totaling 16.57 acres and located on Headtown Road and John France Road. The subject property is further described on Washington County Tax Map 44, Parcel 27.01. The owner is Eldridge Community Property Trust, and the surveyor is Gary Waddell, Benchmark Design. The subdivision plan met the minimum lot size requirement as per the Zoning Ordinance and met the minimum requirements of the Subdivision Regulations. All required certifications had been acquired for the final plat. Staff recommended approval.

Motion Terry Countermine made a motion, seconded by Frank Collins, to approve the final plat for the Eldridge Subdivision Lots 4-7 as presented. Motion carried unanimously.

5. Request Approval of Seile Subdivision Final Plat

Requested final plat approval of the Siele Subdivision, containing 4 lots, totaling 4.314 acres, and located with Jonesborough's Planning Region at the intersection of Creasy Creek Road and Sand Valley Road. The subject property is further described on Washington County Tax Map 67, Parcel 15.05. The owner is Mark Siele, and the surveyor is Ty LaRue. The subdivision plan met the minimum lot size requirement as per county

zoning and met the minimum requirements of the Subdivision Regulations. All required certifications had been acquired for the final plat. Staff recommended approval.

Motion: Bill Graham made a motion, seconded by Richie Hayward, to approve the final plat for Siele Subdivision as presented. Motion carried unanimously.

6. Request Approval of Hairetown Estates Final Plat

Requested final plat approval of the Hairetown Estates, containing 26 lots, totaling 23.34 acres, and located with Jonesborough's Planning Region on Hairetown Road. The subject property is further described on Washington County Tax Map 51, Parcel 41.00. A total of .22 miles of new road was completed and named Tortoise Way. The owner is Wolfe Development GP, and the surveyor is McCoy Surveying. The subdivision plan met the minimum lot size requirement as per county zoning and met the minimum requirements of the Subdivision Regulations. All required certifications had been acquired for the final plat. Staff recommended approval.

Motion: Bill Graham made a motion, seconded by Josh Conger, to approve the final plat for Hairetown Estates as presented. Motion carried unanimously.

7. Request for Release of Irrevocable Letter of Credit for Skyline Landing

An Irrevocable Letter of Credit #520 was issued for the Skyline Landing residential development project located off Skyline Drive. The site was inspected by Building Inspector, Kevin Fair, and Engineer, Todd Wood, on June 10, 2025, and both found the erosion and sediment, storm drain system, and stormwater management system to be installed per plans. The total security bond was \$142,000.00. Mr. Fair recommended the release of the release of the Irrevocable Letter of Credit.

Motion: Jim Rhein made a motion, seconded by Robin Harpe, to approve the release of the Irrevocable Letter of Credit #520 for Skyline Landing residential development off Skyline in the amount of \$142,000.00 as presented. Motion carried unanimously.

8. Request for approval of the Thomasson Annexation located on Shell Road

The Town has received a written annexation request from property owner Micah Thomasson. The subject property is located off Shell Road and is further described on Washington County Tax Map 59, Parcel 219.01. The request is to annex approximately 5.47 acres. The request includes zoning the tract of land to R-1 (low density) Residential District. The Plan of Services known as the "Micah Thomasson Shell Road Annexation" reflects that all town services are available to the subject tract at the time of annexation. Future development of the tract would need to coordinate with the Town's development services and meet the Town's development regulations and standards. This annexation process does not constitute the approval of any future development plans that may or may not require infrastructure improvements to be made by the Town or Owner/Developer, only that town services are available to the subject tract.

Motion: Terry Countermine made a motion, seconded by Josh Conger, to approve the Plan of Services as presented. Motion carried unanimously.

Motion Bill Graham made a motion, seconded by Robin Harpe, to recommend to the BMA the Resolution annexing, by request, property owned by Micah Thomasson, identified as Parcel 219.01 on Washington County Tax Map 59, located off Shell Road. Motion carried unanimously.

Motion: Jim Rhein made a motion, seconded by Richie Hayward, to recommend to the BMA the Ordinance zoning the property R-1 (Low Density) Residential District. Motion carried unanimously.

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

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

Consent Agenda

DATE: August 18, 2025 **AGENDA ITEM #:** 6

SUBJECT: Supervisor Reports

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

**TOWN OF JONESBOROUGH
2025 BUILDING PERMITS**

	DATE	OWNER	ADDRESS	CONSTRUCTION	COST	FEE
JULY						
	7/7/25	Dimension Const. (Zaxby's)	1498 East Jackson Blvd	New Restaurant	1,960,000.00	16,660.00
	7/7/25	Bojangles	1196 East Jackson Blvd	HVAC Units	16,583.66	140.96
	7/9/25	Jason Day	645 East Main St	Grading Permit	400,000.00	250.00
	7/9/25	Blue Ridge Development	147 Anderson Rd	Screen Porch Addition	15,000.00	255.00
	7/14/25	Melissa Phillips	214 Scott Lane	Deck	9,400.00	79.90
	7/15/25	Superior Home Improvement	1124 Lemongrass Lane	Interior Renovation	30,500.00	259.25
	7/15/25	Shad Freck	1150 Meadow Creek Lane	Deck/Screen Porch	35,000.00	297.50
	7/18/25	Main Street Catering	216 Spring Street	New Kitchen Hood	7,200.00	61.20
	7/25/25	Re Do Homes	143 North Lincoln Ave	Full Home Renovation	142,000.00	1,207.00
	7/28/25	Starbucks	1504 East Jackson Blvd	Sign	21,498.00	752.43
	7/28/25	Southern Highlands Title & Escrow	132 Boone Street	Sign	400.00	14.00
	7/28/25	Jean Moore	311 Spring Street	Covered Back Deck	22,500.00	191.25
	7/28/25	Steve Huff Plumbing	107-1/2 South Third Ave	Plumbing-new waterlines	9,997.00	84.97
	7/28/25	Jody Beckett	213 Woodrow Ave	Renovation	70,900.00	602.65
	7/28/25	Zachary Jenkins	103 Sevier Ave	New Front Porch w/roof	15,000.00	127.50
	7/30/25	Randi Wood	805 Haws Drive	Accessory Building	1,500.00	25.50
	7/30/25	Tim Royston	24 Lorena Lane	Windows - Basement Wall	1,000.00	17.00
	7/31/25	Robert Staple	412 West Main St	Ditch to move electric underground	500.00	100.00
				TOTAL	2,758,978.66	21,126.11

2025 BUILDING PERMITS REPORT

	# PERMITS	AMOUNT	FEES	NEW HOUSES	COMMERCIAL	RENOVATIONS PLUMBING MECHANICAL MISCELLANEOUS	ADDITIONS	SIGNS
January	33	6,498,570.94	55,963.25	23	1	6	1	2
February	8	1,820,062.31	16,087.09	1	3	3	0	1
March	13	1,608,839.08	13,717.34	2	7	3	1	0
April	13	1,478,238.21	12,799.09	2	2	8	0	1
May	13	1,493,560.00	13,318.10	4	0	7	0	2
June	15	1,492,616.81	13,312.24	5	0	6	4	0
July	18	2,758,978.66	21,126.11	0	3	13	0	2
August								
September								
October								
November								
December								
TOTALS	113	\$17,150,866.01	\$146,323.22	37	16	46	6	8

Monthly Total Year-To-Date

New House Permits	0.00	\$10,060,681.00
New House Permit Fees	0.00	\$85,817.28
Commercial Permits	2,005,681.66	\$5,607,905.42
Commercial Permit Fees	17,628.59	\$48,867.65
Renovations, Additions Permits	753,297.00	\$1,482,279.59
Renovations, Additions Permit Fees	3,497.52	\$11,638.29

JONESBOROUGH BUILDING PERMITS

COMPARISON SHEET

YEAR - 2024				YEAR - 2025			
MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE	MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE
January	9	2,995,200.00	16,743.60	January	33	6,498,570.94	55,963.25
February	7	481,740.74	2,392.01	February	8	1,820,062.31	16,087.09
March	9	4,515,000.00	24,832.50	March	13	1,608,839.08	13,717.34
April	16	2,595,000.00	14,484.50	April	13	1,478,238.21	12,799.09
May	18	3,010,015.00	16,912.47	May	13	1,493,560.00	13,318.10
June	18	3,181,275.00	17,998.04	June	15	1,492,616.81	13,312.24
July	38	7,507,021.00	41,348.32	July	18	2,758,978.66	21,126.11
August	46	9,561,667.00	52,790.70	August			
September	22	2,892,193.61	21,984.41	September			
October	30	4,352,014.18	37,412.65	October			
November	14	2,955,900.00	25,125.15	November			
December	19	2,915,000.00	25,477.50	December			
TOTALS	246	\$46,962,026.53	\$297,501.85	TOTALS	113	\$17,150,866.01	\$146,323.22

Fire - Incident Types

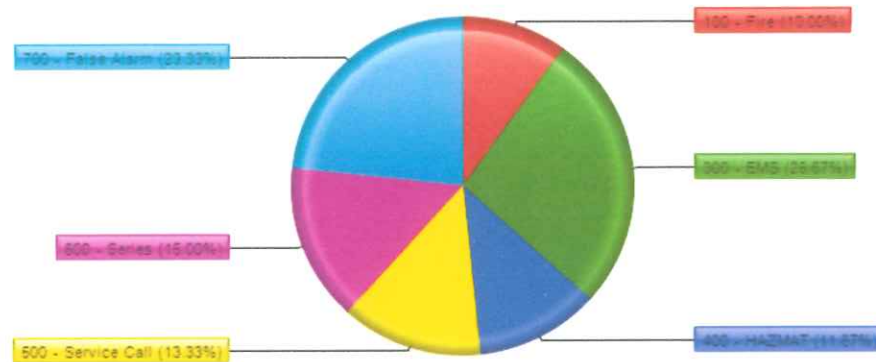
Date: Friday, August 1, 2025
Time: 8:55:40 AM

Alarm Date between 2025-07-01

and 2025-08-01

Fire Incident Type Breakdown

Incident Type Group	
100 - Fire	6
300 - EMS	16
400 - HAZMAT	7
500 - Service Call	8
600 - Series	9
700 - False Alarm	14
	60



Incident List by Alarm Date/Time

Incident Number	Alarm Date	Alarm Time	Location	Incident Type Code	Incident Type	NFIRS Number
25117817	7/2/2025 10:37:46 AM	10:37 AM	166 OLD TURNPIKE RD	600	Good intent call, other	0000350
25118039	7/2/2025 4:10:41 PM	4:10 PM	111 W MAIN ST	745	Alarm system activation, no fire - unintentional	0000351
25118443	7/3/2025 9:15:10 AM	9:15 AM	122 TIPTON RD	311	Medical assist, assist EMS crew	0000352
25118588	7/3/2025 12:29:33 PM	12:29 PM	122 TIPTON RD	311	Medical assist, assist EMS crew	0000354
25118780	7/3/2025 5:44:19 PM	5:44 PM	125 MAGNOLIA RIDGE DR	745	Alarm system activation, no fire - unintentional	0000356
25119152	7/4/2025 10:44:24 AM	10:44 AM	N SECOND AVE	422	Chemical spill or leak	0000357
25119816	7/5/2025 5:28:39 AM	5:28 AM	1600 BOONES CREEK RD	131	Passenger vehicle fire	0000358
25120128	7/5/2025 5:46:59 PM	5:46 PM	520 MEADOW BROOK AVE	542	Animal rescue	0000359
25120817	7/6/2025 2:58:39 PM	2:58 PM	105 ANDREW JACKSON AVE	542	Animal rescue	0000360
25120889	7/6/2025 4:20:19 PM	4:20 PM	126 BERRY RIDGE RD	445	Arcing, shorted electrical equipment	0000361
25120937	7/6/2025 5:19:12 PM	5:19 PM	1523 PERSIMMON RIDGE RD	311	Medical assist, assist EMS crew	0000362
25120999	7/6/2025 6:46:48 PM	6:46 PM	140 HEATHER VIEW DR	745	Alarm system activation, no fire - unintentional	0000363
25121219	7/7/2025 1:51:56 AM	1:51 AM	307 GRANDVIEW DR	441	Heat from short circuit (wiring), defective/worn	0000365
25121806	7/8/2025 1:08:05 AM	1:08 AM	905 E MAIN ST	744	Detector activation, no fire - unintentional	0000366
25122058	7/8/2025 1:27:55 PM	1:27 PM	351 BUGABOO SPRINGS RD	745	Alarm system activation, no fire - unintentional	0000368
25122064	7/8/2025 1:39:57 PM	1:39 PM	667 OLD EMBREEVILLE RD	142	Brush or brush-and-grass mixture fire	0000367
25122818	7/9/2025 4:59:44 PM	4:59 PM	933 PAMPAS DR	611	Dispatched & canceled en route	0000369
25123195	7/10/2025 9:57:32 AM	9:57 AM	CONKLIN RD	322	Motor vehicle accident with injuries	0000370
25123201	7/10/2025 10:10:39 AM	10:10 AM	248 WILLIAM BEAN LP	412	Gas leak (natural gas or LPG)	0000371
25124112	7/11/2025 4:43:42 PM	4:43 PM	1006 SHAMROCK DR	311	Medical assist, assist EMS crew	0000372
25124753	7/12/2025 5:28:53 PM	5:28 PM	3832 W MARKET ST	324	Motor vehicle accident with no injuries.	0000373
25124829	7/12/2025 8:04:07 PM	8:04 PM	111 E MAIN ST	412	Gas leak (natural gas or LPG)	0000374
25124859	7/12/2025 8:52:20 PM	8:52 PM	618 WASHINGTON COLLEGE RD	111	Building fire	0000375
25126521	7/15/2025 12:15:38 PM	12:15 PM	254 MALONE HOLLOW RD	611	Dispatched & canceled en route	0000376
25126778	7/15/2025 7:03:55 PM	7:03 PM	W COLLEGE ST	142	Brush or brush-and-grass mixture fire	0000377
25126862	7/15/2025 9:18:36 PM	9:18 PM	206 W COLLEGE ST	131	Passenger vehicle fire	0000378
25127525	7/16/2025 9:05:12 PM	9:05 PM	200 TAYLOR BRIDGE RD	611	Dispatched & canceled en route	0000379
25128207	7/17/2025 9:14:44 PM	9:14 PM	141 BOONE ST #1	324	Motor vehicle accident with no injuries.	0000380
25128680	7/18/2025 2:41:49 PM	2:41 PM	305 S CHEROKEE ST	553	Public service	0000381
25128743	7/18/2025 4:29:23 PM	4:29 PM	288 MULBERRY BND	553	Public service	0000382

25129076	7/19/2025 7:08:53 AM	7:08 AM	1985 CARROLL CREEK RD	745	Alarm system activation, no fire - unintentional	0000383
25129198	7/19/2025 12:44:26 PM	12:44 PM	1228 LEMONGRASS DR	311	Medical assist, assist EMS crew	0000384
25129232	7/19/2025 2:12:15 PM	2:12 PM	307 E MAIN ST	745	Alarm system activation, no fire - unintentional	0000385
25129437	7/19/2025 9:13:00 PM	9:13 PM	1501 RIDGES CLUB DR	745	Alarm system activation, no fire - unintentional	0000386
25129904	7/20/2025 3:49:44 PM	3:49 PM	506 BOONES CREEK RD	413	Oil or other combustible liquid spill	0000387
25130178	7/21/2025 2:17:21 AM	2:17 AM	176 ANDERSON RD	622	No incident found on arrival at dispatch address	0000388
25130230	7/21/2025 6:43:34 AM	6:43 AM	176 ANDERSON RD	735	Alarm system sounded due to malfunction	0000389
25131005	7/22/2025 9:00:09 AM	9:00 AM	551 MIDDAYS RST	553	Public service	0000391
25131098	7/22/2025 11:44:19 AM	11:44 AM	500 FOREST DR #1	733	Smoke detector activation due to malfunction	0000392
25131410	7/22/2025 8:40:16 PM	8:40 PM	179 TOWN AND COUNTRY DR	611	Dispatched & canceled en route	0000393
25131650	7/23/2025 7:41:06 AM	7:41 AM	185 QUAIL RIDGE WAY	746	Carbon monoxide detector activation, no CO	0000394
25131887	7/23/2025 1:57:37 PM	1:57 PM	193 CLYDE MILLER DR	550	Public service assistance, other	0000395
25131938	7/23/2025 3:14:22 PM	3:14 PM	232 CHIMNEY TOP LN	311	Medical assist, assist EMS crew	0000396
25132298	7/24/2025 6:16:06 AM	6:16 AM	2185 DRY CREEK RD	121	Fire in mobile home used as fixed residence	0000397
25132308	7/24/2025 6:48:34 AM	6:48 AM	915 W MAIN ST	322	Motor vehicle accident with injuries	0000398
25132474	7/24/2025 11:43:12 AM	11:43 AM	107 TELFORD RD	440	Electrical wiring/equipment problem, other	0000399
25132564	7/24/2025 2:13:18 PM	2:13 PM	122 TIPTON RD	320	Emergency medical service incident, other	0000400
25132727	7/24/2025 6:55:55 PM	6:55 PM	119 N LINCOLN AVE	743	Smoke detector activation, no fire - unintentional	0000401
25132730	7/24/2025 6:59:36 PM	6:59 PM	122 TIPTON RD	311	Medical assist, assist EMS crew	0000402
25132830	7/24/2025 10:24:49 PM	10:24 PM	314 S CHEROKEE ST	600	Good intent call, other	0000403
25133157	7/25/2025 12:50:02 PM	12:50 PM	231 DOROTHY CR	611	Dispatched & canceled en route	0000404
25133751	7/26/2025 8:42:06 AM	8:42 AM	136 SANDERS RD	733	Smoke detector activation due to malfunction	0000405
25134542	7/27/2025 12:39:57 PM	12:39 PM	114 W JACKSON BL	311	Medical assist, assist EMS crew	0000406
25135520	7/28/2025 7:49:00 PM	7:49 PM	207 HARTSELL RD	600	Good intent call, other	0000407
25135537	7/28/2025 8:10:43 PM	8:10 PM	695 BACON BRANCH RD	322	Motor vehicle accident with injuries	0000408
25136690	7/30/2025 11:10:53 AM	11:10 AM	452 HEADTOWN RD	553	Public service	0000409
25136823	7/30/2025 2:02:38 PM	2:02 PM	1652 E JACKSON BL	322	Motor vehicle accident with injuries	0000410
25137413	7/31/2025 10:10:39 AM	10:10 AM	126 Mountain Creek CT	553	Public service	0000411
25137860	7/31/2025 10:17:58 PM	10:17 PM	437 MIZPAH HILLS DR	733	Smoke detector activation due to malfunction	0000412
25137888	7/31/2025 10:55:47 PM	10:55 PM	151 VALLEY DR	311	Medical assist, assist EMS crew	0000413

Total Calls by District

District	2025-07-01	Total
County	28	28
City	29	29
Inside City of Johnson City	3	3
Total	60	60

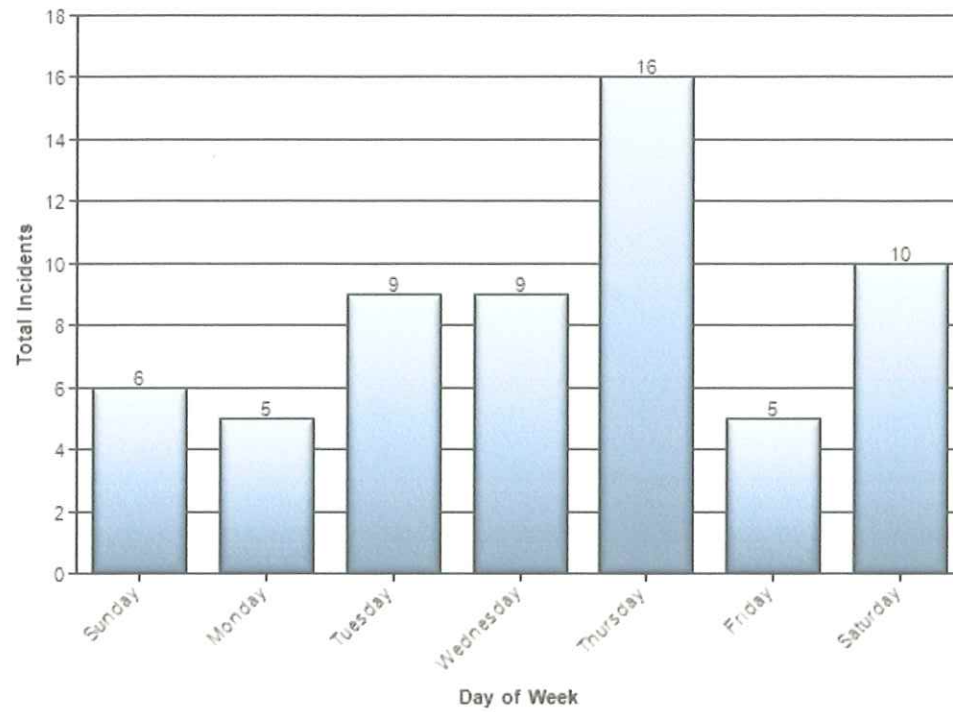
District	Incident Type Code	Alarm Date	Incident Number	NFIRS Number	Addresses Combined More
City					
	131				
		7/15/2025 9:18:36 PM	25126862	0000378	206 W COLLEGE ST
	142				
		7/15/2025 7:03:55 PM	25126778	0000377	W COLLEGE ST
	311				
		7/6/2025 5:19:12 PM	25120937	0000362	1523 PERSIMMON RIDGE RD
		7/11/2025 4:43:42 PM	25124112	0000372	1006 SHAMROCK DR
		7/23/2025 3:14:22 PM	25131938	0000396	232 CHIMNEY TOP LN
		7/27/2025 12:39:57 PM	25134542	0000406	114 W JACKSON BL
		7/19/2025 12:44:26 PM	25129198	0000384	1228 LEMONGRASS DR
	322				
		7/24/2025 6:48:34 AM	25132308	0000398	915 W MAIN ST
		7/30/2025 2:02:38 PM	25136823	0000410	1652 E JACKSON BL
	324				
		7/17/2025 9:14:44 PM	25128207	0000380	141 BOONE ST #1
	412				
		7/10/2025 10:10:39 AM	25123201	0000371	248 WILLIAM BEAN LP
		7/12/2025 8:04:07 PM	25124829	0000374	111 E MAIN ST
	413				
		7/20/2025 3:49:44 PM	25129904	0000387	506 BOONES CREEK RD
	422				
		7/4/2025 10:44:24 AM	25119152	0000357	N SECOND AVE
	441				
		7/7/2025 1:51:56 AM	25121219	0000365	307 GRANDVIEW DR

	542				
		7/5/2025 5:46:59 PM	25120128	0000359	520 MEADOW BROOK AVE
		7/6/2025 2:58:39 PM	25120817	0000360	105 ANDREW JACKSON AVE
	543				
		7/18/2025 2:41:49 PM	25128680	0000381	305 S CHEROKEE ST
		7/31/2025 10:10:39 AM	25137413	0000411	126 Mountain Creek CT
		7/22/2025 9:00:09 AM	25131005	0000391	551 MIDDAYS RST
	600				
		7/24/2025 10:24:49 PM	25132830	0000403	314 S CHEROKEE ST
	611				
		7/9/2025 4:59:44 PM	25122818	0000369	933 PAMPAS DR
	622				
		7/21/2025 2:17:21 AM	25130178	0000388	176 ANDERSON RD
	733				
		7/22/2025 11:44:19 AM	25131098	0000392	500 FOREST DR #1
	735				
		7/21/2025 6:43:34 AM	25130230	0000389	176 ANDERSON RD
	743				
		7/24/2025 6:55:55 PM	25132727	0000401	119 N LINCOLN AVE
	744				
		7/8/2025 1:08:05 AM	25121806	0000366	905 E MAIN ST
	745				
		7/2/2025 4:10:41 PM	25118039	0000351	111 W MAIN ST
		7/19/2025 2:12:15 PM	25129232	0000385	307 E MAIN ST
County					
	111				
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	121				

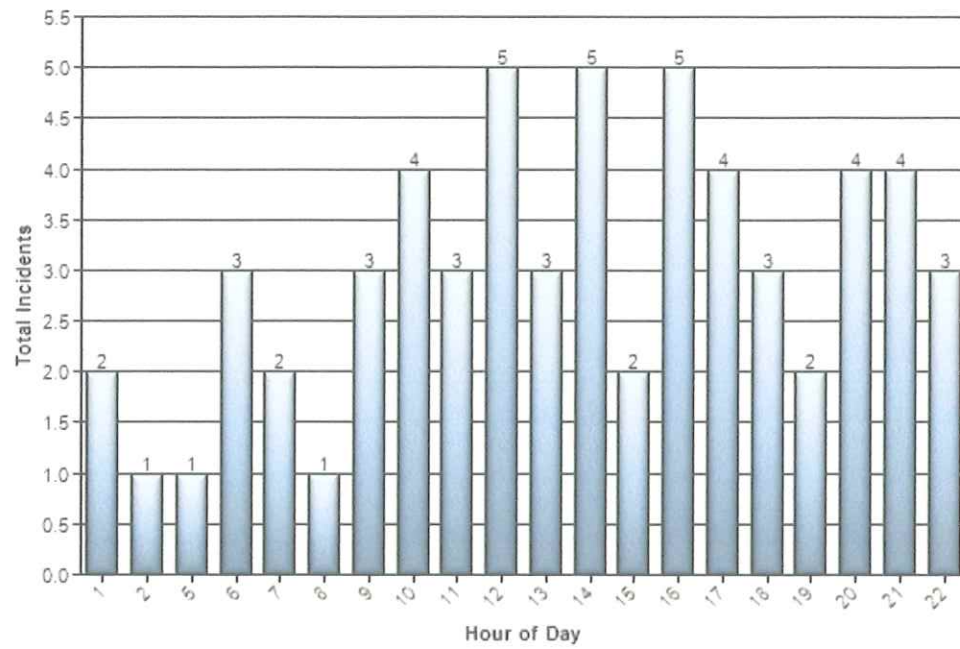
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	131				
		7/5/2025 5:28:39 AM	25119816	0000358	1600 BOONES CREEK RD
	132				
		7/8/2025 1:39:57 PM	25122064	0000367	667 OLD EMBREEVILLE RD
	153				
		7/3/2025 9:15:10 AM	25118443	0000352	122 TIPTON RD
		7/3/2025 12:29:33 PM	25118588	0000354	122 TIPTON RD
		7/24/2025 6:59:36 PM	25132730	0000402	122 TIPTON RD
		7/31/2025 10:55:47 PM	25137888	0000413	151 VALLEY DR
	320				
		7/24/2025 2:13:18 PM	25132564	0000400	122 TIPTON RD
	322				
		7/10/2025 9:57:32 AM	25123195	0000370	CONKLIN RD
		7/28/2025 8:10:43 PM	25135537	0000408	695 BACON BRANCH RD
	324				
		7/12/2025 5:28:53 PM	25124753	0000373	3832 W MARKET ST
	440				
		7/24/2025 11:43:12 AM	25132474	0000399	107 TELFORD RD
	455				
		7/6/2025 4:20:19 PM	25120889	0000361	126 BERRY RIDGE RD
	550				
		7/23/2025 1:57:37 PM	25131887	0000395	193 CLYDE MILLER DR
	553				
		7/30/2025 11:10:53 AM	25136690	0000409	452 HEADTOWN RD
		7/18/2025 4:29:23 PM	25128743	0000382	288 MULBERRY BND
	600				
		7/2/2025	25117817	0000350	166 OLD TURNPIKE RD

		10:37:46 AM			
		7/28/2025 7:49:00 PM	25135520	0000407	207 HARTSELL RD
	611				
		7/22/2025 8:40:16 PM	25131410	0000393	179 TOWN AND COUNTRY DR
		7/25/2025 12:50:02 PM	25133157	0000404	231 DOROTHY CR
		7/15/2025 12:15:38 PM	25126521	0000376	254 MALONE HOLLOW RD
		7/16/2025 9:05:12 PM	25127525	0000379	200 TAYLOR BRIDGE RD
	733				
		7/26/2025 8:42:06 AM	25133751	0000405	136 SANDERS RD
		7/31/2025 10:17:58 PM	25137860	0000412	437 MIZPAH HILLS DR
	745				
		7/6/2025 6:46:48 PM	25120999	0000363	140 HEATHER VIEW DR
		7/8/2025 1:27:55 PM	25122058	0000368	351 BUGABOO SPRINGS RD
		7/19/2025 7:08:53 AM	25129076	0000383	1985 CARROLL CREEK RD
Inside City of Johnson City					
	745				
		7/3/2025 5:44:19 PM	25118780	0000356	125 MAGNOLIA RIDGE DR
		7/19/2025 9:13:00 PM	25129437	0000386	1501 RIDGES CLUB DR
	746				
		7/23/2025 7:41:06 AM	25131650	0000394	185 QUAIL RIDGE WAY

Monthly Breakdown of Incidents



Hourly Breakdown of Incidents



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

JBO Days – Our team at the McKinney Center once again participated in Jonesborough Days. Leading up to the event we attended JBO Days planning meetings. Martha took lead on the parade float design and décor. Anne took the lead on arranging Doc's Front Porch with the Jackson Theatre. Skye and Martha planned the children's craft in "Patriot Park." We all worked shifts during the two-day festival creating a craft with children. We enjoyed being in Jimmy Neil Smith Park due to the shade. It was still extremely hot during the event, but the shade helped a great deal. We also had several volunteers that helped.

Can't Get Away with It, Original Play by Anne Mason – Anne's original play was a tremendous success. We have two sold out shows and the other shows were highly attended. It took all our staff and many volunteers over two weekends to pull off this production. There is a great deal of planning prior to the show, which is a team effort. Press releases, posters, social media, flyers, programs, billboards, ads, etc. Anne did an excellent job writing and producing the play and raising sponsorships for the play. Skye did a fantastic job with the marketing graphics. We planned a wonderful opening gala. I secured the food. We all helped set up and worked on the open show and gala. For every show we had at least two staff present and several volunteers. Everyone helped check in guests, ushers, sweep the floors in between shows, clean restrooms, take out trash, etc. I heard a lot of valuable feedback. We feel it was a success.

Chasidy Hathorn Exhibition – The exhibition opening on July 17th was well attended. The art is exceptional. The night of the opening, Chasidy provided several small works of art to those who donated \$25 to the McKinney Center which was extremely generous. The exhibit will be up until August 15.

Fall 2025 – Registrations for fall semester is going very well. The early bird deadline is Saturday, August 9 and the deadline is Saturday, August 16. We have written press releases. I have done interviews with Dave Light's radio show, Daytime Tri-Cities, and will be on WJHL's morning show on Friday, August 8. I secured 4 digital billboards for classes. Skye has done all the social media advertising. The Marketing Team shares our registration information on other town pages as well.

All our staff attended a public-school open house. We also had several volunteers that also staffed open houses where we gave out catalogs. Staff have counted catalogs to take to private schools. School flyers have gone to Washington County Schools and Johnson City Schools.

I also secured a Washington County school bus graphic for advertisement.

So far this semester we have 123 registrations, and 9 classes have made (8/5/2025). Last year, on August 5, 2024 we had 99 registrations, and 6 classes have made. Two classes already have a wait list.

During this time, we have a lot of calls and walk-in's about registering for classes. We also do a lot of behind-the-scenes functions for classes. I put together the class budgets, teacher salaries, and supply budgets. Bre puts the contracts together using that information. I double check the information, and we turn those into town hall for teachers to receive their payments each month.

Fall Market – This event will be August 23rd. We have received several submissions for the fall market. During the month, I have also corresponded with several of the applicants regarding questions and accessibility issues. We have done considerable social media marketing for the event. We will be putting ads in the paper, and I am working on securing digital billboards. This month I notified all the artists via email if they were juried into the show, or not. I also provided them with their general locations and began planning the layout of the event. We will have Fred Collins who owns Sista Bigfoot BBQ as our main food vendor. We will have one sweet treat truck and an ice cream truck as well.

Indelible Appalachians – We now have this film scheduled for September 4, 2025. This is the film that Alderman Dickson worked on and is featured in. We are excited to get this scheduled at the McKinney Center and hope to have a, talk back, session after the viewing. Skye created a beautiful poster, and we have sent that out. We have also sent out the press release and a request for TV and radio appearances. I have been corresponding with the film director about the event and planning details.

250th Semi quincentennial – Tennessee, Voices and Volunteers – After the meeting I sent out an email to all the participants asking for their program dates and times. I have not had much response from the other organizations. Anne is working on an original play for 2026 which all our staff will assist.

BTW Tour – Martha Blaser has been conducting research and listening to stories from Booker T. Washington Alumni. From this information she has written a tour script of the building. The tour will include history of the building construction, use, personal stories directly from alumni, how the building was preserved, and its current use. We are currently in the editing phase of the script. Martha has given the script to our advisory committee members and a few alumni to review. We hope to announce a launch date soon.

BTW Exhibition – Nori Shaw and Skye have been working on an exhibition of stories and portraits of our Booker T. Washington Alumni. Nori has worked tirelessly getting interviews with alumni and descendants of alumni to make this exhibition happen. Skye has taken videos of the interviews and taken portrait photographs of individuals. Again, we hope to announce an opening date for this exhibition soon.

Budget, Building, and Grounds – This month I ordered signs for the Broyles/Engel Property. Rick, Ron, and I installed several, "No Trespassing," and "No Parking," signs on the building. This seems to have solved the issue of neighbors parking on the property. I have ordered and

received more signs for the property that are a bit more decorative, and I will order two more for the barn as we have seen neighbors disposing of compost in the barn.

Anne and I will be working on a Capital Improvements Grant for window replacement provided by the Tennessee State Museum. Anne is also working on a grant for the 250th to fund a community play.

I ordered a new tent canopy for our outreach tent, receipt books, and new lamps for our stage lights. I ordered several items for the play including benches, costume pieces, etc.

I turned in the invoice to Jenny Phillips, the WIOA Youth Specialist, for the temporary positions which should be \$7,198.38.

We unfortunately, discovered some security weaknesses at the McKinney Center which has resulted in the purchase of a safe and security camera for my office. I have spoken with Fleenor Alarm system about adding cameras to our current system. I have spoken with Rick and Janet about options for an office door slot deposit box. We have also revised our systems for petty cash and deposits to ensure security.

Other Tasks:

- Prepare agenda and preside over Weekly Staff Meetings.
- Prepare agenda and preside over Advisory Committee Meeting.
- Attend Main Street meeting.
- Attend a JAMSA meeting.
- Attended Director's meeting.
- Attend monthly meetings with the Marketing Team and prepare the agenda.
- Prepared and coded invoices.
- Sent Sheri and Gina Course Storm deposit information from classes.
- Communicating with instructors about classes, promoting classes, etc.
- Coded invoices and receipts
- Assisted Main Street Catering with a lost check/payment.
- Assisted ETSU with a pottery equipment request.
- Reviewed Grant Applications for Skye (Kiwanis International) and Anne (TN Arts Commission)
- I revised the budget for the Berea College Grant we received. We did not receive the full amount requested.
- Corresponded with an artist regarding a painting they wish to donate for a raffle or silent auction.
- Assisted pottery camp students/parents as they picked up their finished work.
- I visited a neighbor artist who had material to donate.
- Attended a TSM Capital and Maintenance Grant Webinar

- Filled out survey for upcoming MTAS training.
- Worked with Sharp to resolve an Outlook calendar issue for Nori and Martha
- Met with Sharp about moving equipment for security reasons.
- Called Fleenor Alarm about adding a hard-wired camera system to our security system.
- Provided HR with MKC AC member names for a title VI application.

July 2025 Monthly Report, Skye McFarland

Outreach July has been a busy month for us on social media, and it has shown with our reach. We have run ads this month for the “Can’t Get Away With This” play, ran an ad on StoryTown Radio Show’s page for the radio show, and we are currently running an ad for the Fall Semester on the McKinney Center’s page. Even without the ads, our social media has been good and I believe this is from the activity of so much going on in addition to our continual posting of the “Living Here” portraits from last year’s exhibition. One of our recent portrait posts has received 254 likes and 29 comments, which is a large amount for one of our posts. Our in-person outreach has included Jonesborough Days and the Farmer’s Market. We will also attend the Teacher’s In-Service day next week, which will add a few more to our month’s numbers. We also were in the Jonesborough Days Parade and got an honorable mention for our float. For all of this I worked to post daily about upcoming events, made schedules to post for the Fall semester as well as the upcoming McKinney Center Fall Market in August. I created the ads, scheduled posts for when I would not be in the office, worked with Martha Blaser to prepare for Jonesborough Days. Martha ran the farmer’s market craft and I organized for a volunteer to help her.

Facebook- Page Follows: 5,645

New Page Follows: 93

Instagram- Followers: 2,094

Reach: 10,256

YouTube- Subscribers: 276

Watch Time: 26.5

New Subscribers: 5

Event	Number	Digital	Paper	
Jonesborough Days	350			
Farmers Market	95			
Facebook Ads Outreach		12,635		
Other Facebook Outreach		86,721		
YouTube Views		565		
Instagram Accounts Reached		10,256		
Catalogs			300	
Teacher Assembly				
Flyers			40	
	445	110,177	340	110962

Volunteers This month we have had volunteer help with Jonesborough Days, wine donations, soda donations, help working the play, and volunteers at the StoryTown Radio Show. For these events and for the donations needed, I worked to recruit through emailing the volunteer list. I maintained contact with volunteers who signed up to help and directed them with specific instructions as we approached the events they signed up to help with. Other volunteer hours include the StoryTown Radio show, the play, and the Story Brigade.

	McKinney	StoryTown	Total
January	14	152	166
February	14	102	116
March	20	128.5	148.5
April	51.5	3	54.5
May	40	342	382
June	53	376	429
July	62		62
August			
September			
October			
November			
December			
			1358

Community Engagement This sub-committee met on June 27th on Zoom. We will meet again on July 31st. We will discuss upcoming events, outreach, and past events. For this meeting I took minutes from the last meeting, created an agenda, contacted the members and ran the meeting.

Marketing & Miscellaneous Videos: I created a trailer for the “Can’t Get Away With This” play, took video of Booker T. Alumni interviews, created a slideshow to advertise the Fall semester, and created a video with reviews after opening night of the play to advertise for the next weekend.

Photography: I took a few photos at the opening for Chasidy’s artists exhibition and photos of the Booker T. Alumni interviewees. I also took photos of the play during the Saturday night performance. I edited the play photos, which took an entire day! Kay Grogg will take photos at the radio show and I will edit them.

Graphics: I created graphics for the Artists Exhibition featuring Chasidy Hathorn, an insert for the radio show, all of the July radio show graphics, signs for the play, a graphic for our upcoming film screening “The Indelible Appalachians,” created a gift certificate, and

updated the Halloween Exhibit graphics to do a call for artists. I also created the play program.

Other tasks this month have included moving lights around on the scaffolding for the play, putting up window clings to block light for the play, worked on applying for a grant for outreach funding, ensured we were registered for the UMOJA festival, started plans for the volunteer appreciation event including hiring a musician and ordering decorations, oversaw that flyers were printed for the school to advertise for the Fall, and continued to work with Nori on the Booker T. Washinton Exhibit including a planning meeting.

Breanna Walker-Schadler July Monthly Report- McKinney Center

Classes & Special Events:

We resumed private lessons in the month of July. Jonathan Edens had four students. Roxanne McDaniel had two students. We had 38 student visitors in July. The fall semester will officially begin at the end of August. We are currently ahead on fall registrations compared to last years numbers. We have had five classes make and two classes have a waitlist.

Anne Mason held rehearsals for Can't Get Away with This Monday – Thursday of for the first three weeks in July. She typically had 16 cast and 5 crew members at each rehearsal. We held six performances for Can't Get Away With This. The opening night and gala was sold out. We sold over 480 tickets across the six performances. We hosted Chasidy Hathorn's artist reception on July 24th from 5-7pm and had 37 visitors. We hosted the July radio show production "Kitchen Fails and Culinary Disasters" on July 28th. We sold over 60 tickets and had over 80 visitors including cast and crew. We had 1,322 general visitors in July.

Rentals:

We had 3 rentals in the month of July. A community member rented the center on July 12th for three hours for a price of \$135.00. A nonprofit held a district meeting at the center on July 22nd for a total of \$120.00. The Washington Co. Department of Education held a training session on July 30th in the auditorium and two classrooms. We had 174 rental visitors in July. Total rental income for July was \$255.00. We placed an ad for rentals in the Herald & Tribune's last special edition that is set to release in August.

Front Desk:

I spend my shift at the front desk greeting people and answering the phone. Questions this month were about fall classes, rentals, and "Can't Get Away with This". I communicate with Roger every morning about the set-ups for the building. I continued to train Martha for when I left on leave at the end of the month and had her shadow me at the front desk for a couple of hours a day at the end of the month. Students came to pick up finished artwork from the pottery camps.

MBM Support:

I submitted the July private lesson faculty payments to send to teachers through the mail. Jonathan Edens has 5 students, Roxanne McDaniel has 2 students, and Rheva Myhre does not have any. I spent time updating the July host schedule and making the August host schedule. The hosts were scheduled for the following hours during the month of

July: Kelly – 6.5 hours, Nancy – 4 hours, Robin – 20 hours, Chasity – 8.5 hours, Kay – 10.5 hours, Micah – 21.5 hours, Wayne – 12 hours.

We held the monthly Advisory Committee meeting on July 17th. We went through the agenda. I took notes and prepared the meeting minutes afterward.

In general, I spent time going around the building and cleaning each room. The pottery room sees a lot of use, so things tend to be left around the room. The auditorium closet was cleaned up. We cleaned up the beginning between the major events like the art reception, each play performance, the radio show, and rentals.

Fall classes were released online at the end of June. Our staff worked with Jackson Theatre staff to prepare 2,000 catalogs to pass out at major events, around Jonesborough and Johnson City, and at schools. I have also spent time gathering old registration information, forwarding the new class information to past students. I emailed past scholarship students to make sure they renew their applications if necessary and to go ahead and register for a fall class. I uploaded current students through the end of June to the MBM newsletter list. I printed out the fall flyers to send to the Johnson City schools.

Theresa reviewed the submissions for the fall market in August and touched base with artists. We did have an overflow of artists applying inside 10x10 booths and inside 8 ft tables. We offered those artists to move to outside 10x10 booths. A couple of artists moved outside. Fred Collins will be cooking outside for the fall market.

June was the end of the fiscal year for the town. I spent time going through the rest of the receipts for June and adding them to the 2024-2025 budget. I then spent time getting the budget excel and the budget notebooks ready for the 2025-2026 budget year.

Donations:

We received \$7,125.00 in donations in July.

Martha Blaser – July 2025 Monthly Report – McKinney Center

McKinney Center:

- Front Desk
 - Watched the front desk and assisted visitors as needed
 - Worked with Bre to begin training for their maternity leave
 - Sat with Bre to shadow and help with front desk duties
- Booker T. Washington School Tour
 - Continued to work on research for the BTW School tour
 - Continued incorporating feedback onto new draft
 - Searched external drive for stories about Booker T. alumni
 - Continued working on a binder for my research for staff to use
 - Discussed tour feedback with the Advisory Committee
- Can't Get Away With This
 - Assisted with the preparation for the play
 - Helped to print, fold, and stuff programs
 - Worked on the opening night of 7/18 and the two shows on 7/19
- Fall Classes
 - Printed catalogs at the Jackson Theatre throughout the month
 - Distributed catalogs at outreach events
 - Called several Washington County schools to ask to attend their Open Houses
 - Attended Washington County Schools In-Service Day on 7/29
 - Attended Sulphur Springs Open House on 7/31
- Meetings
 - Attended weekly staff meetings
 - Attended marketing team meeting on 7/25
 - Attended Nori's project meeting on 7/23
 - Attended Advisory Committee meeting on 7/17

Outreach:

- Jonesborough Days
 - Finished preparing for parade and craft
 - Worked Jonesborough Days on 7/4 and 7/5
 - I was in the parade on Friday and helped with the kids' craft on both days
- Farmer's Market
 - Worked the July Farmer's Market on 7/12 with a volunteer
 - Worked to prepare the pinwheel craft
 - Started planning for August Farmer's Market on 8/2

Noriah Shaw, July Monthly Report- McKinney Center

Outreach:

This July, I printed and distributed copies of StoryTown Radio Show posters, posters for our upcoming murder-mystery play, and posters for Chassity Hawthorn's art exhibit in downtown Jonesborough and Johnson City. I also printed many copies of our new fall catalog to be distributed around Jonesborough and Johnson City multiple times throughout the month. Another way I contributed to outreach this Month is by making social media posts. I created and uploaded six social media posts to our StoryTown Facebook and Instagram page, in addition to the posts made by other members of our staff. On the 4th and 5th of July, we participated in Jonesborough Days. During this event, I assisted children in making a craft and was able to share with parents what we do at the McKinney Center. We also passed out catalogs and information about our classes. The last way I contributed to outreach this month was by attending Boones Creek Elementary School's Open house, where I distributed catalogs and spoke to parents and students about the classes we offer at the McKinney Center.

StoryTown:

This month, I produced July's episode of Voices of The Archives. I chose the story to share from our interview archives, and then scripted and recorded audio for the podcast. Another StoryTown project I worked on was the Story Snippet for July's newsletter. I chose a short story to be shared from our interview archives and then touched up the transcription to be read in a story format. The last StoryTown project I took part in was our StoryTown Radio Show. During this July's radio show, I helped with sound effects! I attended the rehearsal for the event and helped with props, set up and sound effects. On the day of, I helped gather supplies and set them up beforehand, as well as placing outdoor signage for the event. Once the radio show started I successfully managed sound effects. After the event ended, I helped take down and clean up. During the month of July, I also hosted three interviews with people who attended or were involved with Booker T. Washington School. These include Maxie Hines, Chuck Pace, and Theodore Gillespie. These interviews are to be shared during the Booker T. Washington Alumni exhibit we're hosting September of 2025.

Meetings:

During the Month of July I attended four weekly staff meetings, two Storytown production meetings, an advisory committee meeting, and two marketing meetings.

Front desk:

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

Special events:

This July, I assisted with the opening reception to our art exhibit with artist Chassity Hawthorn. This involved assisting with set-up beforehand, and greeting guests and distributing catalogs during the event. Another special event that I assisted with was our murder-myster play, titled, "You Can't Get Away with This." During many showings of this play, I assisted with concessions and member benefits. This involved setting up and stocking concessions beforehand, greeting guests, popping popcorn, making change, and cleaning up after each showing. The last event I assisted with this July was our aforementioned monthly Storytown Radio show. I assisted with this event by printing scripts, attending production meetings, attending and assisting with set up for rehearsal, and assisting on the evening of the event itself. During this event, I managed sound effects and assisted with set-up and take-down.

July 2025 Monthly Report, Anne G'Fellers-Mason

Program Manager

StoryTown Radio Show/StoryTown Initiative

We sold/reserved 84 tickets to the June show and got great feedback. We have collected \$3,800 in sponsorships and sold 37 season passes. I'll be meeting soon with the StoryTown Players to plan for the 2026 season. As of this report, we have sold 54 tickets to the July show. We're partnering with Ryan Budds of Trivia with Budds on this show to give it a more gameshow feel, a first for us.

- We received a grant for **\$4,510** from the Tennessee Arts Commission for the Radio Show for fiscal year 2025-2026. I had asked for \$11,400. This is the lowest amount we have ever received for the Radio Show from them. They had more applicants than usual due to other grants being cut or terminated. We can expect more competition going forward and potentially lower amounts.

"Can't Get Away with This"

We sold 278 tickets for the opening weekend, with opening night being completely sold out, and have sold 193 so far for our second weekend. The show has been well received and gotten rave reviews. I plan to work with the Jonesborough Police Department to get Officer Hood's name added to the National Law Enforcement Officers Memorial. He is the only Jonesborough policeman to be killed in the line of duty. We raised \$4,500 in sponsorships/donations for the play.

Story Collecting

The next Listening Day is September 23rd.

- Jimmy Neil Smith Story Collecting – Now that the play is coming to an end, I am setting up interviews and working with ISC to get on the Festival's schedule for this project.

Summer Camp

I submitted an Arts Build Community Grant for the 2026 summer camp.

A Spot On the Hill

I am starting to plan for ASOH 2025, this will be the eleventh year for the cemetery show. I have cleared parking for the actors and guests with First Baptist Church and the Kietas. Show dates are October 10-11 and 17-18.

America's 250th

I will be working with Theresa to prepare a Capital Improvements Grant for window replacement at the McKinney Center. This grant is due by August 25th. I am also working on a Project Support Grant through the TN 250th commission to fund a special community play to be held in February of 2026. The date for that grant is September 15th.

Podcast

We continue to post Voices of the Archive, Director's Cut, and StoryTown Radio Show podcasts every month. We have been making a concerted effort to spread the word about the podcast and bring in new listeners.

Total Downloads: 271 in the last thirty days

Social Media Posts

Facebook last 28 days

Page Followers: 1.6K

Page Following: 457

Most interacted with Post – Boosted ad for July show (17,130 views, 7,843 post reach), CGAWT Cast share with Marcy Hawley and Dana Kehs (3,333 views and 1,872 post reach)

Views: 43,307

New Page Followers: 21

Interactions: 1,361

Shares: 126

Comments: 125

Instagram last 30 days

Followers: 879

Views: 8,372 (54.4% followers, 45.6% non-followers)

Content Interactions: 402

Profile Visits: 115

The CGAWT cast share featuring Stefanie Murphy and Ralph Martin had 598 views.

YouTube last 28 days

Subscribers: 18

Views: 21

Watch Time: 0.3

New Subscribers: 0

Impressions: 277

Numbers for Month

StoryTown Volunteers: 27 (Number of volunteer hours, 100)

CGAWT Play Cast Volunteers: 16 (Number of volunteers hours, 952)

Interactions: Play Rehearsal – 253, June Radio Show – 104, CGAWT Related – 11, CGAWT Opening Weekend – 360, Media – 12, Doc's Front Porch – 435, Marketing Team – 3, Advisory Board – 6, NETMA – 18, JAMSA – 27, StoryTown Production Meeting – 2, Jonesborough Days Meeting - 8, Misc - 3

Total for Month – 1,269



July 2025 Redflex Report

From July 1st through July 31st the traffic cameras registered a total of **(2546)** violations with **(0)** violations remaining for processing. Of the total violations, Redflex and Jonesborough officers rejected **(1024)** resulting in **(650)** violations mailed. The primary reasons for violations being rejected are Plate/Vehicle Obstruction, Glare/Weather Conditions, Incorrect Plate and Extended Vehicle.

The highest number of violations occurred at Jackson at Forrest (Westbound) with **(290)** violations followed by Forrest at Jackson (Southbound) with **(232)** violations.



Jonesborough



DEPARTMENT of PUBLIC SAFETY

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

Jonesborough Department of Public Safety July 2025 Monthly Report

- CITATIONS & ARRESTS**

Offenses	Count
Burglary	1
Larceny/Theft	6
Assault	9
Counterfeiting/Forgery	1
Fraud	3
Embezzlement	1
Vandalism	1
Drug/Narcotic	3
Miscellaneous (TIBRS Group B)	4
Miscellaneous (Department Only)	5
Total:	34

Memos	Count
Accident Report Refusal	1
Assisting Other Agency	4
Community Relations	4
Crisis Intervention Report	2
Event After Action Report	2
Field Interview	5
Found Property	3
K9 Deployment	6
Lost Property	1
Miscellaneous Information	19
No Tow Form	5
Officer Assistance Form	5
Property Damage/Misc	6
Sensitive Information Report	3
Trespass Warning	14
Total:	80

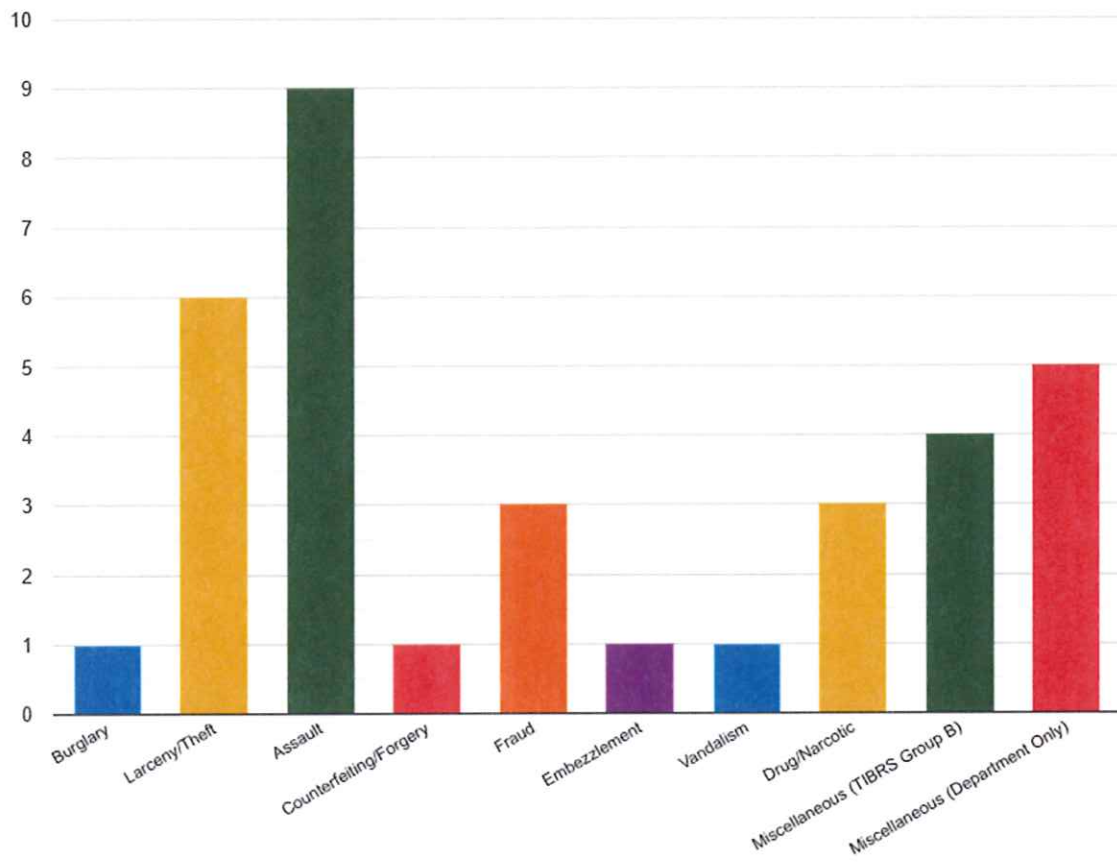
Arrests	Count
Adult (On-View Arrest)	5
Adult (Summoned/Cited)	43
Adult (Taken Into Custody)	6
Total:	54

Crashes	Count
Injury possible	2
Property damage (over \$ threshold)	22
Property damage (under \$ threshold)	4
Total:	28

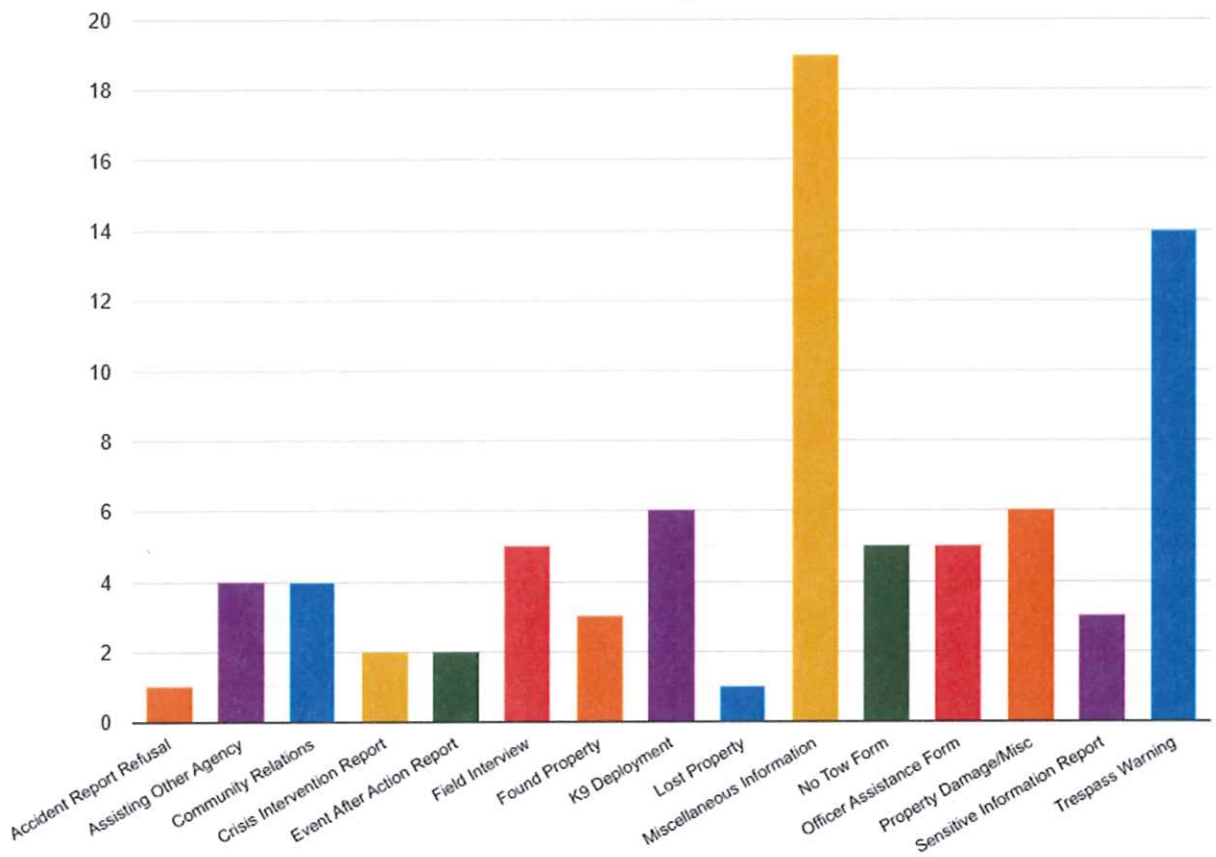
Non-Investigatory Crashes	Count
Injury (non-incapacitating)	1
Injury possible	1
Property damage (under \$ threshold)	4
Total:	6

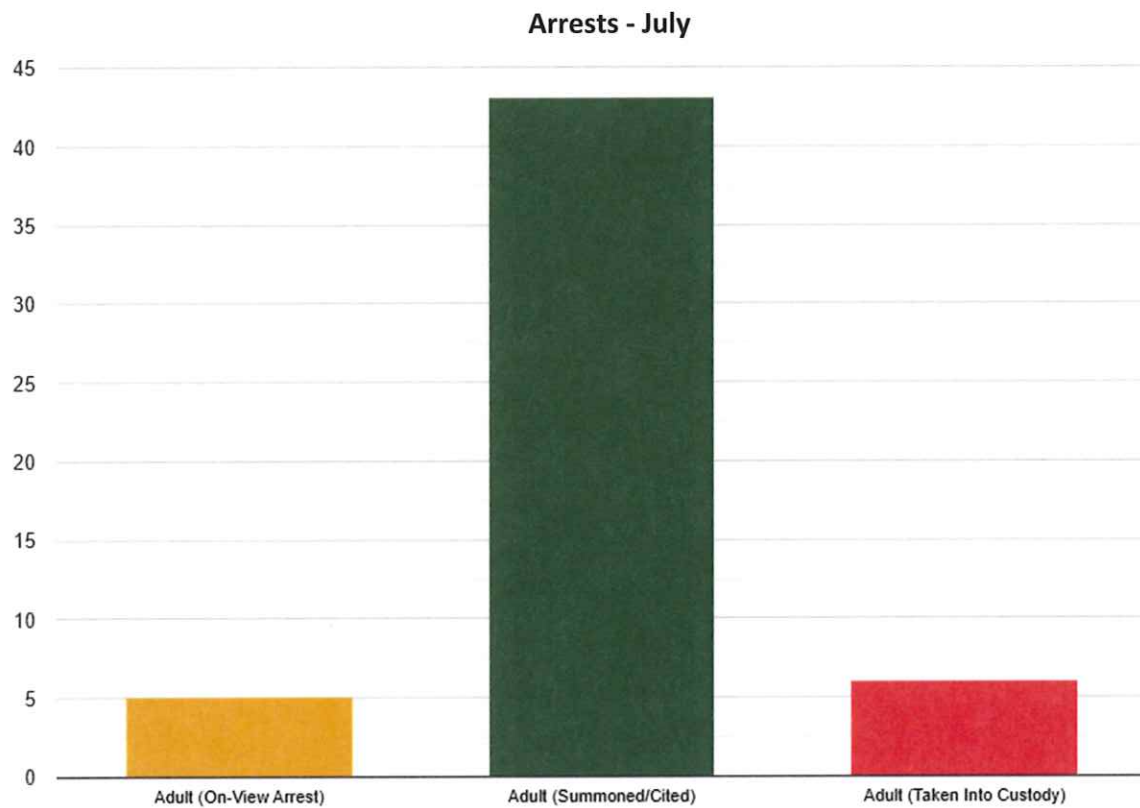
Tickets	Count
Traffic (Municipal Court)	284
Traffic (Washington County Juvenile Court)	12
Traffic Charges (Municipal Court)	542
Traffic Charges (Washington County Juvenile Court)	13
Parking (Municipal Court)	1
Tow	21
Warning	129
Total:	447

Incidents – July



Memo - July

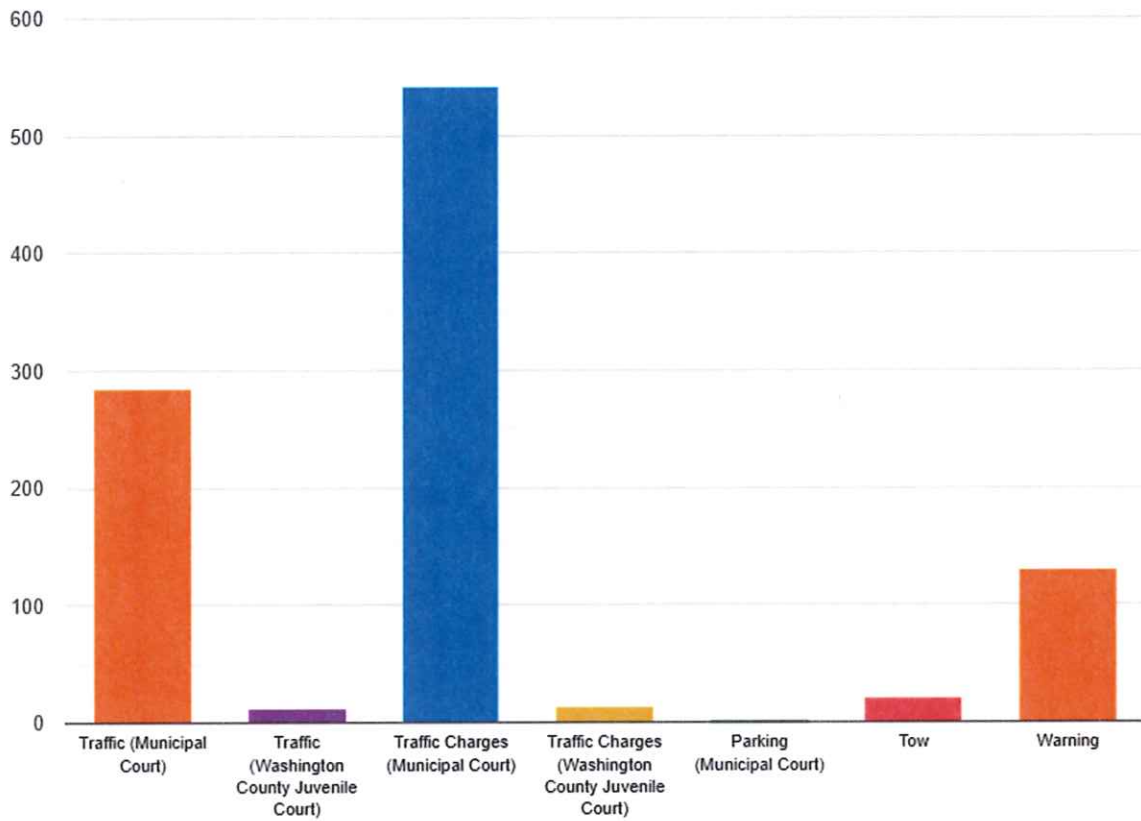




- **CRIMINAL INVESTIGATIONS**

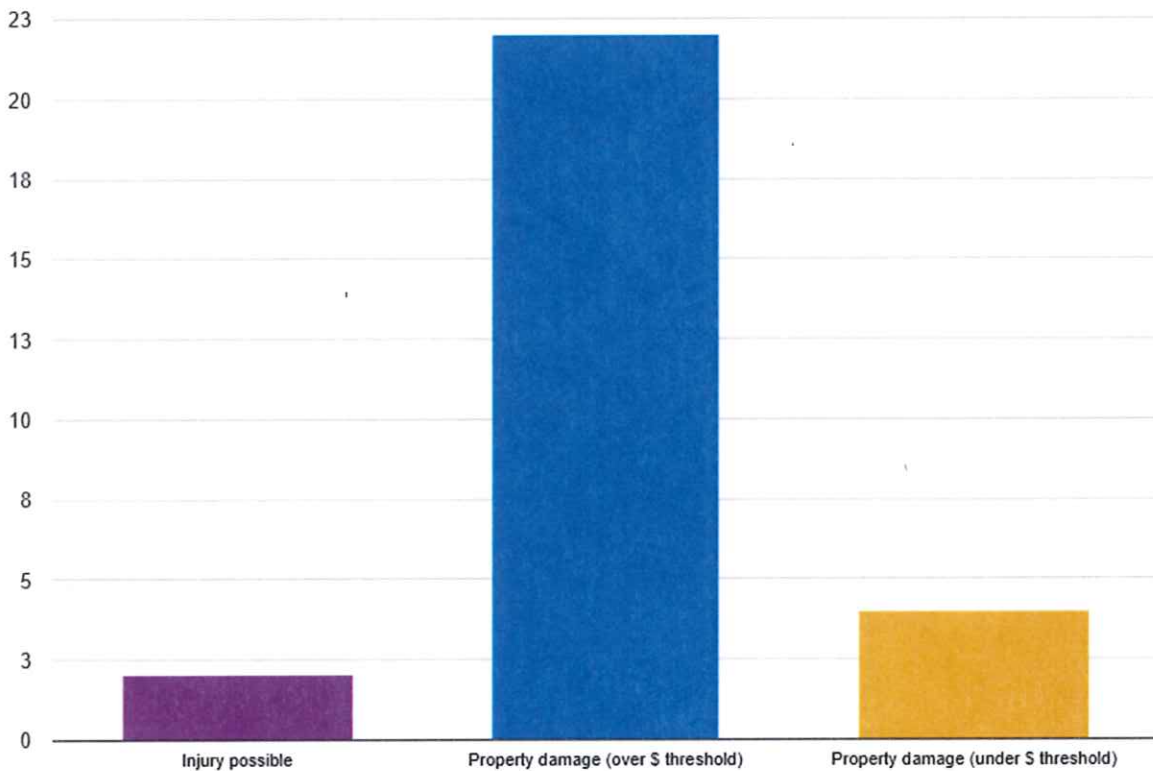
There are several open and active investigations currently and several Presentments scheduled for the Grand Jury in mid Sept.

Tickets - July



- MOTOR VEHICLE CRASHES**

A total of (33) crashes were reported and investigated for the month of July. 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**

Here are the K9 stats for the month of July.

- K9 Cygan: 16 hours of training and 1 deployment
- K9 Daryl: 18 hours of training and 1 deployment
- K9 Falco: 16 hours of training and 1 deployment

- **RESERVES**

Reserve Officer Hours - 2025

Reserve Officer	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date
Beagle, William				30	42.5	18.5	13.5						104.5
Chiarleri, James				19	40	15.5	62.5						137
Collins, Robin	13	7	7	8	10	6	19						70
Dickens, Travis				26.5	24.5	25	0						76
Dugger, Peyton				10.5	41			Resigned					51.5
Elliott, Cody				10.5			0						10.5
Grecco, Corbin				20.5	21	38.5	46						126
Greenway, Chester		8	32	9	6		27						82
Hough, Richard				10.5	6.75	4	5.5						26.75
Lyons, Robert				9	10.5	18.5	11						49
McCracken, Logan				25.5	5.5		7						38
Rice, Jesse	9			16			0						25
Wilt, Paul				21.5	19	10.5	23.5						74.5
Wood, George				10.5	19	11.5	24						65
TOTALS:	22	15	39	227	245.75	148	239	0	0	0	0	0	935.75

- **CODE ENFORCEMENT**

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

- **DISPATCH TRANSACTIONS FOR JCPD**

For July, our dispatchers assisted Johnson City Police Department with approximately (25) transactions.

- **OTHER CALLS FOR SERVICE**

There were **(1451)** CAD Entries for the month of July.

June 2025 Monthly Report

Tasks Completed & Updates

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

Main Street & Downtown

- Attended JAMSA Board Meeting (6/4)
- Had Zoom meetings with AdvanceTravel to assess results for all the marketing campaigns we're running

Marketing

- Booked 8 TV Spots with WJHL for events happening in Jonesborough (McKinney Center, Jonesborough Days, Jackson Theatre Performances)
- Had marketing meetings with Amber, Lori, Cameo, Mitchell, and Jessica to discuss social media & marketing for The Jackson Theatre
- Had Marketing Meetings with the McKinney Center Team to discuss social media & marketing for The McKinney Center & StoryTown, Can't Get Away with This play.
- Sent Press Releases for events in Jonesborough (McKinney Center, StoryTown Radio Show Chuckey Depot Museum, Jonesborough Days, Jackson Theatre, Heritage Alliance, etc.)
- Conducted multiple interviews for my previous job position (Marketing Manager)
- Worked with Advance Travel on collateral needed for our big marketing campaign

Events (Jonesborough Days)

- Communicated and organized with the Presbyterian Church about using their lawn for some inflatables
- Designed the Jonesborough Days 2025 logo
- Designed all signage for the festival
- Made t-shirts & tote bags for the festival
- Organized Jonesborough Days Kick-Off Dinner
- Ordered all decor for the Jonesborough Days Kick-Off Dinner
- Communicated with the New Train COntact to get the children's train at the festival

Social Media

- Created many Jonesborough Days social media posts and reels. Made two reels and MANY social posts
- Created many posts for Jonesborough Days on Jonesborough Days FB, Historic Jonesborough, Main Street Jonesborough, Wetlands, Parks & Rec., and Civic Facebook
- Created social posts for Parks & Rec. Instagram and Facebook
- Updating the Jonesborough Civic Page with water employee achievements, utility updates, trash updates, and traffic advisories
- Updated Civic FB page with June Employee of the Month
- Posted multiple times weekly on the Music on the Square Facebook Page
- Posted announcing our Main Stage Bands for Jonesborough Days
- Posted multiple times weekly on the Brews & Tunes Facebook Page

July 2025 Monthly Report

Tasks Completed & Updates

1. Main Street & Downtown
2. Marketing
3. Events

Main Street & Downtown

- Attended JAMSA Breakfast Meeting (7/17)
- In this meeting, we went over Jonesborough Days and upcoming events.
- Had Zoom meetings with AdvanceTravel to assess results for all the marketing campaigns we're running

Marketing

- Helped and taught our new Marketing Manager, Hannah, how to book TV Spots with WJHL for events happening in Jonesborough (McKinney Center, Jonesborough Days, Jackson Theatre Performances)
- Had marketing meetings with Amber, Lori, Cameo, Mitchell, Hannah and Jessica to discuss social media & marketing for The Jackson Theatre
- Had Marketing Meetings with the McKinney Center Team to discuss social media & marketing for The McKinney Center & StoryTown & Can't Get Away with This.
- Helped and taught our new Marketing Manager, Hannah, how to write and send out Press Releases for events in Jonesborough (McKinney Center, StoryTown Radio Show Chuckey Depot Museum, Jonesborough Days, Jackson Theatre, Heritage Alliance, etc.)
- Worked with Advance Travel on collateral needed for our big marketing campaign in collaboration with ISC
- Attended a Parks & Rec. Marketing meeting to establish needs for Wetlands and General Parks & Rec. socials

Events (Jonesborough Days & Harry Potter)

- Worked the Jonesborough Days Festival (July 4 & 5)
- Organized and helped set up the Low Country Boil JBO Days Kick-Off Dinner (July 2)
- Attended multiple Harry Potter Event Committee Meetings
- Created the "Treat Stop" list for Downtown Merchants to sign up for the Harry Potter Event
- Communicated with Bakery and Lined-up Harry Potter Treats

- Lined up the Children's Train for Harry Potter Event
- Worked through multiple invoices and Pur. Req. for Jonesborough Days Vendors
- Hand-painted Banner for Low Country Boil JBO Days Kick-Off Dinner (July 2)
- Attended 2 TV interviews for JBO Days & Harry Potter
- Attended JBO Days wrap-up meeting to go over event & ideas/plans for next year
- Helped determine needs for upcoming Harry Potter event
- Worked with Merchants to get them signed up for the Harry Potter event
- Submitted a memo outlining ALL Christmas events and the needs for road closures and other departments.



Jackson Theatre- Operations Manager

Monthly Report for July 2025

Programming:

- We hosted 4 live events in July. On the Ballad Health Stage, we had:
 - Charlie Maples with Mal Cooper, July 1st, 2025
 - Flatt Out Blue, July 10th, 2025
 - Author Discussion and Book Signing with Robert Sorrell, July 12th, 2025
 - Jim Lauderdale & The Po' Ramblin' Boys, July 24th, 2025
- We participated in our annual Jonesborough Days Festival, hosting Doc's Front Porch at the Jackson within the theatre. We had wonderful attendance this year! Anne Mason (who organizes this part of the festival) had a great lineup and we received wonderful feedback from the artist and attendees on the location change.
- Gift certificate sales are still going very well; we have sold \$1,886.00 in gift certificates.
- We have raised \$1,719.00 in our online donation campaign.
- Booked all movies shown at the Jackson in July.
 - July 4- Urban Cowboy
 - July 5- Saturday Night Fever
 - July 6- Yankee Doodle Dandy
 - July 9- Airplane!
 - July 11- Five Nights at Freddy's
 - July 12- The Big Lebowski
 - July 13- Where the Wild Things Are
 - July 16- Caddyshack
 - July 17- The Emoji Movie
 - July 18- Indiana Jones and the Temple of Doom
 - July 19- The Man Who Shot Liberty Valance
 - July 19- Cool Hand Luke
 - July 20- The Spongebob Square Pants Movie
 - July 23- National Lampoon's Vacation
 - July 25- Us
 - July 26- Old Yeller
 - July 26- Poltergeist
 - July 27- Despicable Me

- July 30- The Great Outdoors
 - July 31- Billy Madison
- Continue to work on music programming, which we are now booking into 2026.
 - August 23rd- Chatham County Line
 - August 24th- John McEuen and the Circle Band (founding member of the Nitty Gritty Dirt Band)
 - August 30th- Tommy Prine
 - September 7th- John R. Miller featuring Miss Tess
 - September 13th- East Nash Grass
 - September 28th- The Bellamy Brothers
- The “Pay What You Can” movies are going well, and we are booking two movies each month with this program.
- Organized and attended a programming meeting with Lori Powell for September and October movies.
- Planning a special movie event in September, Silmer Cinema: Ghostbusters at the Jackson. This will feature Ghostbuster at 3pm, Trivia with Budds: Ghostbusters Edition at 5pm, Meet & Greet with Smoky Mountain Ghostbusters from 3-7pm and Ghostbusters II at 7pm. We are also looking at lining up a True & Chilling Tales tour that night at 9pm with the Heritage Alliance.
- Organized and secured sponsorship for 10 cars/racing themed movies in September from Bristol Motor Speedway. The series will be called “Wheel to Reel Film Festival: Fueled by Bristol Motor Speedway. BMS will be sponsoring all 10 movies, as well as giving away 2 free Bass Pro Shop Night Race tickets for each movie. We are very excited about this opportunity to partner with BMS.
- Continue to work on our 80th Anniversary of the Jackson Theatre events with staff and marketing. All movies are being sponsored by the Historic Jonesborough Arts Foundation. We are also bringing back a much-loved classic from years past, the Jackpot Night at the theatre where we are accepting donations from JBO merchants to be raffled to attendees for “The Kansan” on August 31st.
- Planning meetings with Jackson Theatre Board member, Melinda Copp, to discuss our first fundraiser at the Jackson, the Marquee Ball at the Jackson, which will be November 1st, 2025.

Rentals/User Group Agreements:

- Completed a tour and site visit with Heart of Tennessee, Inc. Scholarship Competition for the Miss Tennessee Pageant.
- Worked with ETSU to provide faculty tours during their training sessions.
- Attended a meeting with Pauline Douglas to discuss a potential rental with Knox CAM at the theatre in Spring 2026.

- Booked the Spring Art Show with Providence Academy in May 2026. This will feature student artwork, live music and a small reception to follow.

Marketing:

- I continue to work with Jessica Sanders, contract employee, on all social media posts, posters, table tent graphics, press releases and graphics.
- Attended a media interview on WJHL to promote Flatt Out Blue in concert at the theatre.
- Worked with Simple Elegance Bridal on a photo shoot in the theatre. This was a free photo shoot for us, but it will be featured in their magazine publication as well as online in promotion for their bridal shows in the area.

Building Info:

- Completed a walk through on additional signage needs with Foster Signs.
- Continue to work with Rick Duvall on the 2nd floor/Stage Door HVAC needs.
- Attended a walk through at the theatre with Mr. Wheeler, Mr. Rosenoff, JBO Fire Department and a State Fire Marshall to discuss fire escapes, security, etc.

Additional Info:

- Continued our weekly staff meetings (with Lori, Mike and Greg) as well as monthly host meetings with all Jackson Theatre staff.
- Submitted financial reports needed to the Recorder's Office for ThunderTix sales and payouts.
- Prepared the agenda and attended our July Jackson Theatre Board meeting.
- Completed a facility tour and meeting with representatives from the Bonnie Kate Theatre as well as the Assistant City Manager from Elizabethton to discuss our model at the Jackson Theatre.
- Organized and attended a conference call with Dan Hays to discuss potential theatres that can be visited in Tennessee. We are hoping to discuss programming, routing and networking with theatres in the state.
- Attended the July supervisor's meeting at the Visitors Center.
- Attended a monthly meeting with Mr. Rosenoff.
- Organized and attended a meeting with Johnnie Dillow, a native of Jonesborough, to view his Jackson Theatre memorabilia. Mr. Dillow is gifting the theatre many versions of the "Jackson Review" as well as some newspaper articles that can be on display in the lobby.

Date: 8/6/2025

To: Amber Crumley (for BMA August meeting)

From: Lori Powell

Re: Assistant Operations Manager Report – period 7/10 through 8/5/2025

- **Marketing and Community Outreach:** Updated the Jackson Journal (with input and edit assistance by Amber and Melinda Coop). This newspaper format allows us more space for photos and information to engage the public. Printed for our lobby for patrons to pick up, the host makes sure all guest stopping in get a copy, distributed to area merchants.



- Continue to gather donations for our Jackpot Night on August 31 to celebrate our 80th anniversary. So far we have 9, needing at least 10 more. We are looking for gift cards or items with a value between \$25 - \$50 to give away as prizes after the showing of *The Kansan*.
- Sourced list for local radio stations, reached out to WAXM. They created an ad that ran 25 times on their station for Jim Lauderdale & Po' Ramblin' Boys at no cost to us, we gave them (2) set of tickets to the show as giveaways to their listeners. We are starting to list all our live events on free community calendars on radio station websites.
- Typed up a suggested outline of membership and sponsorship levels to be part of discussion to develop our campaign starting this year.
- Continue to make up "showing tonight" outdoor sign weekly/
- Reserved 20 comp tickets to each of the (10) Bristol Motor Speedway sponsored movies in September.
- I made up donations of movie vouchers, merch and candy for Boys and Girls Club in Greeneville and Isaiah 117 House.

- **Ticketing:** Entered movie events for September (8/1) onto Thundertix, Google calendar and Jackson website. Starting to enter October, should be complete by end of the week.

Event and Audience:

Live Events

- July 10 **Flatt Out Blue** 64 tickets
- July 24 **Jim Lauderdale and the Po' Ramblin's Boys** 63 tickets

Movies

- **Family Series:** Where the Wild Things (7/13) 11 tickets, The Emoji Movie (7/17) 11 tickets, Spongebob Square Pants Movie (7/20) 18 tickets, Despicable Me (7/27) 22 tickets, Bee Movie (8/1) 18 tickets
 - **Wacky Wednesday:** Airplane (7/9) 26 tickets, Caddyshack (7/16) 25 tickets, National Lampoons Vacation (7/23) 18 tickets, The Great Outdoors (7/30) 11 tickets
 - **Monthly Horror:** Five Nights at Freddy's (7/11) 9 tickets, Us (7/25) 8 tickets, Poltergeist (7/26) 32 tickets
 - **80's Classics:** Indiana Jones /Temple of Doom (7/18) 50 tickets, Indiana Jones/Last Crusade (8/1) 50 tickets
 - **90's Classics:** The Big Lebowski (7/12) 50 tickets, Billy Madison (7/31) 17 tickets
 - **Western:** The Man Who Shot Liberty Valance (7/19) 15 tickets, Old Yeller (7/26) 10 tickets
 - Cool Hand Luke 33 tickets
 - Bumblebee (8/2) 23 tickets
- **Volunteer coordination;** Follow up emailing and recruiting, we currently have 53 people signed up on our volunteer list. Sign up for events here: [VOLUNTEER SIGN UP FOR JACKSON THEATRE SHOWS.xlsx](#) Sign up to screen movies: [Movie Screening Sign-ups.xlsx](#)
 - **Meetings and Planning:** Attended JAMSA, JBO, staff, marketing and planning meetings throughout the month.
 - **Total visitor counts for July:** 1642
 - **Constant Contact** (email mailing list): we currently have 1,501 signed up.
 -
 - **Day to Day operations:**
 - Created August host work schedule.
 - Training our host, April Massey on how to do daily deposit reports, so she can cover in my absence.
 - Concession/Merch (Clover) deposit reporting: **Concessions, merchandise, rentals and donations: gross sales for July: \$10,982.63. Overseeing bar "open" schedule, alcohol sales and inventory spreadsheets for tax reporting.**
 - Continue to order office/building and concessions supplies. Weekly trips to the bank for change for concession/box office. Pick up print jobs at Stafford Graphics. Ordered our September movies from Amazon.
 - Worked events- 7/12 & 7/24
 - Point of contact for commercial cleaners- they are onsite Thursdays 8am to noon for public areas and once a month for non-public areas.

Utility Manager Monthly Report

JULY 2025

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

Distribution Department installed 8 new service taps and repaired 43 water leaks for the month of July. Water Distribution has also done 5-meter box replacements and located 384 TN 811 one calls.

Water Quality Department read 13,785 meters and set up 10 new service meters for the month of July. The Water Quality Department cut off 145 meters with 150 for non-payment. 44 meters have been serviced and 20 locations entered into harmony. The Water Quality Department had a total of 16,282 total actions taken in the month of July. The Water Quality Department completed all scheduled flushing for the month of July.

Water Treatment Plant processed 83.632 million gallons of water with a daily average of 2.787 million gallons per day in the month of June. The monthly BacT testing is completed with 30 samples made. The Water Treatment plant is operating at full capacity and needs an upgrade. The security camera locations are completed. The Turbidimeters were replaced and are operating to expectations. The PFOS sampling was completed July 14th. Pump #2 is at Valley Equipment undergoing repairs. Sludge removal and spreading is underway and ongoing. The water system scored 98 on the Sanitary Survey for 2025.

Wastewater Department operated under normal conditions for the month of July. Wastewater had one release due to transformer failure, and no overflows in July. Numerous pump station repairs, taps, repairs and pump station cleanings were completed in July. The APC in Telford is progressing and is expected to be fully operational in July 2025. All industries are within compliance. WWTP is operating well. The diesel redundancy pump did operate in July. The month of July experienced 16 days of precipitation for a total of 6.25 inches. The need for further I&I work is still apparent. Current data indicates a daily inflow rate between 30-45 %. For July, this rate was 29%, equating to an average of nearly 183,000 gallons daily.

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

G.I.S, G.P.S & Inspection GPS- The Town of Jonesborough water system is approximately 35% mapped, with approximately 1,848,000 feet of water line in the ground. The Goal is to get all water lines, valves, hydrants, and meters mapped in a GIS format that can be used on an IPAD for reference online size and valve location. This will reduce time spent on leak repairs and help with isolating the water system by putting the fewest customers out of water during a leak repair. It has been suggested that we utilize an intern program from ETSU for the summer. This will help tremendously due to the department being shorthanded and having only limited time to dedicate to the GPS program. Currently we are looking at 10-15 years before the water system is completely mapped. Construction at Hwy 81 N pump station has begun. 6" water line across Jackson Bridge has begun, installation underway. GPS of critical areas of 16".

We have had a productive July in Utilities. 2025 Sanitary Survey has been completed with a score of 98 for our water system. July has had an abundance of leaks repaired, as well as tap installs. We are on schedule with OpenGov and the Cartegraph phases. Once online this system will give utilities the asset management to implement more preventive maintenance measures as well as a more detailed account of assets within the water system. Construction on the Hwy 81 N Booster Station is ongoing. Jackson Bridge Rd. project is completed – Bridge crossing has begun per Southern Construction. All departments have turned in their 2025–2026-year budgets and have been finalization. Grant was awarded via U.S.D.A, to install Generators. The bid opening for the Generators was on Monday April 7th and Cummings Generators was the lowest bidder at \$631,000. Generator sites are currently being laid out and constructed. Generators have been ordered and are currently several months out. Currently all easements have been signed for the 24" Transmission line installation. Sewer easements for the "A" Station project are all completed, construction to begin pending cost summary and bid of phase 1 & 2. Currently working with County Mayor Grandy to secure A.R.P.A funds to build a new 2.5 million gallon water tank at Persimmon Ridge, the new tank will be built beside the existing tank to increase capacity, also working with Mayor Grandy to install a 12" water main on State Route 81 Bridge to have an additional connection for that part of the water system. Summer 2025 plans to bid out the Water Treatment Project as well as the 24" Transmission line project. Bids will start July 31st for the Water Treatment Project. As of now, we have three vacancies in Distribution, one vacancy in Admin. All other departments in Utilities positions are filled.

Kevin Brobeck

Utility Manager

Town of Jonesborough
Water Quality Department
Monthly Report
JULY 2025

<u>Meters Read:</u>	<u>Meters Cut On/CBOP</u>	<u>Meters Cut Off:</u>	<u>Meters Rechecked:</u>
13,785	191	145	63

<u>Meter Maintenance:</u>	<u>Non-Payment:</u>	<u>Customer Inquiries:</u>
Meters Maked -31	150	103
Meters Serviced- 44		
Locations Entered in Harmony- 20		

<u>Water Line Flushing:</u>	<u>Service Line Leaks:</u>	<u>Reports & Spreadsheets:</u>
220	30	1,100

<u>Valve Maintenance:</u>	<u>Dispatch & Service Calls:</u>	<u>Water Line Locates:</u>
Valves exercised- 45	335	20

Total Actions Taken: 16,282



TOWN OF JONESBOROUGH

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

Monthly Report July 2025

Water Distribution

Complaints Total - 5 3 - Total Complaints Last Month

Taps Installed - 8 12- Total Taps Last Month

Tennessee One Call - 384 362 - Total Last Month

This Month there were 384 locations marked on our Water System for proposed work such as Telephone Co, Gas co, Cable co, and Power Board.

Water Leaks Total-43 31 - Total Last Month

Down Meters Installed Total - 2 0 - Last Month

Meter Box Replaced Total - 5 6 - Total Last Month

Paving Locations - 0 2- Total Last Month

Yard Work Clean Total - 5 3- Total Last Month

1. Yards to sow (175 to sow)
2. Work on the Grant Funding with GRW Engineering for water line replacement.

GPS Project Goals

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

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

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

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

Linear feet of water line GPS- 906,626'

Miles of water line GPS- 171 miles

Meters GPS- 3,946

Valves GPS- 767

Hydrants GPS-193

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

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

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

Meter Change Out Program

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

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

For the month of July Town Crew

The Town Crew has concentrated their efforts on repairing any and all leaks that have come in and concentrated on keeping the incoming calls kept up and the taps completed in a timely manner. . The town also started a small line extension on headtown rd @ John France rd. and installed a 3 way valve at the intersection and crossed the intersection of John France and headtown rd with 80 feet of 6" DI water line

Upcoming Line Extensions Town Crew

Drain Lane 350' of 2"

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

Completed Line Extensions Town Crew

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

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

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

Yankee Camp Rd 300 feet 6" Ductile iron- Completed

Head town rd. – 300' 6" Ductile Iron - Completed

Upcoming Line Extensions County Crew

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

For the month of July County Construction Crew

The county construction crew has concentrated on finishing up Taylor Bridge rd from intersection of Conklin rd 3000 ft. The County crew has also started John France rd

July 2025 Monthly Report

- I 81 N BPS – Traxon will complete rebar and form installation and concrete pour for the 15' x 11' x 6" THK concrete slab base for the proposed BPS building. Begin fine grading for the proposed 12-foot concrete access drive. Kellen will apply for the electrical permit and Brightridge power service.
- Waterline Crossing at Jackson Bridge – Southern Constructors Inc (SCI) and Haggard Plumbing will finish installation of the stainless-steel spacers at pipe crown at each pipe support along the existing South concrete bridge girder. Haggard will complete hydrostatic pressure testing and disinfection of the 6-inch waterline. Water sampling will follow for bacteriological testing.
- GIS Survey – GPS critical areas along E Jackson Blvd from Chuck's Alley to Lowe's, including the 16-inch waterline down to Headtown Rd. Complete GPS of the 6-inch waterline along Arnold Rd from the Intake Facility down to 107.
- OpenGov GIS integration next steps teams meeting on August 4 with Darrin Belcher (GRW Engineering) and Kyle Peele.



TOWN OF JONESBOROUGH

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

Wastewater – July 2025 Monthly System Operations Summary

Date: August 4, 2025

Customer Calls:

Total: 5 Resolved: 5

TN811: Taken: 450 Required Action: 218

Sewer Taps:

New: 3 Completed: 1 Pending: 4 Pending Contracted: *

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

Projects Completed:

1. Excavated & Regraded 2 Manholes on S. Cherokee
2. Repaired Line Collapse 115 Fox Street
3. Paved Driveway at 1307 W. College
4. Installed Tap at Eagle Mart - Telford

Projects Underway:

1. CIPP – South Cherokee & Woodrow

System Maintenance:

Line Cleaning: 4000'	Line Inspections: 4000'	System Repairs: 3
Station Repairs: 12	Station Cleaning: 28	STEP Unit Repairs: 3

Overflows/Releases/Bypasses:

Release – 7/5/25 Bob White Station – Transformer Failure

Town of Jonesborough Environmental Services Department Monthly Report	July 1, 2025 thru July 31, 2025
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Wastewater Plant: The WWTP is operating well. The Diesel Redundancy Pump did operate in July. The month of July experienced 16 days of precipitation for a total of 6.25 inches. The need for further I&I work is still apparent. Current data indicates a daily inflow rate between 30-45%. For July, this rate was 29%, equating to an average of nearly 183,000 gallons daily.

Wastewater Plant Compliance – July 2025

Parameter	Result	Limit	Violation Y/N
CBOD Monthly	6mg/l – 31lb/d	21mg/l – 167lb/d	N
CBOD Weekly	7mg/l – 37lb/d	25mg/l – 208lb/d	N
CBOD Daily	8mg/l – 94%Rmv	30mg/l – +40%Rmv	N
Ammonia Mo.	1.8mg/l – 8lb/d	8mg/l – 67lb/d	N
Ammonia Wk.	2.2 mg/l – 11lb/d	12mg/l – 100lb/d	N
Ammonia Day.	3.4 mg/l	16mg/l	N
TSS Monthly	3.2mg/l – 17lb/d	30mg/l – 250lb/d	N
TSS Weekly	4mg/l – 17lb/d	40mg/l – 304lb/d	N
TSS Daily	7mg/l – 97%Rmv	45mg/l – +40%Rmv	N
E. coli Monthly	5/100ml	126/100ml	N
E. coli Daily	31/100ml	941/100ml	N
Chlorine	0.36 mg/l	2.0mg/l	N
Sett. Solids	0.1ml/l	1.0ml/l	N
Diss. Oxygen	6.7 mg/l	6.0mg/l Minimum	N
pH	7.5su/7.9su	6su – 9su min/max	N

Please note that the information provided in the compliance table is accurate through 7/27/25

Sewer Construction/Collection System: One Release occurred during July due to a transformer failure. Numerous pump station repairs, tap repairs, and pump station cleanings were completed in July.

Industrial Pretreatment: All industries are currently compliant with their industrial pretreatment permits. Local Limits and Sewer Use Ordinance revisions are underway.

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

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

Coburn O. Rasnick
Director of Environmental Services

Work Orders By Type

07/01/2025 to 07/31/2025 as of 8/4/2025
...Powered By eWorkOrders.com

Status: 2-Closed

Department: Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	246
WW-Corrective	4
WW-Construction Work	1
Total Work Orders:	251

Work Orders By Type

09/01/2017 to 07/31/2025 as of 8/4/2025
...Powered By eWorkOrders.com

Status: 0-Open

Department: Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	81
WW-Corrective	1
WW-Construction Work	8
Total Work Orders:	90

	Current Month	Previous Month	% Change
Work Orders Generated	307	326	-6%
Percentage of Completion	82%	75%	+7%
Work Orders Completed	251	244	+3%

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

Jonesborough Water Treatment Facility

Month of July 29, 2025

For the week of July 29, 2025, the total amount of water processed was 83.632million gallons for the total gallons produced of June, 2025; with a daily average of 2.787million gallons, a maximum of 3.000 million gallons , and a minimum of 1.729million gallons.

This is the weekly report for the week of July 29 , 2025. As of July 29, 2025, The sampling for the monthly BacT testing is completed with 30 samples made.. The state report , MOR was delivered on June 3, ,2025. The PFOS sampling was completed on Monday July 14,2025. The water intake raw . the Pump 2 is under repairs at Valley equipment , time line 2 to 3 weeks. The security camera locations are finished-with cameras and testing internet. Denali Water Co., on site started July 15, for sludge removal and tractor spreading to the fields.. and work is on going. Thompson screens arrived at water plant on Friday, June 27-2025. The Turbidimeters were replaced on Tuesday,June24,2025.. Lead and copper samples collected on July22 and July 23 , and sent for testing at Pace labs—2 weeks out. Worked on a new SOP Booklet of our BACT sampling plan and completed. The July 21 meeting with Nathan Green with Hailey engineers and discussion on the raw intake screen repairs.. A indoor crane is ordered for the Plant and being shipped this week. Woodland station-I have a quote on roof repairs. Concludes the report.

R. Jones—Jonesborough Water Plant..



TOWN OF JONESBOROUGH

123 BOONE STREET

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TELEPHONE (423) 753-1030

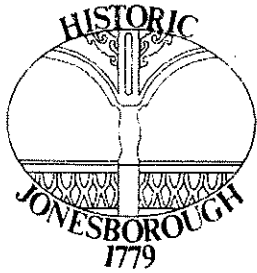
WEBSITE: WWW.JONESBOROUGHTN.ORG

Street Department Monthly Report July 2025

The month of July started off with our annual Jonesborough Days event. The team spent many hours preparing for this event including mowing all of the right of way areas throughout the town and swept all of downtown as well. To start off the event the crew shut down all areas designated to be closed for the event then on Saturday morning July 4th the team came in to shut down designated areas for the parade and placed all traffic control devices along 11E for the procession to pass safely. Then on Sunday evening the 5TH the team returned to prepare for the fireworks display we set up all traffic control devices along 11E then removed them when the show was completed then the cleanup began along Main Street we picked up the bigger pieces of trash and blew off the sidewalks and with one final sweeping of the streets down town we opened the road back up at approximately 2AM.

We assisted the County paving crew in multiple ways as they paved the topcoat on the Parsons Circle and Skyline Drive project to finish that up. We had Skyline Drive striped and placed new stop bars at each stop sign which completed that project.

The month of July also brought us the sidewalk project that was approved along Spring, Franklin, and Depot Street where the team had to relocate multiple storm water drains to accommodate the new sidewalk areas, we also ordered and installed all the signage along Spring Street designating it one way from franklin to Main Street. The team also installed approximately 50 feet of red brick sidewalk from the existing red brick area



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on Main Street to the corner of second and Main then we seed and strawed the are behind the new sidewalk.

As we moved through July, we have started a street sweeping program through the town neighborhoods and to keep downtown looking nice for the events held weekly I believe this will greatly improve the day-to-day look of our roads and help with stormwater movement along curblines.

Director of Streets

Steve Prisament

Monthly Report July 2025

Mitchell Calvin, Digital Media Manager

Websites

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

Senior Center

- Updated the Monthly calendar
- Updated the weekly newsletter
- Updating the centers page on the website
- Adding event announcements to the centers page
- Attended the monthly meeting with the Senior Center staff
- I helped with my first tech class for the Senior Center members

McKinney Center

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

Marketing

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

This week in Jonesborough Newsletter

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

Parks and Recreation/Wetlands

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

Jonesborough Days

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

Made Around Here Market

- Updated the website with this years information
- Created the forms for the different crafter sections
- Sent emails to previous crafters to sign up for this years event
- Set up a general application for those new to the event

Harry Potter Event

- Updated the website with this years information
- Helped make the bag of rocks for the gem mining

Web Accessibility

- Met with Glenn to talk about our website and the need for ADA accessibility before April 2027
- Spoke with multiple ADA compliance plugin companies to compare their features and price
- Started doing research and getting certified in Digital Accessibility
- Began to analyze the websites to see how much work will need to be put in to each site to make them compliant

Jackson Theatre Website

- Attended the monthly meeting with the Jackson staff
- Working on troubleshooting and fixing bugs as they present themselves as we work on get the information up to date
- Adding a gallery page to the website
- Working on adding the Jackson to the .org website
- Promoting the upcoming events on the newsletter

Google Analytics

- Monitored the Google analytics for the .org, .com, McKinney, Jackson and Wetlands site
- Jonesborough Days had 20,941 views on the website
- Our ad that is running through Advanced Travel has reached over 3000 people for live music and over 1000 for the storytelling festival
- The harry potter event had over 2000 views for the month of July



Updates and Projects

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

Main Street and Downtown

Spent most of the month working on the Harry Potter event which is co-sponsored by the Town and JAMSA.

Tourism

Continued to work and collaborate with Visit JC and NETTA on marketing campaigns. Placed ads for the Storytelling Festival where we have already seen 7,000 clicks on our site in just 3 weeks solely related to that campaign. Attended the NETTA executive committee meeting. Submitted marketing and tourism grants. Held a great meeting with a few TDTD staff members to brainstorm ideas for America's 250th birthday and will take this info to the JBO committee.

Marketing

The marketing focus for the month was heavy for the Harry Potter event while we still had a focus on Wetlands, MOTS, and Brews & Tunes. We are continuing work with Advance Travel to release general/spring focused campaigns driving traffic to our website and social media platforms. We are seeing phenomenal growth each month. On a monthly basis we are seeing over 1 million impressions just on Jonesborough.com.

Events

The first week of the month was filled with last minute Jonesborough Days tasks and some last-minute marketing efforts. We hosted a Jonesborough Days Festival wrap up meeting at the end of the month. We have a nice package ready for next year's event that will be valuable for planning purposes.

Working with the storytelling Center and Sam love to host the final date of the 2025 season in the “tent on the hill” in Jimmy Neil Smith Park. The tent will already be in place in preparation for the upcoming festival. This change in location would allow the event to incorporate a storytelling element alongside live music, bringing together both Brews & Tunes attendees and storytelling audiences, and enhancing the overall impact for both organizations. The band that day will be Lucille Klement performing at 5 p.m. with a story slam just beforehand at 4 p.m. The event would also include 1–2 food trucks and a beer garden provided by Main Street Café. We would follow the same alcohol control procedures used during Brews & Boos to secure the area and ensure no alcohol leaves the event space. The tent’s enclosed setup will help with this. Continuing to work on planning for Brews & Boos (fundraiser for Brews & Tunes) which will take place Oct. 18. Began working on Made Around Here Market Craft show and the TN Songwriters event which will be February 2026.

Visitors Center July Report – August 13, 2025

For July, revenue is slightly above pre-COVID numbers. The gift shop made roughly \$3412 to kick off the fiscal year. We're still in the process of restocking our vendors, with some additional stock we'll be holding for the Storytelling Festival.

Rentals are still doing great business for us. We're only \$3,400 behind our entire revenue total for 2024, and it's only July. I fully expect this to be a record year, as far as rental revenue goes.

Jonesborough Days went well for the Visitor Center. Our mobile shop and information tent was set up in front of the courthouse for the duration of the festival. We stuck to offering JBO Days t-shirts and cold drinks since those seemed to be almost exclusively what people would buy in years past, so we simplified it.

Ella Brown has started her responsibilities as the part-time event coordinator/host, and thus far, has proven herself the right person for the job. We collaborated on display designs for both JBO Days and the Harry Potter event, and patrons have seemed to enjoy them. She's been slowly rearranging and sprucing things up in the gift shop and will, hopefully, be doing so for a good while.

Sincerely,

Matt Gulley, Visitors Center Manager

Parks and Recreation Chris Kudera Jonesborough Update

1. Wetlands Water Park
2. Jonesborough Days Parade
3. Downtown Tree Maintenance
4. Jonesborough Elementary School/Tiger Park

Wetlands Water Park

July was an exceptionally strong month for Wetlands Waterpark, with both financial and community engagement milestones. The park generated over \$257,000 in revenue, including \$65,000 from café operations. We welcomed more than 17,000 visitors in July, sold over 1,500 orders of Dippin' Dots, and completely sold out of our souvenir refillable cups.

Cabana rentals continue to perform exceptionally well. Priced at \$50 Sunday–Thursday and \$75 Friday–Saturday, rentals have now fully recouped the initial investment in both cabanas and furniture and have contributed nearly \$7,500 in additional revenue. Our revamped birthday party package, offered during regular operating hours, generated another \$6,500 in additional revenue for the month.

Our swim lesson program sold out and had a waiting list, with positive feedback highlighting the increased structure of the program and the attentiveness of our staff. One parent noted on Facebook, *"This year's swim lessons were so much more organized—my kids learned so much in just two weeks."* Another review on Google stated, *"The instructors were patient, professional, and really made my child feel comfortable in the water."*

July also saw the launch of two new special events:

- The Glow Party, held in conjunction with Jonesborough Days, sold more than 400 tickets and was so well received that an additional date has been added for August.
- The first Senior Swim, in partnership with the Jonesborough Senior Center, provided a relaxed atmosphere for guests aged 50 and older. Nearly 100 attendees participated, with many expressing appreciation for the opportunity to enjoy the park without the usual crowds. The next Senior Swim is scheduled for August 20th.

Operationally, the Big Otter slide was down for four days due to a liner tear. The repair was completed and was fully covered under warranty.

In summary, July marked a period of record revenue, sold-out programming, and successful events at Wetlands Waterpark, underscoring its value as both a recreational asset and a driver of local economic activity.

Jonesborough Days Parade

This year's Jonesborough Days Parade was a great success, featuring 62 participating entries that brought energy, creativity, and community spirit to the event.

A special thank you goes to Vince Sicca, Solid Waste Director, for his support in organizing and coordinating the parade lineup. We are also grateful for the volunteer efforts of Town staff members Paul Harris, Nora Sword, Michelle Stewart, and Sheri Wright, whose assistance helped ensure the parade lined up correctly. Additionally, we extend our sincere appreciation to the Street Department and Police Department for their support with logistics, traffic control, and safety. The parade is a significant undertaking each year, and its success is only possible through the dedication, teamwork, and commitment of Town staff and departments working together.

Downtown Tree Maintenance

Town staff recently completed the removal of the River Birch trees along S Cherokee Street in downtown Jonesborough. These trees had grown to a size and proximity that posed a hazard to both the International Storytelling Center building and the adjacent brick sidewalk, creating ongoing maintenance and safety concerns.

Lauren Little, Open Spaces Coordinator, is currently developing a replacement landscaping plan for the area, with planting anticipated in September or October, depending on weather conditions and the optimal planting window for long-term plant health.

In addition to the River Birch removal, the Town has been trimming other downtown trees to improve safety, visibility, and overall appearance. While several trees have already been addressed, a few remain in need of attention, and a plan is being developed to complete this work.

These proactive efforts will enhance safety, protect infrastructure, and maintain the charm and visual appeal of the downtown streetscape.

Jonesborough Elementary School/Tiger Park

Town staff, with assistance from the Dirty Street Fighters, recently completed the mulching of Jonesborough Elementary School, a task that required over 37 pallets of mulch. The shift from Pine Bark Mini Nuggets to shredded mulch saves this department significant cost, maintains stability within the bed, creates a far more impenetrable weed barrier, and provides a more comfortable surface for landing if a child were to fall within the mulch. Of course, we do not encourage children to be in the mulch, but the nature of the situation is that this will occur from time to time.

At Tiger Park, and with the help of the Solid Waste Department, we tilled in compost to prepare the soil for seeding and overseeding in September/October. Crews also cleaned up several piles of leftover materials—including fencing, fence posts, conduit, and wiring—that had been left behind by various contractors.

The Town will continue to assist as needed to help bring this project to completion, ensuring both locations are safe, functional, and well-maintained for community use.

Hannah Maultbay

Marketing Manager

August 13, 2025

Monthly Report – July 2025

I began my second week as an employee with the Town of Jonesborough in the first week of July. I assisted during Jonesborough Days, which was a wonderful experience and a great opportunity to learn hands-on about everything that happens behind the scenes. Throughout the month, I created a weekly posting schedule and a content calendar for the town's social media accounts. I also attended several meetings to learn more about each department.

Content

I used my posting schedule to further the town's marketing efforts, including:

- Announcement of Wizardly World of Jonesborough and promoting ticket sales
- Posted Trey Hensley at Music on the Square
- Creating a "Summer in Tennessee's Oldest Town" video reel
- Video reel to promote Wizardly World of Jonesborough
- Posted "Can't Get Away with This" on stories
- Posting "This Weekend in Jonesborough"
- Sharing the Storyteller for the 2025 National Storytelling Festival on stories
- Posting a giveaway for Wizardly World of Jonesborough
- Creating event pages for August Music on the Square and August Brews and Tunes
- Making weekly posts about upcoming Music on the Square
- Making weekly posts about upcoming Brews and Tunes
- Posting and scheduling content for Wetlands
- Sharing new items for sale in the Visitors Center
- Posting on Parks and Recreation accounts

Press Releases

I sent out several press releases for various departments and scheduled TV spots. Examples include:

- Weekly press releases for Music on the Square
- Weekly press releases for Brews & Tunes
- McKinney Center's fall class schedule and Play
- StoryTown Radio Show
- Jackson Theater's film and live show schedule
- Wetlands events

Overview

The first week of July was focused on preparing for Jonesborough Days. On Wednesday, July 2, I assisted with setting up for the Jonesborough Days kickoff dinner and helped serve during the event. On Friday, July 4, I livestreamed the parade, worked in the information tent, assisted festival goers, and more. On Saturday, July 5, I again worked in the information tent and helped with festival cleanup.

After Jonesborough Days, I felt more settled in my role and focused on day-to-day duties. The week of July 7–12, I created a monthly and weekly content calendar to manage all social media accounts. I also prepared the weekly press releases for Music on the Square and Brews and Tunes.

I attended the opening night of the “Can’t Get Away with This” play at the McKinney Center, photographed the performance, and provided the images to staff. These photos were also used for additional advertising of the play.

I participated in several marketing meetings to better understand how to promote events and activities. Highlights include:

- Meeting with the Jackson Theater team (Isabel Hawley-Lopez, Mitchell Calvin, Lori Powell, and Jessica Sanders) to discuss upcoming events and marketing strategies. I also sent press releases regarding their August film schedule and live events.
- Meeting with the McKinney Center to discuss upcoming events and promotional needs, including sending a press release for their new fall classes and booking several TV spots.
- Jonesborough Recap meeting to hear updates and feedback from various departments.
- I attended my first JAMSA and Main Street Board meetings, where I took minutes for the Main Street Board.

Overall, July was a successful first month in my new role as Marketing Manager. I have found it valuable to build relationships with each department and learn about their priorities so I can market them as effectively as possible.

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

Consent Agenda

DATE: August 18, 2025 **AGENDA ITEM #:** 7

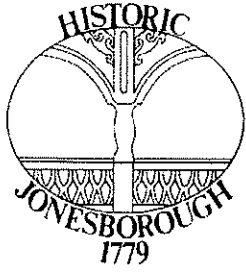
SUBJECT: Revised Position Description – Custodian at Jackson Theatre

BACKGROUND:

Human Resource Director Michelle Stewart revised the custodian job description to be more specific to the Jackson Theatre and is recommending board approval. The Grade at Grade 1 remains the same. The job description is attached.

RECOMMENDATION:

Approve the revised job description for Custodian, Jackson Theatre, as presented.



CUSTODIAN, JACKSON THEATRE

JOB STATUS: NON-EXEMPT

DATE MODIFIED: 7/31/25

GRADE 1

DEFINITION

The Custodian, Jackson Theatre, performs unskilled building cleaning tasks. This is repetitive manual work requiring efficient performance of simple building cleaning and maintenance duties. This is a part-time position, 25 hours per week.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Jackson Theatre Operations Manager on routine recurring assignments, receiving specific instructions on new or unusual assignments. The Jackson Theatre Assistant Operations Manager may give direction of work.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Function:

1. Sweeps, mops and buffs floors and vacuums carpet
2. Washes windows and polishes furniture
3. Dusts/washes furniture, woodwork, tables, chairs, counters, and other articles
4. Pick up paper and debris on ground.
5. Makes minor repairs to building and furniture.
6. Empties trash cans and cleans containers.
7. Cleans and stocks bathroom.
8. Maintains entrance to The Jackson Theatre; to include snow, ice removal.
9. Set-up tables, chairs, and other items for special events and rentals at The Jackson Theatre
10. Cleans and sanitizes the concession stand area and equipment.
11. Provides set up and cleanup of special events and activities.

Marginal Functions:

- Performs related duties and responsibility as required.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge of:

- Building cleaning practices, supplies, and equipment
- Operation of routine cleaning equipment such as vacuum, floor buffer, etc.

Skill in:

- Safe & efficient operation and maintenance of cleaning equipment.
- Following safe work practices.

Ability to:

- Understand oral and written instructions.
- Ability to maintain an effective working relationship with superiors, employees, and public.
- To use sound judgment in fulfilling the responsibilities of this position.
- Use cleaning products and supplies in an economic and efficient manner.
- Work weekends or holidays to meet the needs of The Jackson Theatre schedule.

REQUIRED QUALIFICATIONS:

- Minimum high school diploma or equivalent.
- 18 years old or older.
- Valid driver's license.
- Some building cleaning experiences or equivalent combination of experience and training.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed outdoors and constructions sites, Town facilities and Town roadways with exposure to inclement weather. Moderate physical demands: strength sufficient to lift and move items weighing up to fifty (50) pounds..

Environment:

Task is regularly performed indoors with limited exterior work.

Mental:

While performing the duties of this class, the employee is regularly required to use a mid-level degree of mental stamina to complete tasks in an efficient timely manner.

Vision:

See in the normal visual range with or without correction; vision sufficient to see traffic at a distance and to operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.

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

Consent Agenda

DATE: August 18, 2025 **AGENDA ITEM #:** 8

SUBJECT: Town Sponsored Event – 2025 Christmas in Olde Jonesborough

BACKGROUND:

Events Manager Isabel Hawley-Lopez has provided the board with a comprehensive Memorandum regarding Christmas in Olde Jonesborough, including events and street closure. The town will feature a different theme every Saturday from November 28, 2025, through December 20, 2025. Each Saturday will include events from 11 a.m. to 3 p.m., with music, family activities, and extended holiday shopping hours at downtown shops. Santa will be in his sleigh beside the Courthouse each Saturday for photos and visits with children. The Christmas Market will also be set up each week on the plaza of the International Storytelling Center, featuring handmade crafts, jewelry, and holiday items. Free gift wrapping will be available inside the Storytelling Center for any purchases made in Downtown Jonesborough during the Saturday events.

Throughout the holiday series, the Town will set up a red mailbox beside the Courthouse for children to mail their letters to Santa at the North Pole. Letters must be dropped off by December 17 to receive a response before Christmas.

The series will kick off on Friday, November 28, with the Shop Small Friday Sip & Stroll, from 4 p.m. to 6 p.m. This event, introduced last year, sold out and received very positive feedback from merchants and attendees. The evening will conclude with the annual Lighting of the Tree. Programming will begin at 6 p.m. with performances by local school groups, candle lighting by families, and a coordinated lighting of the large spruce tree beside the Washington County Courthouse, as well as the trees along Main Street and Boone Street. We coordinated this lighting with BrightRidge last year and hope to do so again this year.

Whoville and Shop Small Saturday takes place on November 29 from 11 a.m. to 3 p.m. The event will feature holiday music, s'more roasting, face painting, and Santa in his sleigh for pictures. Attendees are encouraged to dress as their favorite Whoville characters and receive a "Grinch treat." A Cheermeister Competition will invite families to participate in themed activities for a chance to win Jonesborough sweatshirts.

On Saturday, December 6, Doggone Christmas will take place from 11 a.m. to 3 p.m. Attendees can bring their dogs for photos with Santa, enjoy pet treats, and browse pet friendly items at the Christmas Market. This year, we plan to expand this event into a Sip & Stroll, where attendees can enjoy treats inside participating merchant shops for both them and their pets. At 1 p.m., contests will be held on the Courthouse steps, including Ugliest Christmas Dog Sweater, Best Holiday Costume, and Pet and Owner Look-Alike. Donations will be accepted for the Washington County Humane Society and the Animal Shelter Foundation.

Santa's Christmas Village will be held on Saturday, December 13, from 11 a.m. to 3 p.m. Event activities will include photos with Santa, cookie decorating, children's storytelling, and Santa Mart at various downtown locations, including the Visitors Center and the international Storytelling Center. That evening, the annual Lighted Christmas Parade will begin at 6 p.m., traveling along Boone Street and Main Street.

The series will conclude on Saturday, December 20, with the Christmas Church Stroll from 11 a.m. to 3 p.m. Participants can tour beautifully decorated churches in the historic district, enjoy live music and handbells, sip hot cocoa or cider, and more. Walking guides for the Church Stroll will be available at the International Storytelling Center.

Street Closure

We are requesting street closures for the following dates and times:

- Friday, November 28: 3 p.m. to 8 p.m. for Shop Small Friday Sip & Stroll and the Lighting of the Tree.
- Saturday, November 29: 10 a.m. to 4 p.m. for Whoville and Shop Small Saturday.
- Saturday, December 6: 10 a.m. to 4 p.m. for Doggone Christmas.
- Saturday, December 13: 10 a.m. to 8:30 p.m. for Santa's Christmas Village and the Lighted Christmas Parade

Main Street will need to be closed from the intersection of Main Street and Fox Street to Main Street and Second Avenue during the times above.

Parade Route Closure: For the December 13 Christmas Parade, the route will begin at the intersection of Boone Street and Hwy 11 E, continuing along Boone Street to East Main Street, then up North Washington Avenue to Hwy 11 E. Additionally, we request closure of one eastbound lane of Hwy 11 E between Boone Street and Forest Avenue to allow parade participants to travel from the Jonesborough Middle School staging area to downtown.

Department Assistance

Aside from street closure, I would like to also request assistance from the following departments:

Solid Waste and Street Department- Please empty trash cans throughout downtown on Fridays before the events and again on Saturday nights after the event for the following dates: Nov. 28 and 29 and Dec. 6, 13, and 20. Following the parade on Dec. 13, we will need assistance with trash pickup and street cleaning as well.

Parks & Recreation - We are requesting assistance with the four light pole snow machines. We would like to find a solution to leaving these snow machines out for the entirety of Christmas in Olde Jonesborough. The issue with this is the snow solution and the lines that run through each snow machine can freeze if left out overnight which would void our warranty. I believe if we clean line and move the snow solution buckets inside, we could avoid this issue. If this works we would then need to bolt each light pole to the ground so it will not be moved by anyone or the weather.

If the above solution does not work, I am requesting that before & after each event the four light pole snow machines and snow solutions buckets are placed along Main Street. These are currently stored as decoration inside the Jonesborough Visitor Center and would need to be placed outside along Main Street with the gallon buckets of snow solution before each event on the following dates: November 28 and 29 and December 6, 13 and 20. The snow machines and snow solution buckets need to be stored back inside after each event, otherwise, they will malfunction if left in below freezing temperatures. We will also need assistance in placing the red mailbox for Santa's Letters beside the courthouse. We are requesting the mailbox to be placed out on November 28, the first day of the event series.

RECOMMENDATION:

Approve for the Town to hold the "Christmas in Olde Jonesborough" to be held between November 28, 2025, through December 20, 2025, and to include the requested street closures as presented above and including the attached Memorandum from Events Manager Isabel Hawley-Lopez, as presented.

MEMO

To: Board of Mayor and Aldermen
From: Isabel Hawley-Lopez, Events Manager
CC: Glenn Rosenoff, Town Administrator
Craig Ford, Operations Manager
Matt Rice, Police Chief
Steve Prisament, Street Director
Vince Sicca, Director of the Solid Waste and Recycling
Chris Kudera, Parks & Recreation Director
Date: July 23, 2025
RE: Christmas in Olde Jonesborough Events and Street Closure Request

Christmas in Olde Jonesborough will feature a different theme every Saturday from November 28 through December 20. Each Saturday will include events from 11 a.m. to 3 p.m., with music, family activities, and extended holiday shopping hours at downtown shops. Santa will be in his sleigh beside the Courthouse each Saturday for photos and visits with children. The Christmas Market will also be set up each week on the plaza of the International Storytelling Center, featuring handmade crafts, jewelry, and holiday items. Free gift wrapping will be available inside the Storytelling Center for any purchases made in Downtown Jonesborough during the Saturday events.

Throughout the holiday series, the Town will set up a red mailbox beside the Courthouse for children to mail their letters to Santa at the North Pole. Letters must be dropped off by December 17 to receive a response before Christmas.

The series will kick off on Friday, November 28, with the **Shop Small Friday Sip & Stroll**, from 4 p.m. to 6 p.m. This event, introduced last year, sold out and received very positive feedback from merchants and attendees. The evening will conclude with the annual **Lighting of the Tree**. Programming will begin at 6 p.m. with performances by local school groups, candle lighting by families, and a coordinated lighting of the large spruce tree beside the Washington County Courthouse, as well as the trees along Main Street and Boone Street. We coordinated this lighting with BrightRidge last year and hope to do so again this year.

Whoville and Shop Small Saturday takes place on November 29 from 11 a.m. to 3 p.m. The event will feature holiday music, s'more roasting, face painting, and Santa in his sleigh for pictures. Attendees are encouraged to dress as their favorite Whoville characters and receive a "Grinch treat." A Cheermeister Competition will invite families to participate in themed activities for a chance to win Jonesborough sweatshirts.

On Saturday, December 6, **Doggone Christmas** will take place from 11 a.m. to 3 p.m. Attendees can bring their dogs for photos with Santa, enjoy pet treats, and browse pet-friendly items at the Christmas Market. This year, we plan to expand this event into a Sip & Stroll, where attendees can enjoy treats inside participating merchant shops for both themselves and their pets. At 1 p.m., contests will be held on the Courthouse steps, including Ugliest Christmas Dog Sweater, Best Holiday Costume, and Pet and Owner Look-Alike. Donations will be accepted for the Washington County Humane Society and the Animal Shelter Foundation.

Santa's Christmas Village will be held on Saturday, December 13, from 11 a.m. to 3 p.m. Event activities will include photos with Santa, cookie decorating, children's storytelling, and the Santa Mart at various downtown locations, including the Visitors Center and International Storytelling Center. That evening, the annual Lighted Christmas Parade will begin at 6 p.m., traveling along Boone Street and Main Street.

The series will conclude on Saturday, December 20, with the **Christmas Church Stroll** from 11 a.m. to 3 p.m. Participants can tour beautifully decorated churches in the historic district, enjoy live music and handbells, sip hot cocoa or cider, and more. Walking guides for the Church Stroll will be available at the International Storytelling Center.

Street Closure

We are requesting street closures for the following dates and times:

- **Friday, November 28: 3 p.m. to 8 p.m.** for Shop Small Friday Sip & Stroll and the Lighting of the Tree.
- **Saturday, November 29: 10 a.m. to 4 p.m.** for Whoville and Shop Small Saturday.
- **Saturday, December 6: 10 a.m. to 4 p.m.** for Doggone Christmas.
- **Saturday, December 13: 10 a.m. to 8:30 p.m.** for Santa's Christmas Village and the Lighted Christmas Parade.

Main Street will need to be closed from the intersection of Main Street and Fox Street to Main Street and Second Avenue during the times above.

Parade Route Closure: For the December 13 Christmas Parade, the route will begin at the intersection of Boone Street and Hwy 11E, continuing along Boone Street to East Main Street, then up North Washington Avenue to Hwy 11E. Additionally, we request closure of one eastbound lane of Hwy 11E between Boone Street and Forest Avenue to

allow parade participants to travel from the Jonesborough Middle School staging area to downtown.

Department Assistance

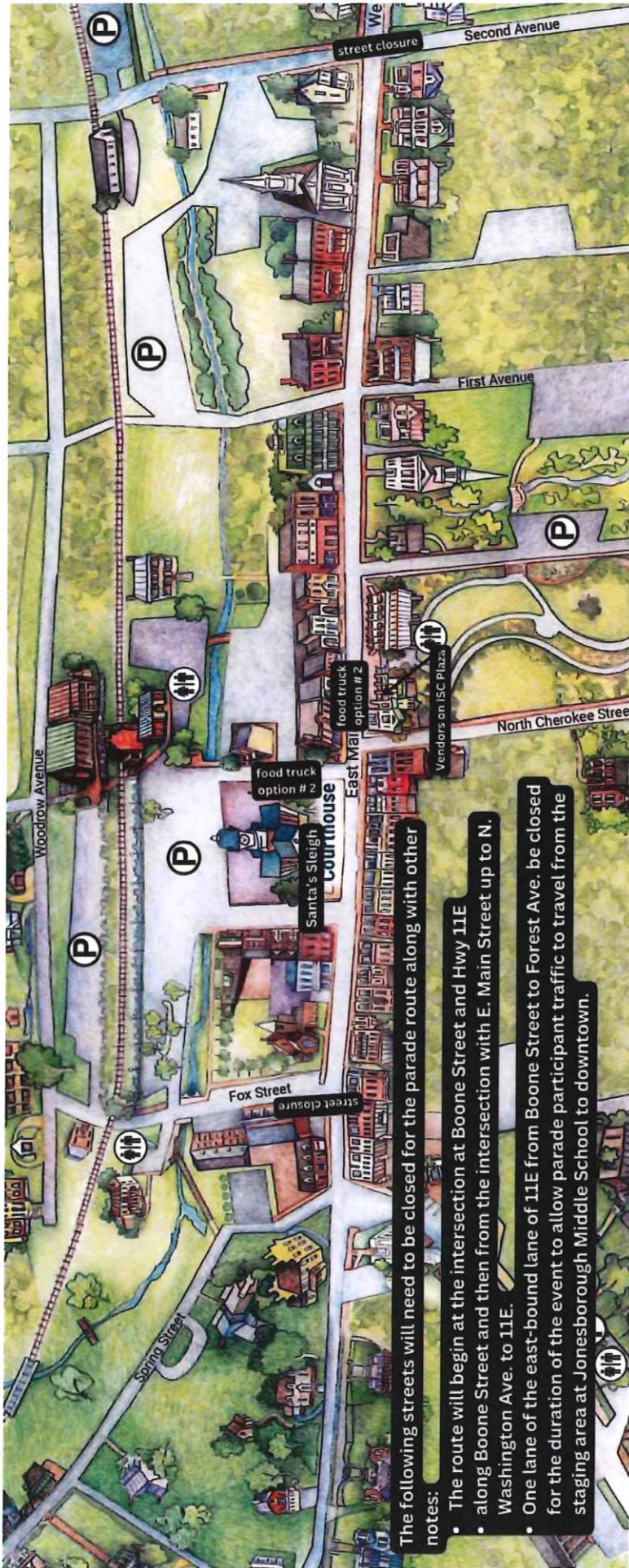
Aside from street closure, I would like to also request assistance from the following departments:

Solid Waste and Street Department- Please empty trash cans throughout downtown on Fridays before the events and again on Saturday nights after the event for the following dates: Nov. 28 and 29 and Dec. 6,13, and 20. Following the parade on Dec. 13, we will need assistance with trash pickup and street cleaning as well.

Parks & Recreation – We are requesting assistance with the four light pole snow machines. We would like to find a solution to leaving these snow machines out for the entirety of Christmas in Olde Jonesborough. The issue with this is the snow solution and the lines that run through each snow machine can freeze if left out overnight which would void our warranty. I believe if we clean line and move the snow solution buckets inside, we could avoid this issue. If this works we would then need to bolt each light pole to the ground so it will not be moved by anyone or the weather.

If the above solution does not work, I am requesting that before & after each event the four light pole snow machines and snow solutions buckets are placed along Main Street. These are currently stored as decoration inside the Jonesborough Visitor Center and would need to be placed outside along Main Street with the gallon buckets of snow solution before each event on the following dates: November 28 and 29 and December 6, 13 and 20. The snow machines and snow solution buckets need to be stored back inside after each event, otherwise, they will malfunction if left in below freezing temperatures. We will also need assistance in placing the red mailbox for Santa's Letters beside the courthouse. We are requesting the mailbox to be placed out on November 28, the first day of the event series.

Thanks to everyone for helping with Christmas in Olde Jonesborough! We appreciate all the assistance!



The following streets will need to be closed for the parade route along with other notes:

- The route will begin at the intersection at Boone Street and Hwy 11E
- along Boone Street and then from the intersection with E. Main Street up to N. Washington Ave. to 11E.
- One lane of the east-bound lane of 11E from Boone Street to Forest Ave. be closed for the duration of the event to allow parade participant traffic to travel from the staging area at Jonesborough Middle School to downtown.

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

Consent Agenda

DATE: August 18, 2025

AGENDA ITEM #: 9

SUBJECT: Town Sponsored Event – The Great Jonesborough Pumpkin Carving

BACKGROUND:

Parks and Recreation Director Chris Kudera is requesting approval of an additional event as part of the already BMA approved Halloween Haunts and Happenings. A memorandum is provided as part of the agenda packet. What is proposed is The Great Jonesborough Pumpkin Carving event where participants will carve pumpkins on site. Staff believe this will be a fun, family-friendly event, and will provide us with over 200 carved pumpkins for the Jack-o'-Lantern Drive-Thru.

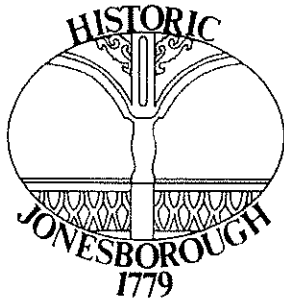
The request is to hold the event on Wednesday, October 29th from 5:30–8:30 PM. There is no request for street closure, but there is a request for closure on the west side of Courthouse Square parking lot. The setup would include:

- Tables along the front and west side sidewalks of the Courthouse
- Additional tables in the street area and behind Mauk's (same area used for the food court during Jonesborough Days)

Mr. Kudera reported that he spoke with Major Dennis Higgins, who stated no objection to the closure. Staff will coordinate with the Washington County Courthouse, Street Department, and Solid Waste Department regarding the additional event.

RECOMMENDATION:

Approve closure of the west side of Courthouse Square parking lot on October 29, 2025 from 5:30 PM to 8:30 PM, as part of The Great Jonesborough Pumpkin Carving event, as presented.



TOWN OF JONESBOROUGH

123 Boone Street
Jonesborough, TN, 37659
Telephone: 423-753-1030

Memo

To: Glenn Rosenoff

From: Christopher Kudera

CC: Cameo Waters, Isabel Hawley

Date: 8/13/25

Re: Event Request – Great Jonesborough Pumpkin Carving

Background

The Board of Mayor and Aldermen (BMA) has already approved the special event application to host the annual Halloween Haunts and Happenings on Friday, October 31st.

During COVID, the Town introduced the Jack-o'-Lantern Drive-Thru, where the Town purchased pumpkins, distributed them to participants to carve at home, and later displayed them. Last year, we gave out 200 pumpkins, but only about 70 were returned for display.

This year, we propose a new approach—The Great Jonesborough Pumpkin Carving—where participants will carve pumpkins on site. We believe this will be a fun, family-friendly event and will provide us with over 200 carved pumpkins for the Jack-o'-Lantern Drive-Thru.

We are requesting to hold this event on Wednesday, October 29th from 5:30–8:30 PM. We are not requesting a full street closure of Main Street. Instead, we are requesting the closure of the west side of the Courthouse Square. The setup would include:

- Tables along the front and west side sidewalks of the Courthouse
- Additional tables in the street area and behind Mauk's (same area used for the food court during Jonesborough Days)

I have spoken with Major Higgins, who has no objection to the closure. I will coordinate with the Washington County Courthouse, Street Department, and Solid Waste Department.

Recommendation:

Approve street closure on the west side of the courthouse from 5:00pm to 8:30pm.

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

DATE: August 18, 2025 **AGENDA ITEM #:** 1

SUBJECT: Financial Report

The FY25-26 budget has been submitted to the State of Tennessee Comptroller's Office and the Financial Report will be presented at the next regular BMA meeting.

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

DATE: August 18, 2025 **AGENDA ITEM #:** 7-A

SUBJECT: Possible Change of November 10, 2025 BMA Meeting Date

BACKGROUND:

At the last meeting of the BMA, a possible change in date of the November meeting scheduled for November 10, 2025, was discussed. A decision whether to change the date was postponed to this meeting.

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

DATE: August 18, 2025 **AGENDA ITEM #:** 7-B

SUBJECT: 2nd Reading – Thomasson Annexation Request located along Shell Road

BACKGROUND:

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

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

The Planning Commission approved the annexation as presented at their June 17, 2025, meeting. The Board of Mayor and Aldermen passed the annexation on First Reading on July 14, 2025.

RECOMMENDATION:

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

ORDINANCE NO. 2025-05
(SEE RESOLUTION NO. 2025-13)

AN ORDINANCE TO AMEND THE ZONING MAP OF THE TOWN OF JONESBOROUGH, TENNESSEE BEING PART OF THE APPENDIX TO ORDINANCE NO. 2025-05 ENTITLED "AN ORDINANCE TO ADOPT A CODE OF LAWS AND ORDINANCES FOR THE TOWN OF JONESBOROUGH, TENNESSEE, AND TO REPEAL ALL LAWS AND ORDINANCES IN CONFLICT THEREWITH", AND AMENDATORY THEREOF, BY ASSIGNING AN R-1 (LOW DENSITY) RESIDENTIAL DISTRICT TO CERTAIN PROPERTY WITHIN THE 15TH CIVIL DISTRICT OF WASHINGTON COUNTY, TENNESSEE AND DESCRIBED ON WASHINGTON COUNTY TAX MAP 59, PARCEL 219.01, AND KNOWN AS THE "MICAH THOMASSON SHELL ROAD ANNEXATION".

BE IT ORDAINED BY THE TOWN OF JONESBOROUGH AS FOLLOWS:

SECTION 1. That the Zoning Map of the Town of Jonesborough, Tennessee, being a part of the appendix to Ordinance No. 2025-05 entitled, "An Ordinance to Adopt a Code of Laws and Ordinances for the Town of Jonesborough, Tennessee, and to Repeal All Laws and Ordinances in Conflict Therewith," and all ordinances supplementary thereto and amendatory thereof, be and the same is hereby amended and modified by assigning the zoning on the following described property on Washington County Tax Map 59, Parcel 219.01 of a R-1 (Low Density) Residential District. See descriptions marked "Exhibit A" and "Exhibit B" hereto.

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

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

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

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

Those voting against: _____

PASSED ON FIRST READING July 14, 2025

KELLY WOLFE, 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 _____

KELLY WOLFE, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

**RESOLUTION NO. 2025-13 ANNEXATION
(SEE ALSO ORDINANCE NO. (2025-05))**

A RESOLUTION TO ANNEX A PORTION OF CERTAIN PROPERTY LOCATED WITH THE 15th CIVIL DISTRICT OF WASHINGTON COUNTY, TENNESSEE ADJOINING THE PRESENT CORPORATION BOUNDARIES OF THE TOWN OF JONESBOROUGH, TENNESSEE, AND TO INCORPORATE THE SAME WITHIN THE CORPORATE BOUNDARIES OF THE TOWN OF JONESBOROUGH, TENNESSEE, SAID PROPERTY BEING KNOWN AS THE “**MICAH THOMASSON SHELL ROAD ANNEXATION**”; DESCRIBED ON WASHINGTON COUNTY TAX MAP 59, PARCEL 219.01; AND TO ZONE SAID PROPERTY R-1 (LOW DENSITY) RESIDENTIAL DISTRICT AS DESCRIBED HEREIN AND TO AMEND THE ZONING MAP OF THE TOWN OF JONESBOROUGH, TENNESSEE ACCORDINGLY, BEING A PART OF THE APPENDIX TO ORDINANCE NO. 2025-05.

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

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

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

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

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

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

SECTION 2. BE IT FURTHER RESOLVED that the area herein described and annexed be zoned R-1 (Low Density) Residential District. (See also Ordinance No. 2025-05).

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

Approved by the Planning Commission June 17, 2025

Passed on First Reading July 14, 2025

Public Hearing Held _____

Passed on Second Reading _____

Approved and Signed in Open Meeting _____
KELLY WOLFE, MAYOR

Attest: _____
JANET JENNINGS, TOWN RECORDER

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



Thomasson Micah Jude & Abigail Bryan Property,
15th Civil District, Tax Map, Parcel 219.01

Prepared for the Town of Jonesborough, Tennessee by the Washington
County, Tennessee Zoning Office. Not for engineering purposes.

0 150 300 600 900
Feet

 Tax Parcels
  Municipal Boundaries
 Subject Area

Coordinate System: NAD 1983 StatePlane Tennessee FIPS 4100 Feet
 Projection: Lambert Conformal Conic
 Datum: North American 1983
 False Easting: 1,968,500.0000
 False Northing: 0.0000
 Central Meridian: -86.0000
 Standard Parallel 1: 35.2500
 Standard Parallel 2: 36.4167
 Latitude Of Origin: 34.3333
 Units: Foot US
 Date Created: 8/7/2025 2:00 PM
 Software Version: ArcGIS Pro 3.5
 Cartographer: Christopher A. Pape, GISP





TOWN OF JONESBOROUGH

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

Date: 6/3/25

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

RE: Annexation Request
To : Glenn Rosenoff

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

Thank You, 
Kevin R, Fair

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

THE OLDEST TOWN IN TENNESSEE



TOWN OF JONESBOROUGH

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

Receipt #
6614

Jonesborough:

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

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

Representative

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

Site Location/Area: Shell Rd, Jonesborough TN
Parcel ID 059 219.01

Describe reason for Request Review:

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

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

Submittals Included: to annex the smaller parcels into the
town of Jonesborough.
Annexation is the first/main concern.

FOR STAFF USE ONLY:

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

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

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

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

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

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

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

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

Town of Jonesborough
Miscellaneous Receipt

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

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

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

Miscellaneous Receipt Total
\$300.00

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

Thank You!

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

Parcel Details

WASHINGTON COUNTY, TN | TAX YEAR 2025

County Information

County Number: 090

Reappraisal Year: 2024

Property Owner and Mailing Address

January 1 Owner

EDWARDS CARL T
& COLEEN
9 CLEVELAND AVE
ASHEVILLE NC 28803

Current Owner

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

Property Location

Address: SHELL RD

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

Value Information

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

Additional Information

2010 COUNTY BOARD CHANGE

General Information

Class: 00 - Residential

City #:

Special Service District 1: 000

District: 15

Number of buildings: 0

Utilities - Water/Sewer: 00 - PUBLIC / NONE

Utilities - Gas/Gas Type: 00 - NONE

City:

Special Service District 2: 000

Neighborhood: B01

Number of mobile homes: 0

Utilities - Electricity: 01 - PUBLIC

Zoning:

Outbuildings & Yard Items

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

Sale Information

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

Land Information

Deed Acres: 5.47

Calculated Acres: 0

Total Land Units: 5.47

Land Code	Soil Class	Units
02 SMALL TRACT		5.47

Division of Property Assessments

Comptroller of the Treasury

State of Tennessee



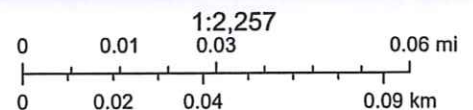
Our Mission: Make Government Work Better

Washington County - Parcel: 059 219.01



Date: June 12, 2025

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



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

The property lines are compiled from information maintained by your local

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

From Micah Thomasson <micahtomasson@gmail.com>

Date Thu 6/12/2025 3:06 PM

To Kevin Fair <kfair@JonesboroughTN.org>

Thank you for the response! Just so I am clear I am intending to annex the entire parcel! If it is possible to go ahead and annex in the entire parcel and then do the subdivision on the next meeting that would be phenomenal but if not, we will just have to wait till I get that survey . I am working towards having our surveyor, go ahead and get us the survey, reflecting our intent. I know he is busy and because I didn't reach out to him until late regarding it I may or may not be able to have it prior to the meeting on the 17th

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

Micah,

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



KEVIN FAIR
Building Inspector

☎ 423-753-1032

✉ kfair@jonesboroughtn.org

📍 123 Boone St. Jonesborough, TN 37659

🌐 jonesboroughtn.org

From: Micah Thomasson <micahtomasson@gmail.com>

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

To: Kevin Fair <kfair@JonesboroughTN.org>

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

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

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

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

DATE: August 18, 2025 **AGENDA ITEM #:** 7-C

SUBJECT: 2nd Reading – Tree and Townscape Code Amendment

BACKGROUND:

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

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

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

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

The BMA passed the ordinance on first reading on July 14, 2025.

RECOMMENDATION:

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

ORDINANCE NO. 2025-06

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

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

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

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

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

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

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

Be It Further Ordained, that this Ordinance 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 Dickson that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: Alderman Countermine, Alderman Dickson, Alderman Causey

Those voting against: _____

PASSED ON FIRST READING July 14, 2025

KELLY WOLFE, 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 _____

KELLY WOLFE, 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: August 18, 2025 **AGENDA ITEM #:** 7-D

SUBJECT: 2nd Reading – Designation of Town Officials to Declare State of Emergency

BACKGROUND:

The Police Department is currently working on State accreditation. During the process of writing general orders it was discovered that the Town does not have an ordinance designating an individual(s) who is authorized to declare an emergency within the Town's corporate limits.

This is extremely important when requesting statewide, or even county assets and/or assistance during times of disaster, whether it be man-made or natural. We must have this ordinance in place in order for the Police Department to be in compliance with their accreditation effort.

RECOMMENDATION:

Approve on an Ordinance designating Town personnel who may declare a disaster on Second and Final Reading.

ORDINANCE NO. 2025-07

AN ORDINANCE DESIGNATING THE TOWN OFFICIALS AUTHORIZED
TO DECLARE A STATE OF EMERGENCY

BE IT ORDAINED BY THE TOWN OF JONESBOROUGH AS FOLLOWS:

Whereas, an occurrence or threat of an occurrence, whether natural or man-made, that results in or may result in substantial injury or harm to the population or substantial damage or loss of property and may result in the need to declare a state of emergency by municipal officials.

Now, Therefore, Be It Ordained by the Board of Mayor and Alderman of the Town of Jonesborough, Tennessee that the Mayor, Town Administrator, or the Operations Manager in the Town Administrator's absence, may declare a state of emergency for the Town of Jonesborough.

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

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

Those voting against: _____

PASSED ON FIRST READING July 14, 2025

KELLY WOLFE, 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 _____

KELLY WOLFE, 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: August 18, 2025 **AGENDA ITEM #:** 7-E

SUBJECT: 2nd Reading – FY24-25 Budget Amendments

BACKGROUND:

Attached for your consideration is the annual budget clean-up amendment, reflecting changes that transpired throughout the fiscal year, as follows:

General Fund – Expenditure adjustments that are offset by corresponding revenue adjustments include an increase in Shop with a Cop activity and the permanent financing of the last \$9 million for the K-8 school construction. Expenditure increases that are offset by decreases in other areas include additional fire department overtime and part-time staff hours, offset by savings from open positions in other departments, and trail project expenditures moved from the parks and recreation budget to the street department budget. Other expenditure adjustments include the signal at Tiger Way, additional spending on the street department building and debt service on the Engel property. Finally, spending for the ballfields and dog park were removed and the Ballad donation was relocated from the General Fund to the Jackson Theatre Fund.

Jackson Theatre Fund – Adjustments to revenues reflect a partial year of activity, due to the mid-year opening. Expenditure adjustments primarily include increased spending to contract for shows and for marketing and equipment leases. The additional spending for furniture is funded by the Ballad donation that was transferred from the General Fund. The unspent portion of that donation remains in fund balance, along with the preservation fees.

Drug Fund – The Drug Fund maintains a healthy fund balance. During the year, the police department was able to acquire additional equipment through this fund, due to additional auction proceeds from confiscated property. A small overage was taken from fund balance.

RECOMMENDATION:

Approve adoption of Ordinance Number 2025-08, an Ordinance amending the Fiscal Year 2024-2025 Budget for the General Fund, Jackson Theatre Fund and Drug Enforcement Fund on Second and Final Reading.

ORDINANCE NO. 2025-08

**AN ORDINANCE AMENDING THE FISCAL YEAR 2024-2025 BUDGET FOR THE
GENERAL FUND, JACKSON THEATRE FUND AND DRUG ENFORCEMENT FUND**

BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH AS FOLLOWS:

SECTION I. That the FY2024-2025 budget be amended with revenues and available funds and appropriations as follows:

	<u>Current Budget</u>	<u>Increase/ (Decrease)</u>	<u>Amended Budget</u>
<u>General Fund</u>			
<u>Revenues/Use of Fund Balance:</u>			
Revenues & Other Sources of Funding	15,416,852	9,610,000	25,026,852
Use of Fund Balance	489,810	177,645	667,455
Total Revenues/Use of Fund Balance	15,906,662	9,787,645	25,694,307
<u>Expenditures:</u>			
Various Expenditures & Other Uses of Funding	15,906,662	9,787,645	25,694,307
Total Expenditures	15,906,662	9,787,645	25,694,307
<u>Jackson Theatre Fund</u>			
<u>Revenues/Use of Fund Balance:</u>			
Revenues & Other Sources of Funding	681,182	370,050	1,051,232
Use of Fund Balance	-	-	-
Total Revenues/Use of Fund Balance	681,182	370,050	1,051,232
<u>Expenditures:</u>			
Various Expenditures	679,109	250,725	929,834
Total Expenditures	679,109	250,725	929,834
<u>Drug Fund</u>			
<u>Revenues/Use of Fund Balance:</u>			
Revenues	9,500	26,500	36,000
Use of Fund Balance	-	6,000	6,000
Total Revenues/Use of Fund Balance	9,500	32,500	42,000
<u>Expenditures:</u>			
Various Expenditures	9,500	32,500	42,000
Total Expenditures	9,500	32,500	42,000

SECTION II. The line item financial plan as follows detailing line items in departmental budgets shall be followed in implementing the budget amendments.

This Ordinance will take effect immediately after its passage on second and final reading, the public welfare requiring it.

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

Those voting against: _____

PASSED ON FIRST READING July 29, 2025

KELLY WOLFE, 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 _____

KELLY WOLFE, 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: August 18, 2025 **AGENDA ITEM #:** 8-A

SUBJECT: Traffic Signalization Optimization Project with Mattern & Craig Engineers

BACKGROUND:

With unprecedented growth in and around our town, the challenges of mitigating traffic congestion along our State Route 11-E (east and west) has been under review and understanding that the traditional fixed-time traffic signal systems are often inadequate in addressing fluctuating traffic demands, contributing significantly to this congestion. As such, we are exploring optimization of traffic signal timing integrated with real-time traffic data to improve our corridor mobility.

The work is to be conducted by professional traffic engineers from Mattern & Craig Engineers, the same company that has worked with the town and TDOT on the new permanent signal at the intersection of Tiger Way, a project that should begin in October 2025. Currently, the traffic signal in place is temporary. We also are awarded a 100% funding grant signal modernization at the intersection of Forest Drive at Food City. This project should begin work in approximately one year.

We have a total of six (6) traffic lights along the 11-E corridor with approximately 40,000 vehicles per day traveling along this route. This project of signalization optimization will help the town understand the limits of our existing traffic signals, the different traffic patterns, timing, and movement of vehicles to help develop a signalization plan that will mitigate our traffic congestion challenges using technology.

The proposal from Mattern & Craig Engineering for the study/project is \$44,000.00 and includes Task 1 – Traffic Signalization Inspection and Inventory and Task 2 Coordinated Signal Timings. The detailed service of each Task is outlined in their proposal attached.

Funding Source: With the traffic congestion within the 11-E corridor having a significant impact on traffic movement in and out of town, staff opines that this study needs to be prioritized and funded through the FY26 Capital Projects General Fund under “Streets”. This fund has a project balance of \$630,900.00 with 80% or \$500,000.00 assigned to resurfacing. With the high negative comments regarding studying the New Hope Road area, and \$130,900.00 available, there are sufficient funds to assign those funds to the 11-E Traffic Signal Study in the amount of \$44,000.00.

RECOMMENDATION:

Approve the Traffic Signal Study, Commission No. 7100-P, from Mattern & Craig in the amount of \$44,000.00, as presented.

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



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

August 14, 2025

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

Re: Traffic Signal Study
Commission No. 7100-P

Dear Glenn:

As requested, Mattern & Craig is pleased to provide you with a Scope of Services and Fee Proposal for this project, detailed in the following pages.

We appreciate the opportunity to work with you on this project, and look forward to starting work. Should the terms of this proposal be acceptable to you, please sign the enclosed Agreement and return one copy to us. Should you have any questions or comments regarding this proposal, please do not hesitate to contact me for clarification.

Sincerely,
MATTERN & CRAIG

Todd Jones, P.E.
Project Manager

Approved:
MATTERN & CRAIG

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

JAC/etj
Attachments (2)



**CLIENT AND ENGINEER
PROFESSIONAL SERVICES AGREEMENT**

This agreement is made and entered into at Kingsport, TN effective as of the last date signed below, by and between:

ENGINEER:

Name: Mattern & Craig, Inc.
Address: 429 Clay Street
Kingsport, TN 37660
Phone: (423) 245-4970

CLIENT:

Name: Town of Jonesborough
Address: 123 Boone Street
Jonesborough, TN 37659
Phone: (423) 753-1030

The project upon which the services hereinafter described are to be performed is located at ____
See attached Scope of Services dated August 14, 2025.

Services: See attached Scope of Services dated August 14, 2025.

Fee: See attached Scope of Services dated August 14, 2025.

Time of Completion (from receipt of signed Agreement): See attached Scope of Services dated August 14, 2025.

In addition to the matters set forth herein, our agreement shall include, and shall be subject to, the Standard Provisions attached hereto and incorporated herein.

If you concur and wish us to proceed with the services described above, please have both enclosed originals of this Agreement executed by a properly authorized individual in the space provided. Retain one and return the other. The terms stated in this agreement are valid for sixty (60) days from the date executed by the Engineer.

ENGINEER:

By: *Jana Carder*

Title: Principal

Date: 8/14/2025

CLIENT:

By: _____

Title: _____

Date: _____

MATTERN & CRAIG, INC.
STANDARD PROVISIONS

- (1) **Engineer's Scope of Services:** The undertaking of the Engineer to perform professional services extends only to those services specifically described in this Agreement. However, if requested by the Client and agreed to by the Engineer, the Engineer will perform additional services ("Additional Services") hereunder and shall be compensated as set forth below.
- (2) **Client's Responsibilities:** In addition to other responsibilities described herein or imposed by law, the Client shall:
- (a) Designate in writing a person to act as its representative with respect to this Agreement, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
 - (b) Provide to the Engineer all previous studies, plans, or other documents pertaining to the project; Client's requirements and criteria; standards to be followed; and all new information reasonably necessary; upon all of which the Engineer may rely.
 - (c) Arrange for access to the site and other property and obtain approvals and permits required for the Engineer to provide its services.
 - (d) Review all documents or verbal reports presented by the Engineer and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of the Engineer.
 - (e) Provide such overall feasibility services such as independent accounting, legal, insurance, and cost estimating as the client may require or the Engineer may reasonably request.
 - (f) Give prompt written notice to the Engineer whenever the Client becomes aware of any development that affects the scope and timing of the Engineer's services or any defect or noncompliance in any aspect of the project.
 - (g) Bear all costs incident to the responsibilities of the Client including any permitting and review fees.
- (3) **Period of Services:** This Agreement has been entered into in anticipation of conditions permitting continuous and orderly progress through the completion of the Engineer's services. Times for performance shall be extended to the extent necessary for delays due to circumstances the Engineer does not control. If such delay or suspension extends for more than six months (cumulatively), the rates of compensation provided for in the Agreement shall be renegotiated.
- (4) **Compensation for Additional Services:** Unless otherwise agreed to in writing, the Client shall pay the Engineer for the performance of any Additional Services an amount based upon the Engineer's current hourly rates plus an amount to cover certain direct expenses including in-house duplicating, local mileage, telephone calls, postage, and word processing. Other direct expenses will be billed at 1.15 times cost.
- (5) **Method of Payment:** Compensation shall be paid to the Engineer in accordance with the following provisions:
- (a) Invoices will be submitted by the Engineer to the Client for services performed and expenses incurred. Payment of each invoice will be due within 25 days of receipt. Interest will be added to accounts not paid within 25 days at the maximum rate allowed by law. If the Client fails to make any payment due the Engineer for services and expenses within 30 days after the Engineer's transmittal of its invoice, the Engineer may suspend services until all amounts are paid in full.
 - (b) If the Client objects to any invoice, it must advise the Engineer in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections shall be waived, and the invoice shall conclusively be deemed due and owing.
 - (c) If the Engineer initiates legal proceedings to collect payment for services, it may recover in addition to all amounts due, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings. Such expenses shall include the cost, at the Engineer's normal hourly billing rates, of the time devoted to such proceedings by its employees.
 - (d) The Client acknowledges and agrees that the payment for services rendered and expenses incurred by the Engineer pursuant to this Agreement is not subject to any contingency or conditions unless expressly set forth in this Agreement.
- (6) **Use of Documents:** All documents, including but not limited to drawings, specifications and data or programs stored electronically, prepared by the Engineer are related exclusively to the services described herein. They are not intended or represented to be suitable for partial use or reuse by the Client or others on extensions of this project or on any other project. Any modifications made by the Client or any partial use or reuse without written authorization or adaptation by the Engineer will be at the Client's sole risk and without liability or legal exposure to the Engineer, and the Client shall indemnify, defend and hold the Engineer harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. Any authorization or adaptation will entitle the Engineer to further compensation at rates to be agreed upon by the Client and the Engineer. Copies of Documents that may be relied upon by Client are limited to the printed copies (also known as hard copies) signed or sealed by the Engineer. Files in electronic media format of text, data, graphics, or of other types furnished by Engineer to Client are only for convenience of Client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the Client, after receiving electronic files, agrees to perform acceptance tests or procedures within 60 days, after which the Client shall be deemed to have accepted the data. Any errors detected within the 60-day acceptance period will be corrected by the Engineer. Engineer shall not be responsible to maintain documents stored in electronic media format after acceptance by Client. When transferring documents in electronic media format, Engineer makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operation systems, or computer hardware differing from those used by Engineer at the beginning of this Project. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- (7) **Opinions of Cost:** Because the Engineer does not control the cost of labor, materials, equipment, services furnished by others, methods of determining prices, competitive bidding or market conditions, any opinion rendered as to costs shall be made on the basis of its experience and

represent its judgment as an experienced and qualified professional, but the Engineer cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator.

(8) **Termination:** The obligation to provide further services under this Agreement may be terminated by either party upon seven days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, the Engineer will be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by the Engineer as a result of such termination.

(9) **Insurance:** The Engineer is protected by Workers' Compensation insurance, professional liability insurance, and general liability insurance for bodily injury and property damage and will exchange certificates of insurance upon request.

(10) **Liability:** In performing its professional services, the Engineer will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession practicing in the same or similar locality at the time the services are provided. No warranty, express or implied, is made or intended by the Engineer's undertaking herein or its performance of services hereunder, and it is agreed that the Engineer is not a fiduciary with respect to the Client. To the fullest extent of the law, and notwithstanding any other provisions of this Agreement, the total liability, in the aggregate of the Engineer and the Engineer's officers, directors, employees, agents and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the services under this Agreement from any cause or causes including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of the Engineer or the Engineer's officers, directors, employees, agents, or subconsultants shall not exceed twice the total compensation received by the Engineer under this Agreement or \$50,000 whichever is greater. Under no circumstances shall the Engineer be liable for lost profits, consequential damages or for extra costs or other consequences due to changed conditions or for costs related to the failure of the contractor to perform work in accordance with the plans and specifications.

(11) **Expenses of Litigation:** If the Client or its contractors initiate legal proceedings against the Engineer, its contractors, or its subcontractors related to the Engineer's services, and such proceedings conclude with the entry of a final judgment favorable to the Engineer, the Client shall reimburse the Engineer for all of its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings. Such expenses shall include the cost, at the Engineer's normal hourly billing rates, of the time devoted to the proceedings by the Engineer's employees.

(12) **Dispute Resolution:** If and to the extent that Client and Engineer have agreed on a method and procedure for resolving disputes between them arising out of or relating to this Agreement, such dispute resolution method and procedure, if any, is set forth in an Exhibit attached to this Agreement. Client and Engineer agree to negotiate in good faith for a period of thirty days from date of notice of all disputes prior to exercising their rights under any Exhibit or under law.

(13) **Hazardous Substances:** It is understood and agreed that in seeking the professional services of the Engineer, the Client does not request the Engineer to undertake to perform any services, studies, or tests, or to make any determinations involving hazardous substances or conditions, as defined by federal or state law. Therefore, the Engineer undertakes no such obligation, and the Client agrees to hold harmless, indemnify, and defend the Engineer from and against any and all claims, losses, damages, liability, and costs arising out of or in any way connected with the presence, discharge, release, or escape of hazardous substances or conditions of any kind, or environmental liability of any nature, in any manner related to services performed by the Engineer. If any hazardous substance or condition is observed or reasonably suspected by the Engineer, it shall have the right to cease all services until the hazardous substance or condition has been eliminated. The Engineer shall notify the Client of any such substance or condition of which the Engineer becomes aware, and the Client shall be solely responsible for its elimination.

(14) **Assignment:** Nothing in this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than the Client and the Engineer, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the Client and the Engineer and not for the benefit of any other party. Neither the Client nor the Engineer shall assign, sublet, or transfer any rights under or interest in this Agreement without the written consent of the other, except that the Engineer may retain subconsultants as it deems appropriate.

(15) **Confidentiality:** The Client consents to the use and dissemination by the Engineer of photographs of the Project and to the use by the Engineer of facts, data and information obtained by the Engineer in the performance of its services. If, however, any facts, data or information is specifically identified in writing by the Client as confidential, the Engineer shall use reasonable care to maintain the confidentiality of that material.

(16) **Miscellaneous Provisions:** This Agreement is to be governed by the law of the State of Tennessee.

This Agreement shall bind, and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors and assigns. This Agreement contains the entire and fully integrated agreement between the parties hereto and supersedes all prior and contemporaneous negotiations, representations, agreements, or understandings, whether written or oral. This Agreement can be supplemented or amended only by a written document executed by both the Engineer and the Client. Provided, however, that conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by the Engineer. Any provision in this Agreement that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof or affecting the validity or enforceability of such provision in any other jurisdiction. Also, the non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

Project Understanding

Based on the information provided, Mattern & Craig (ENGINEER) proposes the following general Scope of Services, Schedule, and Fee to perform a study of the signalized intersections and provide recommendations to improve their operation, for the Town of Jonesborough, TN (OWNER).

The OWNER is seeking to address the impacts that increased traffic has had on the signalized intersections along US-11E (E. Jackson Boulevard). The OWNER has requested that the ENGINEER assess the current conditions of the signalized intersections, evaluate options for improving their operation, and develop coordinated signal timings.

The ENGINEER will perform these services for the OWNER with the following understanding:

- The OWNER will provide any available data, such as signal plans of intersections not designed by the ENGINEER, existing signal timings, etc.

Task 1 – Traffic Signal Equipment Inspection and Inventory

Complete a field inspection and inventory for all six (6) existing signalized intersections within the Town, to identify any issues and deficiencies and to inventory signal related equipment. The field inspection and inventory will include documenting:

- Signal heads (type and condition)
- Pedestrian facilities (push buttons, signage, pedestrian signal heads, and curb ramps)
- Traffic signal controller cabinet (approximate age of cabinet and overall condition), cabinet equipment (load switches, controller brand/model, conflict monitor brand/model, and vehicle/pedestrian detection)
- Signal pole support (type of pole and overall condition)
- Signal phasing operations
- Intersection layout sketch (pole locations, signal head types, controller cabinet location, pedestrian equipment, sidewalk, pavement markings, etc.)

The above information will be documented in an inventory form. The ENGINEER will provide a memorandum that summarizes the findings of the inspection and provide recommendations for equipment and associated costs.

Currently, the signalized intersections are not interconnected and cannot operate in coordination with each other to efficiently progress traffic through the area. As part of this Task, the ENGINEER will evaluate various options to provide interconnectivity to the signalized intersections along US-11E (E. Jackson Boulevard), which will allow for coordinated signal timings. The ENGINEER will provide the OWNER with a list of possible traffic signal communications options and associated costs.

Task 1 Deliverables:

*Traffic Signal Equipment Inspection and Inventory Forms
Recommendations and Costs*

Task 2 – Coordinated Signal Timings

As previously stated, the signalized intersections are currently not interconnected. However, the ENGINEER will develop coordinated signal timings that could be implemented once communication is provided to the signalized intersections.

The corridor consists of seven (7) signalized intersections along US-11E (E. Jackson Boulevard), from Persimmon Ridge to Hometown Road, listed below.

- 1) US-11E (E. Jackson Boulevard) at Persimmon Ridge
- 2) US-11E (E. Jackson Boulevard) at 2nd Avenue/Justice Center
- 3) US-11E (E. Jackson Boulevard) at Tiger Way (currently being constructed)
- 4) US-11E (E. Jackson Boulevard) at SR-354/Boone Street
- 5) US-11E (E. Jackson Boulevard) at Forest Drive/Food City
- 6) US-11E (E. Jackson Boulevard) at Lowe's/Baileigh Lynn Loop
- 7) US-11E (E. Jackson Boulevard) at Hometown Road

Services for this Task include:

- Gather all necessary and pertinent information from the OWNER, including existing traffic signal plans (for intersections not designed by the ENGINEER) and timing data.
- Collect 24-hour turning movement counts at the above intersections.
- Analyze traffic counts, to identify peaks and trends, and to develop a preliminary coordination schedule. It is initially assumed that four (4) coordinated patterns will be developed: AM peak hour, Mid-day peak hour, School PM peak hour, and PM peak hour.
- Check minimum green times and yellow & red clearance intervals for all intersections and check pedestrian times at intersections that have pedestrian signal heads.
- Create a simulation model (using Synchro software) of the corridor, using the information collected above.
- Input count data into the base Synchro models and analyze for coordination potential. Develop coordination plans for peak hours. Make recommendations on phasing changes, geometric changes, etc. necessary to obtain optimal performance. Make recommendations on when to operate in coordinated mode versus free run (isolated) mode.
- Prepare a report including timing data sheets and submit to the Town for review.
- Address any comments from the Town's review of the preliminary report and finalize. Submit the final report to the Town for use in installing the timing plans.

Task 2 Deliverables: Coordinated Signal Timings

The results of Tasks 1 and 2 will be combined into a single document.

Schedule

<u>Deliverables</u>	<u>Milestone</u>
Traffic Signal Study	180 days following NTP

Please note that ENGINEER has no control over internal OWNER review processes as they relate to approvals and the issuances of notices to proceed.

Fee

ENGINEER will perform the above services for the lump sum fee of \$44,000.00, to be billed monthly based on percent complete.

Other additional services not listed can be provided at the hourly rates shown in the attached "Standard Billing Rate Table", plus expenses.

Payment will be due within 30 days of your receipt of the invoice. All permitting, application, and similar project fees will be paid directly by the OWNER.

Standard Billing Rate Table
Mattern & Craig

Employee Types	Employee Type (Category)	Billing Rate (\$/Hr.)
Sr. Principal	\$	270.00
Sr. Division Manager	\$	245.00
Sr. Environmental Specialist	\$	230.00
Principal	\$	215.00
Sr. Engineering Specialist	\$	210.00
Division Manager	\$	200.00
Sr. Project Manager	\$	200.00
Project Manager	\$	160.00
Engineering Specialist	\$	155.00
Lead Project Engineer	\$	145.00
Project Engineer	\$	135.00
Sr. Survey Manager	\$	135.00
Sr. Construction Manager	\$	130.00
Environmental Scientist	\$	130.00
Survey Manager	\$	130.00
Construction Manager	\$	125.00
Survey Supervisor	\$	125.00
Sr. Engineering Technician	\$	115.00
Associate Engineer	\$	115.00
Sr. Design Technician	\$	110.00
Graduate Engineer	\$	100.00
Sr. Resident Project Representative (Sr. RPR)	\$	100.00
Design Technician	\$	90.00
Survey Crew Chief	\$	90.00
Sr. Administrative Assistant	\$	90.00
Administrative Assistant	\$	85.00
Resident Project Representative (RPR)	\$	85.00
Survey Field Technician II	\$	75.00
Survey CAD Technician	\$	70.00
Assistant RPR	\$	60.00
Survey Field Technician I	\$	55.00
Intern	\$	50.00

Employee Type (Category) Billing Rates listed above are valid through May 31, 2026. On June 1, 2026, Employee Type (Category) Billing Rates may be adjusted to meet market conditions.

Vehicle mileage will be charged at the published Std. IRS Mileage rate unless modified by individual contract language. All other Direct Project Expenses (i.e., Copying, Shipping, Postage, Meals, Lodging, Supplies, etc.) will be invoiced 1.10 times the actual cost. All subconsultants charges will be invoiced at a rate of 1.15 times the amount of the subconsultant's invoice.

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

DATE: August 18, 2025 **AGENDA ITEM #:** 8-B

SUBJECT: Jackson Theatre Fund Raising Gala "The Marquee Ball at the Jackson"

BACKGROUND:

Jackson Theatre Operations Manager Amber Crumley has provided a memorandum regarding the Jackson Theatre Fundraising Gala titled "The Marquee Ball at the Jackson". Her memorandum about the event reads as follows:

We are gearing up for our first large fundraising event at the Jackson Theatre on November 1st, 2025, The Marquee Ball at the Jackson. Tickets will be going on sale soon, and details are coming together quickly. The event will consist of heavy hors d'oeuvres, drinks, dancing, a live auction and music from the Glenn Miller Orchestra. Doors will open at 6:30pm and the orchestra will take the stage at 8pm.

With this event, we would like to utilize the alley between the theatre and Main Street Café. Our idea is to help with the congestion inside that we experienced last year during the VIP Night. Our plan would be to use the alley for round tables with chairs for dining, cocktail tables, food set up and beverage station. I have checked in with Chief Rice, Shane Adams (house behind the theatre) and Zac Jenkins with Main Street Café, and all are good with us utilizing that space after 3pm, with breakdown around 8:30pm. If successful, I could see us planning to use the space again in the future for inclusion with special events in town or the theatre as it helps us to have an outdoor presence during events.

I would like to request BMA approval for alcoholic drinks to be served and consumed within the alley from the time of 6:30pm-8pm. We will be prepared with staff and volunteers present in the alley to monitor, "No Alcohol Beyond This Point" signage at each end of the alley, and we plan to have barricades on each end as well. We will be routing people from inside the theatre, through our theatre hallway, and out the side door to the alley with any beverages, so no alcohol will be on the sidewalk. This would be a similar secured setup to which is conducted during other special events held in the plaza of the ISC.

Mrs. Crumley has discussed the event with me in detail and has performed her due diligence in discussing the closure of the alley with all parties as detailed in her memorandum.

The request is for the BMA to approve closing the alley for the fundraising gala on November 1, 2025, from 6:30 pm to 8:00 pm, and furthermore for alcohol to be served and consumed within the alleyway.

RECOMMENDATION:

Approve closing the alley, between the Jackson Theatre and Main Street Café buildings, for the fundraising gala on November 1, 2025, from 6:30 pm to 8:00 pm, and furthermore for alcohol to be served and consumed within the alleyway.



Green Outline is approximate boundary of Jackson Theatre Alleyway



Memo

To: Glenn Rosenoff

From: Amber Crumley

Re: Fundraising Gala- The Marquee Ball at the Jackson

Date: 08/06/25

We are gearing up for our first large fundraising event at the Jackson Theatre on November 1st, 2025, The Marquee Ball at the Jackson. Tickets will be going on sale soon, and details are coming together quickly. The event will consist of heavy hors d'oeuvres, drinks, dancing, a live auction and music from the Glenn Miller Orchestra. Doors will open at 6:30pm and the orchestra will take the stage at 8pm.

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I appreciate you all and thank you for your continued support.

Thanks

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

DATE: August 18, 2025 **AGENDA ITEM #:** 8-C

SUBJECT: Interlocal Agreement for Planning Assistance with Washington County

BACKGROUND:

As you are aware, the town has experienced unprecedented growth in construction and population. Our planning responsibilities serve our corporate limits, and since we are a regional planning commission, our service extends into the county for several square miles to review and take action on subdivision developments within that area.

Our planning services include site plan reviews of residential and commercial projects, rezonings, annexations, design review, landscaping, home occupations, appeals to the Board of Zoning Appeals, floodplain reviews, and the list goes on and on when it comes to the subject matter of land use activities and controls.

For over a year, I have been discussing the need for additional professional planning service help and those discussions extended to the Washington County Director of Planning Angie Charles. Ms. Charles is a certified planner (AICP) with years of experience. The town has an excellent working relationship with her and their staff. The interlocal agreement prepared for your review and approval has gone through many revisions to yield the final product. The fee for services from Washington County is \$2,500.00 per month and if all goes well with all approvals, will begin September 1, 2025 and end June 30, 2026. The contract can renew yearly based on fiscal year (July 1 – June 30). This is a great deal for professional planning services, and I believe it will help the town continue to work toward addressing smart growth strategies with both the Jonesborough Planning Commission and the BMA, along with our partnership with the county.

Furthermore, the agreement includes assisting the town with our stormwater program which will undoubtedly help with our annual stormwater activities needed to satisfy TDEC.

Funding Source: The contractual services was budgeted for FY26 under General Administration Account Code 110-41500-290 which has a balance of \$25,000.00 or \$2,500.00 per month for 10 months.

RECOMMENDATION:

Approve the Interlocal Agreement for Planning Assistance between the Town of Jonesborough "Town" and Washington County "Provider" for an initial period of September 1, 2025 through June 30, 2026 based on the agreed upon amount and funding source, as presented.

INTERLOCAL AGREEMENT FOR PLANNING ASSISTANCE

WHEREAS, the Town of Jonesborough, Tennessee, is a municipal corporation of the State of Tennessee; and

WHEREAS, Washington County, Tennessee, is a political subdivision of the State of Tennessee; and

WHEREAS, pursuant to Tennessee Code Annotated §12-9-104 the Town of Jonesborough, Tennessee, and Washington County, Tennessee, have the power to enter into a joint powers agreement with one or more other public agencies for joint or cooperative action; and

WHEREAS, it would be to the economic benefit of the Town of Jonesborough, Tennessee, to have additional planning assistance to better serve its present and future needs; and

WHEREAS, Washington County, Tennessee, has a professional planner with sufficient qualifications to provide planning assistance to Town of Jonesborough, Tennessee.

NOW, THEREFORE, this agreement is made and entered into as of the ____ day of _____, 2025, by and between the Town of Jonesborough, Tennessee, hereinafter referred to as "Town", and Washington County, Tennessee, hereinafter referred to as "Provider".

1. PURPOSE. This Agreement is for the purpose of authorizing Provider to provide professional planning services to Town in exchange for consideration under the following terms.

2. CONSIDERATION. For and in consideration of the services to be provided hereunder by Provider to Town, Town shall pay the sum of Thirty-Thousand (\$30,000) Dollars to Provider annually which represents a monthly rate of Two-Thousand and Five Hundred (\$2,500) monthly.

3. PAYMENT. Town shall pay Provider for the first (1st) year of planning assistance in advance on the date of execution of this Agreement and on or before the anniversary of this Agreement for the remainder of its term. Should this Agreement be terminated prior to the running of any year, then the payment shall be adjusted by mutual agreement.

4. TERM. The term of this Agreement shall be for a year with a beginning date of September 1, 2025 and a termination date of June 30, 2026, and shall automatically renew yearly, at which time Town and Provider may continue this agreement on such terms as may be agreed upon; except that if either party reasonably determines for any reason that the services requested or provided are no longer effective, each will have the right, on ninety (90) days written notice to the other, to terminate this Agreement without penalty or recourse, in which event the effective termination date of this Agreement will be at the end of the ninety (90) days period following the date of the written notice of termination.

5. SERVICES. Provider shall cause the provision of services by a professional planner, AICP preferred, with additional staff assistance being coordinated, as follows:

- a. Review of development submittals for conformance to regulations, advice and assistance to administrators of zoning, subdivision regulations and other land use controls.
- b. Stormwater program assistance and inspections of permitted developments.
- c. Basic access to GIS mapping. In depth GIS mapping and other GIS projects will be charged through a separate fee structure unrelated to this contract.
- d. Specialty training for Planning Commissions, Boards of Zoning Appeals and local administrators.

6. OVERSIGHT AND EVALUATION. The Provider will coordinate with Town so that Provider and Town may evaluate the planning assistance not less frequently than annually. Provider will take reasonable care to ensure that planning services meet Town's satisfaction; provided however, each professional planner is and shall remain an employee of Provider and subject to only Provider's personnel policies and practices. All necessary disciplinary actions will be at the exclusive discretion of and implemented by Provider.

7. RECORDS and FILES. Town shall maintain all records and files relating to its planning efforts and the administration thereof and Provider shall not be responsible for the retention of same beyond the normal scope of ongoing operations.

7. DISPUTE RESOLUTION. Should any dispute arise between Provider and Town with respect to the quality of the services being offered by the professional planner under this Agreement which is not resolved by routine meetings or communications, the disputing parties agree to seek resolution of such dispute in good faith by meeting as soon as feasible. The meeting should include a representative from each party involved in the dispute and the Town Attorney and County Attorney as mediators.

8. LIABILITY. Provider shall provide workers compensation insurance for each planner utilized under the terms of this Agreement. Subject to the limitations of the Tennessee Governmental Tort Liability Act and other applicable law, Town shall hold Provider harmless for all actions of a planner utilized under the terms of this Agreement. Town shall also obtain appropriate liability insurance for all liability exposure pertaining to activities performed pursuant to this Agreement.

IN WITNESS WHEREOF, the parties have executed this agreement as of the day and year first above written.

PROVIDER: WASHINGTON COUNTY, TENNESSEE

By: _____
Joe Grandy, Mayor

Attest:

Allyson L. Wilkinson, County Attorney

TOWN:

TOWN OF JONESBOROUGH, TENNESSEE

By: _____
Kelly Wolfe, Mayor

Attest:

James R. Wheeler, Town Attorney

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

DATE: August 18, 2025 **AGENDA ITEM #:** 8-D

SUBJECT: Five Change Orders – Precision Concrete for Sidewalks/Walkways/Striping

BACKGROUND:

At the July 14, 2025, Board of Mayor and Alderman meeting, the Board unanimously approved the bid submitted by Precision Concrete Finishings of \$205,373.60. This was the low bid on Phase II of the First Frontier Sidewalk project.

During the agenda presentation, the Board of Mayor and Alderman directed staff to have the low bidder add Second Avenue from Main Street to the Train Depot, so long as he would construct the sidewalk at the same square foot price. I contacted the Contractor, and he agreed. Second Avenue was an additional \$43,520.00 for the project.

While installing the new sidewalk on Franklin Avenue, the residents were unhappy with the final product. I was again directed to do what needed to be done to make it right. The sidewalk was constructed according to the plans, so there was no fault with the contractor.

To fix the problem, some of the sidewalk had to be ripped out, forms reconstructed, and new concrete poured. As the original pour diverted water onto the porch of one of these homes, the repairs needed to be made immediately. This reconstruction was an additional \$22,797.45.

There was also a section of phase I of the sidewalk I had the contractor repair while he was here. Again, this requested repair was no fault of the contractor. This was an additional \$1,500.00.

I also advised him the town would complete the striping portion of the project. This resulted in a deduction of \$3,841.87 from the original bid.

The curb island section of this project was also deleted. This resulted in a \$6,474.60 credit to the Town.

With the five change orders, including the two deductions for the striping and Main Street curb, the new cost of the project is \$261,071.58. The original bid was \$205,373.60. The change order balance owed to the contractor is \$55,697.98.

Funding Source: The funding source for the change orders is from the 2.4 million received from the Governor's Office via TDEC for town sidewalks/walkways.

RECOMMENDATION:

Approve the five change orders and authorize the additional payment to Precision Concrete Finishings in the amount of \$55,697.98.

FIRST FRONTIER SIDEWALK PHASE II CHANGE ORDER #1

Construct a new sidewalk on Second Avenue from Main Street to the Chucky Depot. The scope of work includes removal of existing deteriorating sidewalk, constructing forms, pouring new concrete sidewalks with monolithic curbing, backfill with topsoil and seed grass.

This project will consist of approximately 330 feet of sidewalk, which will be 4-feet to 5-feet in width.

The total cost of the project is \$43,520.00.

FIRST FRONTIER SIDEWALK PHASE II CHANGE ORDER #2

Remove section of sidewalk on Franklin Avenue. Construct new forms and pour sidewalk with concrete, complete with monolithic curb.

This project will consist of removing approximately 150 feet of sidewalk. The Street Department will reconstruct the catch basin in front of new sidewalk forms prior to the contractor pouring the concrete.

The total cost of the project is \$22,797.45.

FIRST FRONTIER SIDEWALK PHASE II CHANGE ORDER #3

Remove section of sidewalk damaged on Hometown Road from First Frontier Sidewalk Phase I. Construct new forms and pour concrete sidewalk handicap ramp, complete with monolithic curb.

This project will consist of removing approximately 10 feet of sidewalk.

The total cost of the project is \$1,500.00.

FIRST FRONTIER SIDEWALK PHASE II CHANGE ORDER #4

Delete the striping section of this project. The Town will utilize a private contractor for this portion of the project.

This change order will result in a credit of \$3,841.87.

**FIRST FRONTIER SIDEWALK PHASE II
CHANGE ORDER #5**

Delete the curb island portion of this project on Main Street.

This change order will result in a credit of \$6,474.60.

Brandon Ramsey, Contractor

Date

Kelly Wolfe, Mayor

Date

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

DATE: August 18, 2025 **AGENDA ITEM #:** 8-E

SUBJECT: First Judicial District Drug Task Force Interlocal Cooperation Agreement

BACKGROUND:

The First Judicial District Drug Task Force Interlocal Cooperation Agreement has not been updated for some time. The Jonesborough Police Department currently participates in the Task Force. The District Attorney General has requested an updated Interlocal Agreement be signed by each of the Law Enforcement Agency heads. For Chief Rice to sign this agreement, it requires approval of the local governing body.

The Interlocal Agreement gives local law enforcement officers jurisdiction within the First Judicial District, which is comprised of Washington, Carter, Unicoi, and Johnson Counties, when operating in the capacity of a Drug Task Force Officer. It also allows each participating agency to share in equitable funds of any seizure within that Agency's jurisdiction.

In order to participate in the First Judicial Drug Task Force, the Jonesborough Police Department must make an annual contribution of \$2,000.00. This contribution is paid through the Police Department's Drug Fund.

The agreement is attached and was emailed to the Town Attorney for review.

RECOMMENDATION:

Approve the First Judicial District Drug Task Force Interlocal Cooperation Agreement, authorize the Police Department's participation in the Task Force, and authorize the Chief to sign the agreement.



STATE OF TENNESSEE
FIRST JUDICIAL DISTRICT
DRUG TASK FORCE

Washington, Carter, Johnson, Unicoi Counties



PO Box 38
Jonesborough, TN 37659



Office: (423) 753-5020
Fax: (423) 753-4803

Effective July 1, 2025

INTERLOCAL COOPERATION AGREEMENT
FIRST JUDICIAL DISTRICT DRUG TASK FORCE

This Agreement is entered into by the undersigned parties on behalf of the governing bodies such parties represent by virtue of the office the individual holds at the time this Agreement is signed. The governing bodies represented herein are part of the First Judicial District of the State of Tennessee.

WHEREAS, Tennessee Code Annotated, Section 12-9-101, *et seq.*, authorizes public agencies to enter into inter-local cooperation agreements; and

WHEREAS, Tennessee Code Annotated, Section 8-7-110, as amended by the Public Acts of 2004, authorizes any law enforcement officer or assistant district attorney general or district attorney general criminal investigator hired or assigned to a drug task force to enforce the laws of the State of Tennessee related to the investigation and prosecution of drug cases by conferring the same rights, powers, duties and immunities in every jurisdiction within the judicial district as such officer has within the officer's own jurisdiction; and

WHEREAS, the local governments that are parties to this Agreement are to avail themselves of all authority conferred by these statutes, and any other provisions of law, to create and operate a drug task force for the First Judicial District; and

WHEREAS, it is deemed in the public interest by the parties hereto that such a multi-jurisdictional drug task force is created.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **PURPOSE:** The purpose of the First Judicial District Drug Task Force (hereinafter "DTF") is to consolidate the effort, information, experience and resources of the individual law enforcement agencies within the district in order to effectively investigate drug cases. This Agreement does not prohibit, or otherwise restrict the law enforcement agencies which are parties to this Agreement, from continuing to investigate drug cases within the jurisdiction in which such agency operates.
2. **BOARD OF DIRECTORS:** The DTF shall be governed by the Board of Directors (hereinafter "Board"). The Board shall be comprised of the chief law enforcement officer for each city

and/or county within the First Judicial District that is a party to this Agreement. Other local governmental entities within the First Judicial District may become a party to this Agreement through written notification to the Board of Directors, and approval by the governing body of the entity and acceptance of this Agreement's terms and conditions. Such added parties may then designate a representative for the Board according to the provisions outlined herein. The District Attorney General for the First Judicial District shall also be a voting member of the Board.

Meetings. The Board or the DTF Director will establish the time, date and place for its regular meetings. Regular meetings shall be held a minimum of four times per year. Special meetings of the Board shall be called upon the request of the Chairman or of one-third of the Board members. Notices of all meetings of the Board shall be sent by the Director of the DTF by e-mail or by regular mail at least seven (7) days prior to the meeting. Notice of any particular meeting may be given to some Board members in one manner and to the remaining Board members in a different manner.

Quorum. Except as otherwise provided herein, a majority of the Board members in person or by proxy shall constitute a quorum for the transaction of business. Except as otherwise provided herein, a majority of the quorum will rule.

Compensation. Members of the Board will serve without additional compensation.

Authority. The Board is responsible for the overall policy and direction of the DTF. The duties of the Board include, but are not limited to, the following:

1. Establishing rules and procedures for DTF agents in conducting operations within the First Judicial District when those operations are outside the jurisdictional boundaries of the law enforcement entity directly employing the DTF agent(s).
2. Reviewing any dispute concerning rulings by the DTF Director concerning conflicts that may arise from DTF agents crossing jurisdictional boundaries within the First Judicial District.
3. Overseeing the finances of the DTF to ensure compliance with the procedures required by the State Comptroller, federal grants and any internal financial policies established by the Board.
4. Review annually all Memorandums of Understandings, Inter-agency Agreements and Inter-local Agreements.

Officers of the Board. One member of the Board will be elected by the Board members as Chairman. The Chairman shall hold that position for a period of one (1) year from the date of election. The Board may elect other officers as the Board deems appropriate.

Voting. Each member of the Board will have an equal vote in the conduct of its business. Voting by proxy or thru an assigned designate will be allowed if the Board member elects this option at any time prior to the vote of the Board. A vote by a proxy or assigned designate of a Board member will have the same force and effect as a vote by such Board member in person. Any action authorized in writing by all of the Board shall be an act of the Board with the same force and effect as if the same had been passed by unanimous vote of a duly called meeting of the Board.

Nonliability of Board members. The Board members shall not be personally liable for the debts, liabilities or other obligations of the DTF.

DRUG TASK FORCE DIRECTOR: The District Attorney General shall choose the DTF Director, who is tasked with supervising the day-to-day business of the DTF. The DTF Director may not be an employee of any of the cities or counties whose law enforcement agencies are members of the DTF. The DTF Director will serve at the discretion of the District Attorney General and not receive any compensation from DTF for his/her services unless the Director is exclusively an employee of DTF. The Director shall be responsible for implementing policies approved by the Board and for reporting to the Board at each meeting. The Director shall not be entitled to vote at Board meetings. The duties of the Director include, but are not limited to, the following:

1. Approve expenditure of DTF funds and maintain account of such funds as required by the State Comptroller, federal grant and internal financial procedures established by the Board.
 2. Ensure the timely preparation of all reports on DTF activities.
 3. Prepare press releases and press information pertaining to the DTF.
 4. Prepare policies and procedures for DTF personnel and receive approval from the Board for the implementation of such policies and procedures.
 5. Select personnel to be employed by DTF to fill positions approved by the Board.
 6. Make decisions on the proper course of procedure for drug investigations involving multiple law enforcement agencies within DTF when the parties have not mutually agreed on how to proceed.
 7. Enter into agreements, leases, and/or contracts on behalf of the DTF. The Director does not have to seek approval from the Board for agreements, leases and/or contracts pertaining to the day-to-day operations of the DTF; however, such agreements, leases and/or contracts must be accounted for within the budget and/or quarterly financial statement provided to the Board. The Board may set a maximum financial obligation which may be implemented through the authority of the Director, to set a standard by which approval must be sought prior to the implementation of agreements, leases and/or contracts pertaining to the DTF.
4. **FINANCES:** The financial matters of the DTF shall be conducted in accordance with all applicable state and federal laws.

Judicial District Drug Fund. A joint fund shall be established for the monies necessary for DTF operations. Such fund shall be maintained in the office of the Trustee in the county designated by the Board. This fund shall be known as the "Judicial District Drug Fund." All monies including, but not limited to, local government contributions, fines, grant proceeds, seizures and forfeitures for the benefit of the DTF shall be deposited in this fund.

Contributions and Distribution of Income: All contributions by individual agencies that are members of the DTF along with any individualized agreements relating to the distribution of income and/or seized assets between the DTF and individual agencies, will be pursuant to Memorandums of Understanding between the DTF and the respective individual agencies. These agreements will be approved by the District Attorney General, the chief law enforcement officer of the respective agency and the Director of the DTF. All distribution of income and/or seized property will comply with any and all applicable Tennessee state law. The distribution of seized property will be divided, by agreement, between the agencies that actively participated in the investigation and/or seizure of the asset. If no agreement can be made between the participating agencies involved in a seizure, the DTF Board of Directors will determine how the asset will be distributed.

Contribution Amounts: Each law enforcement entity with membership in the DTF shall pay an annual lump-sum contribution to DTF to assist in funding DTF operations. These funds shall be deposited to the Judicial District Drug Fund. The contributions are due by December 30 of each year, beginning December 30, 2025. The contributions are payable by the following population-based schedule (figures from 2010 U.S. Census):

1. For counties with a population over 100,000 -- \$6,000 annual contribution.
2. For counties with a population over 40,000 but less than 100,000 -- \$4,000 annual contribution.
3. For counties with a population under 40,000 -- \$2,000 annual contribution.
4. For cities with a population over 60,000 -- \$6,000 annual contribution.
5. For cities with a population over 10,000 but less than 60,000 -- \$4,000 annual contribution.
6. For all other municipal or college law enforcement organizations -- \$2,000 annual contribution.

Budget. The DTF Director shall prepare an annual budget on or before May 1st of each year designating the manner in which the Judicial District Drug Fund shall be disbursed. Such budget shall be approved by the Board prior to disbursement.

Purchasing. The Board may adopt policies and procedures concerning purchasing. The purchasing procedure of the DTF must comply with the purchasing procedure of the county wherein the DTF headquarters is located as well as any other applicable state and/or federal law.

Accounting and Reporting. The DTF must maintain the finances and records pertaining to such finances in accordance with state and federal law. The DTF Director shall file a quarterly financial report with the Board.

Audit. An annual audit shall be conducted of the funds maintained by the DTF. The audit will be made by the State Comptroller or a private accountant employed via a majority vote of the Board.

Other Sources of Funding: The DTF Director is empowered to seek any grant funding for DTF operations. Additionally, member law enforcement agencies are to forward to DTF one-half of all bond forfeiture proceeds they receive so as to be deposited in the Judicial District Drug Fund, those forfeitures being awarded to the charging jurisdictions via T.C.A. § 39-17-420. It is the responsibility of the DTF Director and personnel employed by DTF to ensure that proper tracking is made of bond forfeiture cases and such forfeitures paid as provided by law.

5. **PROPERTY OF THE DTF:** The DTF shall have the authority to maintain control over personal and real property.

Personal Property and Equipment. The personal property and equipment contributed to or purchased by the DTF shall remain the property of the DTF for so long as the DTF is operational. The property and equipment supplied through employees assigned to the DTF that remain employees of a law enforcement agency and/or governmental entity shall remain the property of the law enforcement agency and/or governmental entity unless otherwise designated in writing.

Real Property. The DTF has the authority to purchase real property and hold such property in the name of the DTF. Any purchase of real property made by the DTF must be made with the authorization of the Director after receipt of approval by a majority of the Board.

Disposal of DTF Property. Obsolete or surplus property of the DTF may be disposed of at the discretion of the DTF Director. In the event the DTF is dissolved or disbanded, real and personal property in the custody and control of the DTF shall be disposed of by the Board to the law enforcement agencies and/or governmental entities that are parties to this agreement or in accordance with state law as a Court of competent jurisdiction in any county in which the DTF operates within the First Judicial District shall direct.

6. **PERSONNEL:** Any assignment of a law enforcement officer, assistant district attorney general, or district attorney general investigator assigned to the DTF shall have such assignment in writing provided by the chief law enforcement official of the assigning jurisdiction; including, but not limited to, sheriff departments, police departments, task forces, state law enforcement agencies and district attorney general's office. As stated herein, the Director has the authority to hire personnel for the DTF, including agents and/or office staff, after receiving approval for such a position from the Board. Pursuant to Tennessee Code Annotated, Section 8-7-110, any law enforcement officer employed by or assigned to the DTF must meet the minimum certification requirements of the peace officers' standards and training commission; provided, however, that such officer shall not be entitled to receive a police pay supplement for that certification.

Commission. The director of the DTF shall have the authority to commission personnel assigned to or hired by the DTF with the approval of the District Attorney General for the First Judicial District.

Status and Benefits. Any law enforcement officer assigned to the DTF shall remain an employee of the law enforcement agency making the assignment for the purpose of compensation and benefits. Salaries of such officers shall be paid by the respective law enforcement agency making the assignment. A law enforcement officer assigned to the DTF shall retain all rights, privileges and benefits including, but not limited to, insurance, retirement, seniority, promotional consideration and Worker's Compensation with the assigning agency.

Assignment and Transfer. Each law enforcement agency and/or governmental entity that is a party to this Agreement may recommend law enforcement officers for assignment to the DTF. Any law enforcement officer assigned by the DTF shall follow the policies and procedures of the assigning agency as well as those established by the Director for the DTF. In the event a DTF agent has violated a policy or procedure of the DTF, his/her status as a DTF agent can be removed by the Director pending final decision by the Board.

7. AUTHORITY OF DTF AGENTS

- (a) Definitions: "Jurisdiction A" is the officer's original jurisdiction within the officer's city or county law enforcement agency where that officer has been assigned to duties as a DTF agent by his/her respective Sheriff or Chief of Police. "District Jurisdiction" is the entirety of the First Judicial District comprised of Carter, Johnson, Unicoi, and Washington Counties.
- (b) Each individual law enforcement officer assigned to the DTF shall have the same rights, powers, duties and immunities in the District Jurisdiction as the officer has in Jurisdiction A. Such individuals are authorized to conduct investigations within their Jurisdiction A and extend those investigations into District Jurisdiction as long as the investigation originated within the officer's Jurisdiction A and the work is necessary to the ongoing investigation; or by working in cooperation with another judicial district or multi-judicial district task force or law enforcement agency; or where there exists a mutual aid agreement between the judicial districts or multi-judicial district task forces approved by each district attorney general. *See Tennessee Code Annotated, Section 8-7-110.* Any law enforcement officer, who is employed directly by the First Judicial District Drug Task Force or by the District Attorney General as a criminal investigator, and has been conferred law enforcement powers, shall have all the police powers necessary to enforce all State laws, including all traffic laws, the power to serve and execute warrants, arrest offenders and issue citations. Any law enforcement officer employed directly by the First Judicial District Drug Task Force or by the District Attorney General as a criminal investigator is empowered to conduct or promote drug investigations throughout the District Jurisdiction.
- (c) When a DTF Agent assigned by a member law enforcement organization conducts activities outside of their respective Jurisdiction A but within the District Jurisdiction, prompt and reasonable notice shall be made to a similarly-assigned DTF Agent within the local municipal or county jurisdiction where the operation is to take place. In the event that no DTF Agent is available for this notice, notice may be made to the chief law enforcement officer of the other local jurisdiction. Without this notice being made, no drug investigation operation may be conducted, including but not limited to undercover sales, surveillance, search warrant executions, or traffic stops.
- (d) Any violation of subsection (c) may result in immediate termination of rights as a DTF Agent by the DTF Director, subject to the approval or disapproval of the Board at its next meeting.

- 8. IMMUNITIES OF DTF AGENTS:** Notwithstanding any other provision of law to the contrary, concerning members of judicial district task forces relating to the investigation and prosecution of alleged drug violations, if a claim or suit should be filed against an individual and it is proven that: (1) at the time of the alleged incident the individual was a member of the DTF who was properly certified to the board of claims pursuant to state law; and (2) the alleged liability arose out of the individual's activities as a DTF member; then it shall be conclusively deemed that the individual was not an employee, agent or servant of a local government but was a volunteer to the state. To the extent any conflict exists concerning liability or jurisdiction of the members of the DTF relating to the investigation and prosecution of, but not limited to, drug cases between the provisions established by state law and any mutual aid or interlocal agreement entered into by the DTF, then state law shall take precedence over any such agreement. *See Tennessee Code Annotated, Section 8-7-110.*

9. **QUALIFICATIONS FOR CERTIFYING MEMBERS OF THE TASK FORCE AND MEMBERS OF THE BOARD OF DIRECTORS: QUALIFICATIONS FOR CERTIFYING MEMBERS OF THE TASK FORCE AND MEMBERS OF THE BOARD OF DIRECTORS:** Pursuant to Tennessee Code Annotated Section 8-42-101(3)(C), the DTF will comply with all requirements of Chapter 0620-3-5 of the Rules of the Tennessee Department of Finance and Administration relating to the qualifications for certifying members and board of directors of judicial drug task forces relating to the investigation and prosecution of drug cases for the purpose of state liability protection.
10. **DURATION AND TERMINATION OF AGREEMENT:** The duration of this Agreement is perpetual. A party to this Agreement may withdraw at any time by providing written notice to the Board at least thirty (30) days prior to such withdrawal. The DTF may be dissolved upon the vote of a majority of the Board and the approval of the District Attorney General of the First Judicial District. Upon such vote, the DTF will wind up its affairs in accordance with the provisions outlined herein.
11. **CONSTRUCTION:** Should any of the provisions or portions of this Agreement be held unenforceable or invalid for any reason, the remaining provisions and portions of the Agreement shall be unaffected by such holding.
12. **EFFECT:** This Agreement shall take effect as of July 1, 2025, upon the adoption of the terms of this Agreement by the Board in existence prior to such effective date. Such entities seeking to be parties to this Agreement shall be made such upon receipt by the Board of the minutes of the meeting of the governing body of such party showing agreement to the terms outlined herein. If a participating entity does not seek approval of this Agreement prior to October 1, 2025 such entity will be removed from participation on the Board or as an assigning agency of the DTF. The members of the Board and parties to this Agreement will be determined by the signatures affixed hereto by the representative assigned by the governmental agency after approval by the government body of the terms of this Agreement. If a signature and date does not appear by a party's agency, then such agency is not represented on the Board.

IN WITNESS WHEREOF, the parties by their duly authorized representatives designated by the following signatures:

DATE: _____
Steven R Finney, DISTRICT ATTORNEY GENERAL, FIRST JUDICIAL DISTRICT

(Name of) COUNTY or CITY

 Jonesborough Police Chief DATE: 7/9/2025
(Name of Sheriff or Police Chief), SHERIFF (or POLICE CHIEF) (Name of County or City)

DATE: _____
APPROVED, (Name of Mayor), MAYOR (Name of County or City)

DATE: _____
APPROVED AS TO FORM, (Name of Attorney), ATTORNEY (Name of County or City)

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

DATE: August 18, 2025

AGENDA ITEM #: 8-F

SUBJECT: Amendment to the Current Organizational Chart

BACKGROUND:

On January 13, 2025, the BMA approved a new organizational chart. Prior to this meeting, we held a work session to go over Span of Control and the proposed organizational chart. At the time of the work session, Parks and Recreation (P&R) was being contemplated on whether that department should be under "Public Works" or "Leisure Services" and we had included an asterisk (*) for that department in the proposed chart and that this department needed further review.

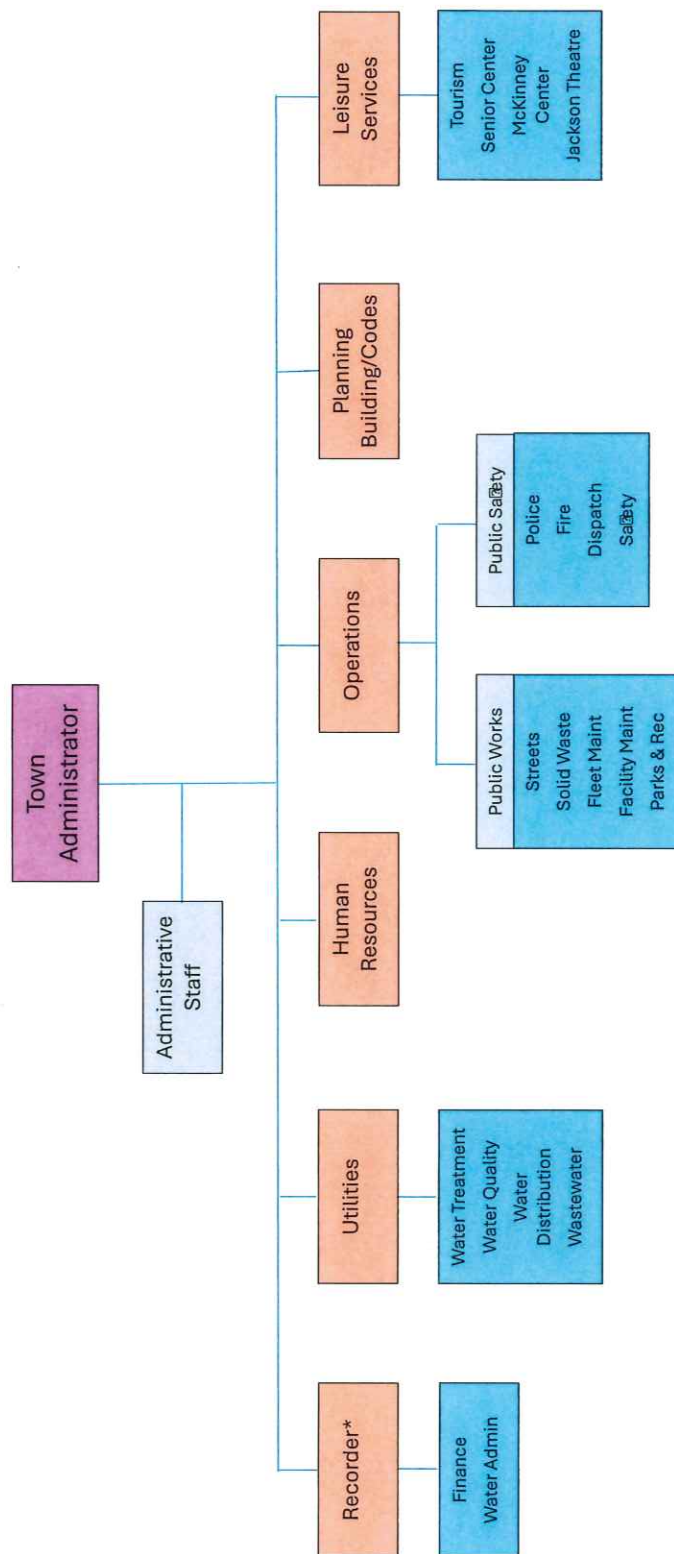
In January, P&R was placed under Leisure Services. Since January 2025, I have been periodically reassessing where P&R fits best organizationally and after discussing several times with Operational Manager Craig Ford, it is recommended that P&R move under Public Works. Why does this make sense? P&R encompasses the design, development, operation, and maintenance of our parks, trails, and recreational facilities. Many cities assign P&R to public works due to the overlap in responsibilities and nature of operations/maintenance type services. Even with the transition as a unit or department under Public Works, the Town Administrator will continue to work closely with the P&R Director and team on the continued enhancement of our programming on a variety of activities, classes, and events for all ages, promoting community engagement and healthy lifestyles. I have spoken in advance to the P&R Director a couple of times about this subject matter, and the Human Resources Director as well.

In conclusion, the recommendation is to move Parks and Recreation on the organizational chart to Operations and under Public Works, and furthermore under Operations Manager Craig Ford. See attached revised Organizational Chart.

RECOMMENDATION:

Approve the amendment to the current organizational chart transferring Parks and Recreation from Leisure Services to Operations and under Public Works, as presented.

Town of Jonesborough 2025 Organization Chart



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

DATE: August 18, 2025 **AGENDA ITEM #:** 8-G

SUBJECT: Issuance of Modified Bond Resolution for the Water Treatment Plant Upgrade

BACKGROUND:

On March 17, 2025, the Board of Mayor and Aldermen adopted Resolution 2025-06, a bond resolution allowing the Town to issue up to \$22,818,000 in water system revenue and tax bonds for the Water Treatment Plant. We heard from USDA that they need modified language for the bond resolution and are looking to begin the project soon.

Attached is the modified bond resolution that requires approval, in order to move forward with the interim financing and commencement of the project.

RECOMMENDATION:

Staff recommends adoption of the loan resolution.

A RESOLUTION AUTHORIZING THE ISSUANCE, SALE AND PAYMENT OF NOT TO EXCEED \$22,818,000 WATER SYSTEM REVENUE AND TAX BONDS, IN ONE OR MORE SERIES, BY THE TOWN OF JONESBOROUGH, TENNESSEE; AUTHORIZING THE ISSUANCE OF BOND ANTICIPATION NOTES PRIOR TO THE ISSUANCE OF THE BONDS; AND AUTHORIZING THE LEVY OF TAXES TO PAY THE BONDS AND NOTES.

WHEREAS, the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee (the "Municipality") has determined that it is necessary and advisable to authorize the issuance of water system revenue and tax bonds of the Municipality for the purpose of financing a portion of the costs of certain public works projects, including the construction, improvement, renovation and equipping of the water treatment plant of the water system of the Municipality (the "System"); and

WHEREAS, the Board of Mayor and Aldermen did on the date hereof adopt an Initial Resolution authorizing the bonds described herein (the "Initial Resolution"); and

WHEREAS, the Initial Resolution authorized payment of the principal and interest on the bonds from the net revenues of the System, and in the event such net revenues are insufficient therefor, from ad valorem taxes to be levied for such purpose on all taxable property within the corporate limits of the Municipality, without limitation as to time, rate, or amount; and

WHEREAS, the United States Department of Agriculture, acting through Rural Development ("Rural Development"), has issued to the Municipality its Letter of Conditions dated November 14, 2024, as amended (the "Letter of Conditions"), in which it has agreed to purchase the bonds on terms and conditions favorable to the Municipality and its citizens; and

WHEREAS, the Board of Mayor and Aldermen wishes to authorize the issuance, sale and payment of the bonds, the issuance of bond anticipation notes prior to the issuance of the bonds, and the levy of taxes to pay the bonds and the notes;

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

Section 1. **Authority.** The bonds and notes authorized by this resolution are issued pursuant to Sections 9-21-101, et seq., Tennessee Code Annotated, and other applicable provisions of law.

Section 2. **Definitions.** In addition to the capitalized terms defined above, the following terms shall have the following meanings in this resolution unless the text expressly or by necessary implication requires otherwise:

"Bonds" shall mean the not to exceed \$22,818,000 Water System Revenue and Tax Bonds, in one or more series, of the Municipality, authorized to be issued by this resolution.

"Code" means the United States Internal Revenue Code of 1986, as amended, and the applicable regulations of the United States Department of the Treasury promulgated thereunder.

"Current Expenses" means all expenses incurred by, or on behalf of, the Municipality in connection with the operation, maintenance, repair, insuring, and administration of the System, including, but not necessarily limited to, salaries, wages, the cost of supplies, materials, utilities, and rental payments, and the cost of audits, but shall specifically exclude depreciation, amortization, interest on bonds, and expenditures

for any capital improvements of the System, the useful life of which is reasonably expected to exceed one year, determined in accordance with generally accepted accounting principles.

“Fiscal Year” shall mean the Municipality’s fiscal year.

“Governing Body” shall mean the Board of Mayor and Aldermen of the Municipality.

“Net Revenues” means for any period, the excess of Revenues of the System over its Current Expenses during such period determined in accordance with generally accepted accounting principles.

“Notes” shall mean the bond anticipation notes authorized to be issued by this resolution.

“Prior Outstanding Obligations” means the outstanding bonds of the Municipality which are payable from and secured by, at least in part, a pledge of the Net Revenues of the System, which pledge is prior to the pledge securing the Bonds, unless the documents authorizing such bonds permit additional bonds to be issued on a parity therewith, in which case the Bonds shall be on a parity.

“Project” shall mean the public works project described in the Letter of Conditions as it may be amended from time to time, including, without limitation, the construction, improvement, renovation and equipping of a water treatment plant described therein, and all capital costs related thereto.

“Revenues” means all receipts, revenues, income, and other monies received by, or on behalf of, the Municipality from, or for, the operation of the System and all rights to receive such receipts, revenues, income, and other monies, whether in the form of accounts receivable, contract rights, or otherwise, and proceeds from insurance against loss of, or damage to, the System, or from any sale or conveyance, in accordance with the terms hereof, of all or part of the System.

“System” means, collectively, the complete water system of the Municipality, and all water system properties of every nature hereafter owned by the Municipality, including all improvements and extensions made by the Municipality while the Bonds remain outstanding, and including all real and personal property of every nature comprising part of or used or useful in connection with the water system and including all appurtenances, contracts, leases, franchises, and other intangibles.

Section 3. **Authorization of Terms and Sale of the Bonds.**

(a) **General Terms.** The Governing Body hereby authorizes the issuance of water system revenue and tax bonds, in one or more series, of the Municipality in an aggregate principal amount up to \$22,818,000 (the “Bonds”). The Bonds shall be numbered R-1 upwards for each series, with such series designations as determined by the officials of the Municipality executing such Bonds. The Bonds shall be issued to Rural Development in exchange for the payment of a price equal to 100% of the par amount thereof.

(i) The Bonds shall be issued to:

- (1) finance the costs of the Project (including any reimbursement thereof);
- (2) retire the principal of and, with the consent of Rural Development, interest on the Notes; and
- (3) pay costs of issuing the Bonds.

(ii) The Bonds shall be known as "Water System Revenue and Tax Bonds" or such other name as may be selected by the Mayor of the Municipality (the "Mayor"). A series designation indicating the year of issuance and such other distinctions as may be directed by the Mayor shall be added to the name of such Bonds.

(iii) The Bonds shall be dated the date or dates of delivery.

(iv) The Bonds shall consist of a fully registered bond in the principal amount of not to exceed Seven Million Dollars (\$7,000,000) numbered R-1; a fully registered bond in the principal amount of not to exceed Eight Million Dollars (\$8,000,000) numbered R-2; and a fully registered bond in the principal amount of not to exceed Seven Million Eight Hundred Eighteen Thousand Dollars (\$7,818,000) numbered R-3. The Bonds shall bear interest at a rate not to exceed 3.125% per annum and shall be payable in not more than 480 equal monthly installments of principal and interest in an amount sufficient to fully amortize the Bonds over the period of such installments. The first installment of debt service on such Bonds shall be due and payable one month following the date of issuance, but in no event later than the 28th day of the month of such first payment, and all subsequent installments shall be due and payable on the same day of each month thereafter. The approximate annual aggregate principal and interest requirement on the Bonds is calculated as not to exceed One Million Two Thousand One Hundred Sixty-Eight Dollars (\$1,002,168), consisting of not to exceed Three Hundred Seven Thousand Four Hundred Forty Dollars (\$307,440) Bond R-1, not to exceed Three Hundred Fifty-One Thousand Three Hundred Sixty Dollars (\$351,360) Bond R-2, and not to exceed Three Hundred Forty-Three Thousand Three Hundred Sixty-Eight Dollars (\$343,368) Bond R-3, all assuming an interest rate of three and one hundred twenty-five thousandths percent (3.125%). In all events, the final installment shall be in the amount of the entire unpaid balance of principal and interest on the Bonds. All payments of principal and interest on such Bonds shall be made directly to the registered owner thereof at its address shown on the bond registration records of the Municipality, without, except for final payment, the presentation or surrender of such Bonds, and all such payments shall discharge the obligation of the Municipality in respect of such Bonds to the extent of the payments so made. The records of the owner of the Bonds shall be conclusively presumed to be correct with respect to amounts of payments made and outstanding principal balance. Upon final payment, the Bonds shall be submitted to the Town Recorder of the Municipality (the "Town Recorder"), as bond registrar, for cancellation.

(b) The Mayor is hereby authorized to cause the Bonds to be issued in an aggregate principal amount less than \$22,818,000 if it is determined that the full amount of the Bonds is not needed to pay authorized costs. The Mayor and Town Recorder are authorized to execute and deliver the Bonds, to execute such certificates and documents and to take such other actions as they shall deem necessary in connection with the sale and delivery of the Bonds.

(c) The Bonds shall not be issued until after the passage of 20 days from the date of publication of the Initial Resolution authorizing the Bonds, and in no event shall the Bonds be issued without a prior referendum if a petition signed by at least ten percent of the registered voters in the Municipality is filed protesting the issuance of the Bonds within the statutorily prescribed 20-day period.

(d) The Municipality shall have the right, at its option, to prepay the Bonds or any installment thereof, in whole or in part, at any time, without penalty. Any partial prepayment, after payment of interest, shall be applied to the installments last to become due under the Bond and shall not affect the obligation of the Municipality to pay the remaining installments as they come due. Notice of prepayment shall be given to the registered owner of the Bonds not less than thirty (30) days prior to the date of prepayment, unless waived by the registered owner.

(e) The Municipality hereby appoints the Town Recorder to act on behalf of the Municipality as registrar and paying agent for the Bonds. The Bonds are transferable by the registered owner thereof, or by its attorney duly authorized in writing, on the registration records of the Municipality, upon presentation of the Bonds to the registrar for transfer with the form of assignment attached thereto completed in full and signed with the name of the registered owner. All transferees shall take the Bonds subject to such condition. The Municipality may treat the registered owner as the absolute owner hereof for all purposes and shall not be affected by any notice to the contrary whether or not any payments due on the Bonds shall be overdue.

(f) The Bonds shall be signed by the Mayor, shall be attested by the Town Recorder and shall have impressed thereon the corporate seal of the Municipality.

Section 4. Authorization of Terms and Sale of Bond Anticipation Notes.

(a) The Governing Body hereby authorizes the issuance of water system revenue and tax bond anticipation notes in the maximum aggregate principal amount equal to the maximum principal amount of the Bonds (the "Notes"). The proceeds of the Notes shall also be used to pay costs of the Project (including reimbursement thereof), interest during construction of the Project and for six (6) months thereafter, with the consent of Rural Development, and issuance costs of the Notes. The Notes shall be in the form of fully registered notes, without coupons, shall be issued as drawdown obligations if the Mayor shall so designate, shall be known as Water System Revenue and Tax Bond Anticipation Notes, together with a series designation further identifying the Notes, as selected by the Mayor, and shall be dated as of the date or dates of delivery.

(b) The Notes shall mature not later than two years from their issuance, shall bear interest at a rate not to exceed the maximum rate permitted by applicable law, payable at such time as the Mayor shall designate, and shall be subject to prepayment upon such terms as the Mayor shall designate.

(c) The Mayor shall select the purchaser of the Notes and cause the Notes to be sold to such purchaser at a price of par. In connection therewith, the Mayor is authorized to establish the remaining terms of the Notes, without further action by the Governing Body. The Mayor and Town Recorder are authorized to execute and deliver the Notes, to execute such certificates and documents and to take such other actions as they shall deem necessary to further evidence the Municipality's obligations under the Notes. The Notes may also be issued to Rural Development, upon the terms otherwise provided herein, in which case the Notes shall also bear the designation of "Interim Certificate of Indebtedness." The purchase price paid by Rural Development for the Bonds shall be reduced by the principal amount of the Interim Certificate held by it, including accrued interest thereon, and such Interim Certificate shall be delivered by Rural Development to the Municipality at the time of delivery of the Bonds.

(d) The Notes shall not be issued until after the passage of 20 days from the date of publication of the Initial Resolution authorizing the Bonds, and in no event shall the Notes be issued without a prior referendum if a petition signed by at least ten percent of the registered voters of the Municipality is filed protesting the issuance of the Bonds within the prescribed 20-day period.

(e) Pursuant to Section 9-21-505, Tennessee Code Annotated, the approval of the Comptroller's office is not required for the issuance of the Notes because the Bonds will be issued to a federal agency.

(f) The Governing Body hereby approves the renewal and extension of the Notes issued hereunder, without further action of the Governing Body, to the extent such Notes have matured (or are scheduled to mature) and the Bonds have not and will not be issued in time to retire the maturing Notes.

(g) If the Notes are sold in more than one series, the Mayor is authorized to cause to be sold in each series an aggregate principal amount of Notes less than that shown authorized in Section 4 hereof for each series, and to make corresponding adjustments to the maturity dates of each series designated herein; provided, however, that the total aggregate principal amount of all series issued does not exceed the total aggregate amount of Notes authorized to be issued hereunder.

(h) The Municipality hereby appoints the Town Recorder to act on behalf of the Municipality as registrar and paying agent for the Notes. The Notes are transferable by the registered owner thereof, or by its attorney duly authorized in writing, on the registration records of the Municipality, upon presentation of the Notes to the registrar for transfer with the form of assignment attached thereto completed in full and signed with the name of the registered owner. All transferees shall take the Notes subject to such condition. The Municipality may treat the registered owner as the absolute owner hereof for all purposes and shall not be affected by any notice to the contrary whether or not any payments due on the Notes shall be overdue.

(i) The Notes shall be signed by the Mayor, shall be attested by the Town Recorder and shall have impressed thereon the corporate seal of the Municipality.

Section 5. **Security and Source of Payment of the Bonds and Notes.** The Bonds shall be payable primarily from and be secured by a pledge of the Net Revenues to be derived from the operation of the System, and are hereby declared to be equally and ratably secured, subject to a prior pledge of such Net Revenues to Prior Outstanding Obligations, by a pledge of such Net Revenues. In the event of a deficiency in such Net Revenues, the Bonds shall be payable from ad valorem taxes to be levied on all taxable property within the corporate limits of the Municipality without limitation as to time, rate, or amount. Said Bonds shall be a direct general obligation of the Municipality, for which the punctual payment of the principal and interest on the Bonds, the full faith and credit of the Municipality is hereby irrevocably pledged. The Notes shall be paid from proceeds of the Bonds. In the event such proceeds are unavailable, the Notes shall be secured and payable in exactly the same manner as the Bonds.

Section 6. **Form of Bonds and Notes.** The Notes shall be in the form approved by the Mayor consistent with the terms of this resolution. The Bonds shall be in substantially the following form, the omissions to be appropriately completed when such Bonds are prepared and delivered:

(Form of Bonds)

UNITED STATES OF AMERICA
STATE OF TENNESSEE
TOWN OF JONESBOROUGH, TENNESSEE
WATER SYSTEM REVENUE AND TAX BOND, SERIES ____

R-____ \$_____

KNOW ALL MEN BY THESE PRESENTS: That the Town of Jonesborough, Tennessee (the "Municipality"), for value received hereby promises to pay to the registered owner hereof, or its registered assigns, in the manner and from the sources hereinafter provided, the sum of \$_____, with interest on the unpaid balance hereof at the rate of _____% per annum from the date hereof until the principal amount hereof shall have been fully paid. This Bond is payable in 480 consecutive installments of principal and interest in the amount of \$_____ each. The first installment shall be due and payable on _____, and all subsequent installments shall be due and payable on _____. In all events, the final installment shall be in the amount of the entire unpaid balance of principal and interest on the Bond. Both principal hereof and interest hereon are

payable in lawful money of the United States of America by electronic fund transfer or by check or draft mailed to the registered owner at the address shown on the bond registration records of the Municipality, and such payments shall discharge the obligation of the issuer hereof to the extent of the payments so made. Upon final payment, this Bond shall be submitted to the Town Recorder of the Municipality, as Bond Registrar, for cancellation.

Prepayments of scheduled installments, or any portion thereof, may be made at any time at the option of the Municipality. Any partial prepayment shall, after payment of interest, be applied to the installments last to become due under this Bond and shall not affect the obligation of the Municipality to pay the remaining installments as they come due. Notice of prepayment shall be given to the registered owner hereof not less than thirty (30) days prior to the date of prepayment, unless waived by the registered owner.

This Bond shall be transferable by the registered owner hereof, or by its attorney duly authorized in writing, on the registration records of the Town Recorder of the Municipality at the office of the Town Recorder of the Municipality, upon presentation of the Bond to the registrar for transfer with the form of assignment attached hereto completed in full and signed with the name of the registered owner. All transferees shall take this Bond subject to such condition. The Municipality may treat the registered owner as the absolute owner hereof for all purposes, and shall not be affected by any notice to the contrary whether or not any payments due on this Bond shall be overdue.

This Bond is one of a series of bonds known as "Water System Revenue and Tax Bonds, Series _____", issued by the Municipality in the aggregate principal amount of \$_____. This Bond is issued by the Municipality for the purpose of financing a portion of the costs of certain public works projects, including the construction, improvement, renovation and equipping of the water treatment plant of the water system of the Municipality (the "System"), under and in full compliance with the constitution and statutes of the State of Tennessee, including Sections 9-21-101, et seq., Tennessee Code Annotated, and pursuant to a resolution duly adopted by the Board of Mayor and Aldermen of the Municipality on the 18th day of August, 2025 (the "Resolution").

This Bond shall be payable primarily from and be secured by a pledge of the Net Revenues to be derived from the operation of the System, and is hereby declared to be equally and ratably secured, subject to a prior pledge of such Net Revenues to Prior Outstanding Obligations, by a pledge of such Net Revenues. In the event of a deficiency in such Net Revenues, this Bond shall be payable from ad valorem taxes to be levied on all taxable property within the corporate limits of the Municipality without limitation as to time, rate, or amount. This Bond shall be a direct general obligation of the Municipality, for which the punctual payment of principal and interest on this Bond, the full faith and credit of the Municipality is hereby irrevocably pledged. For a more complete statement of the terms and conditions upon which this Bond is payable, the general covenants and provisions pursuant to which this Bond is issued and the terms upon which the above described resolution may be modified, reference is hereby made to the Resolution.

This Bond and the income therefrom are exempt from all present state, county and municipal taxes in Tennessee except (a) Tennessee excise taxes on interest on the Bond during the period the Bond is held or beneficially owned by any organization or entity, other than a general partnership or sole proprietorship, doing business in the State of Tennessee, and (b) Tennessee franchise taxes by reason of the inclusion of the book value of the Bond in the Tennessee franchise tax base of any organization or entity, other than a general partnership or sole proprietorship, doing business in the State of Tennessee.

It is hereby certified, recited, and declared that all acts, conditions, and things required to exist, happen, and be performed precedent to and in the issuance of this Bond exist, have happened, and have

been performed in due time, form, and manner as required by law, and that the amount of this Bond does not exceed any limitation prescribed by the constitution and statutes of the State of Tennessee.

IN WITNESS WHEREOF, the Town of Jonesborough, Tennessee has caused this Bond to be signed by its Mayor and attested by its Town Recorder under the corporate seal of the Municipality, all as of this _____ day of _____, ____.

TOWN OF JONESBOROUGH, TENNESSEE

FORM ONLY – DO NOT SIGN

Mayor

ATTEST:

FORM ONLY – DO NOT SIGN

Town Recorder

(SEAL)

(End of Form of Bonds)

Section 7. **Levy of Tax.** For the purpose of providing for the payment of the principal and interest on the Bonds, there is hereby pledged for such payment the Net Revenues derived from the operation of the System, in amounts not exceeding the amounts required to make such payments as they come due. In the event of a deficiency in the Net Revenues there shall be levied in each year in which such Bonds shall be outstanding a direct tax on all taxable property in the Municipality, fully sufficient to pay all such principal and interest falling due prior to the time of collection of the next succeeding tax levy. Said tax shall be assessed, collected, and paid at the time, and in the same manner, as the other taxes of said Municipality, shall be in addition to all other taxes, and shall be without limitation as to time, rate, or amount; provided, however, that the tax so levied in any year may be proportionately reduced by the amount of money actually on hand from the Net Revenues of the System and available for payment of such principal and interest. The Governing Body of the Municipality is required by law and shall and does hereby pledge to levy such tax. Principal and interest falling due at any time when there shall be insufficient funds on hand from such tax levy for the payment thereof shall be paid from the general fund or other available funds of the Municipality, but reimbursement therefor may be made from the taxes herein provided when the same shall have been collected and used solely for the payment of principal and interest on the Bonds, as the same shall become due.

Section 8. **Charges for Services Supplied by the System.** While the Bonds remain outstanding and unpaid, the Municipality covenants and agrees that the charges for all services supplied through the medium of the System to the Municipality and its residents and to all consumers shall be reasonable, just, and sufficient taking into account and consideration the cost and value of the System and the cost of maintaining, operating, and insuring the System, and the proper and necessary allowances for the depreciation thereof, and the amounts necessary for the payment of principal and interest on indebtedness of the Municipality, including the Bonds, payable from the Revenues.

Section 9. **Remedies of Bond Owners.** Any owner of the Bonds may either at law or in equity, by suit, action, mandamus or other proceedings, in any court of competent jurisdiction enforce and compel performance of all duties imposed upon the Municipality by the provisions of this resolution, including the levy and collection of ad valorem taxes to meet the obligations of the Municipality under this resolution.

Section 10. **Disposition of the Proceeds of the Notes and Bonds.** The proceeds of the sale of the Notes shall be applied directly to the costs authorized herein or deposited with a financial institution regulated by and the deposits of which are insured by the Federal Deposit Insurance Corporation or similar federal agency, in a special fund designated so as to identify it with this resolution (the "Construction Fund") and shall be disbursed solely for the payment of Project costs (including reimbursement thereof), legal, fiscal, administrative, architectural and engineering costs incident thereto, interest during construction of the Project and for six (6) months thereafter, with the consent of Rural Development, and bond issuance costs. Money in the Construction Fund shall be secured in the manner prescribed by applicable statutes relative to the securing of public or trust funds, if any, or in the absence of such statutes, by a pledge of readily marketable securities having at all times a market value of not less than the amount in the Construction Fund. Money in the Construction Fund shall be expended only for the purposes authorized by this resolution.

The proceeds of the Bonds shall be used first, to the extent permitted by Rural Development, to retire the Notes if such Notes are outstanding. To the extent that the proceeds of the Bonds are insufficient to retire the Notes, the Municipality shall apply other funds in an amount sufficient to fully retire the Notes. Any remaining proceeds of the Bonds, together with any grant funds received from Rural Development, shall be applied directly to the costs authorized herein or deposited to the Construction Fund. After the Project has been completed, any unspent Bond proceeds shall be used at the earliest practicable date for the prepayment of the Bonds as herein provided. All funds, including both loan and grant funds, provided by Rural Development for Project costs, but not needed to pay Project costs, will be considered to be Rural Development grant funds and returned to the Government Finance Office. If the amount of unused Rural Development funds exceeds Rural Development grant amount, the excess will be considered to be Rural Development loan funds and used to prepay the Bonds as provided above.

Section 11. **Federal Tax Matters.** The Bonds will be issued as federally tax-exempt bonds. At the Mayor's discretion, the Notes may be issued as federally tax-exempt obligations. The Municipality hereby covenants that it will not use, or permit the use of, any proceeds of the Bonds or Notes in a manner that would cause the Bonds or Notes (if applicable) to be subjected to treatment under Section 148 of the Code, and applicable regulations thereunder, as "arbitrage bonds." To that end, the Municipality shall comply with applicable regulations adopted under said Section 148. The Municipality further covenants with the registered owners from time to time of the Bonds and the Notes (if applicable) that it will, throughout the term of the Bonds and Notes and through the date that the final rebate, if any, must be made to the United States in accordance with Section 148 of the Code, comply with the provisions of Sections 103 and 141 through 150 of the Code and all regulations proposed and promulgated thereunder that must be satisfied in order that interest on the Bonds and Notes (if applicable) shall be and continue to be excluded from gross income for federal income tax purposes under Section 103 of the Code.

It is reasonably expected that the Municipality will reimburse itself for certain expenditures made by it in connection with the Project by issuing the Bonds and the Notes. This resolution shall be placed in the minutes of the Governing Body and shall be made available for inspection by the general public at the office of the Governing Body. This resolution constitutes a declaration of official intent under Treas. Reg. §1.150-2.

The Mayor is authorized and directed, on behalf of the Municipality, to execute and deliver all such certificates and documents that may be required of the Municipality in order to comply with the provisions of this Section.

Section 12. **Reasonably Expected Economic Life.** The "reasonably expected economic life" of the Project within the meaning of Sections 9-21-101, et seq., Tennessee Code Annotated, is greater than the term of the Bonds financing said Project.

Section 13. **Resolution a Contract.** The provisions of this resolution shall constitute a contract between the Municipality and the owners of the Bonds and the Notes, and after the issuance of either the Bonds or Notes, no change, variation or alteration of any kind in the provisions of this resolution shall be made in any manner, except as provided in the following Section, until such time as the Bonds and Notes and interest due thereon shall have been paid in full.

Section 14. **Modification of Resolution.** The terms, covenants and agreements set forth in this resolution may be modified or amended by resolution of the Governing Body, consented to in writing by the owner of the Bonds and, while the Notes are outstanding, the Notes.

Section 15. **Defeasance.** So long as Rural Development is the owner of the Bonds herein authorized, the Municipality shall not issue any bonds or other obligations for the purpose of defeasing or otherwise terminating the lien of the Bonds herein authorized without immediately prepaying the Bonds.

Section 16. **Compliance with Debt Management Policy.** The Governing Body hereby finds that the issuance of the Bonds and the Notes is consistent with the Municipality's debt management policy.

Section 17. **Engagement of Bond Counsel and Placement Agent.** The Governing Body hereby approves the engagement of Adams and Reese LLP to serve as bond counsel with respect to the issuance of the Bonds and the Notes and Raymond James & Associates, Inc. to serve as Placement Agent with respect to the issuance of the Notes.

Section 18. **Loan Resolutions Control.** So long as Rural Development is the registered owner of any of the Bonds, the Municipality shall be subject to the separate Loan Resolutions executed and entered into by the Municipality at the closing of the issuance of the Bonds, which Loan Resolutions are incorporated by reference herein. The provisions of the Loan Resolutions and the provisions of this resolution are to be construed wherever possible so that they will not be in conflict. In the event such a construction is not possible, the provisions of the Loan Resolutions shall prevail.

Section 19. **Separability.** If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

Section 20. **Repeal of Conflicting Resolutions and Effective Date.** All other resolutions, including Resolution 2025-06, and orders, or parts thereof, in conflict with the provisions of this resolution, are, to the extent of such conflict, hereby repealed and this resolution shall be in immediate effect from and after its adoption. This Resolution supersedes in its entirety Resolution 2025-06 adopted by the Municipality on March 17, 2025.

[signature page follows]

Adopted and approved this 18th day of August, 2025.

TOWN OF JONESBOROUGH, TENNESSEE

Mayor

ATTEST:

Town Recorder

STATE OF TENNESSEE)

COUNTY OF WASHINGTON)

I, Janet Jennings, hereby certify that I am the duly qualified and acting Town Recorder of the Town of Jonesborough, Tennessee (the "Municipality") and, as such official, I further certify as follows: (1) that attached hereto is a true, correct and complete copy of a resolution adopted by the Board of Mayor and Aldermen of the Municipality at its August 18, 2025 meeting; and (2) that a quorum of the members of the Board of Mayor and Aldermen was present and acting throughout said meeting.

WITNESS my official signature and the seal of the Municipality, this 18th day of August, 2025.

Town Recorder

(SEAL)

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

DATE: August 18, 2025 **AGENDA ITEM #:** 8-H

SUBJECT: 1st Reading – Amend Title 13, Chapter 2, Section 13-270 Wastewater Tap Fees

BACKGROUND:

In discussions with TDEC regarding town increasing the Wastewater Treatment Tap Fee Schedule (applies to sewer only) during the FY26 budget process, TDEC requires specific process to be followed when adopting revisions to the sewer tap fees which includes an Ordinance and a public comment review period before a second and final reading is acted upon by the BMA. Environmental Services Director Cobern Rasnick has done an excellent job in detailing the changes in the Ordinance presented to you.

The Ordinance Amendment to increase the Wastewater Treatment Tap Fee Schedule as was proposed during the FY26 budget discussions is deemed reasonable by staff and the Ordinance reflects the revised fee changes. Slight revisions from the July 29th proposed pricing were included by Mr. Rasnick in the Ordinance before you. Once the BMA passes on first reading, I must forward to Mr. Rasnick so he can send it over to TDEC for approval. This will allow us to enter the public comment period requirements per TDEC and then follow through and present the amendment on second and final reading to the BMA.

RECOMMENDATION:

Approve An Ordinance Amending Title 13, Chapter 2, Section 13-270, Wastewater Treatment Tap Fee Schedule of the Jonesborough Municipal Code on First Reading, as presented.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING TITLE 13, CHAPTER 2
SECTION 13-270 WASTEWATER TREATMENT TAP FEE SCHEDULE OF THE
JONESBOROUGH MUNICIPAL CODE**

WHEREAS, the Town of Jonesborough has established policies and regulations related to the provision of wastewater services to Jonesborough residents as well as some household and industrial facilities outside of the city limits, and

WHEREAS, it is necessary to update and revised said policies and regulations so that expectations are clear for the provision of sewer service, and the Town's is in compliance with State and Federal guidelines, and

WHEREAS, revisions have been submitted to the Board of Mayor and Aldermen that clearly identify the amendments.

NOW, THEREFORE BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee that Title 13, Chapter 2, Section 13-270 "Wastewater Treatment Tap Fee Schedule", amends Paragraphs 1, 4, 5, 6, 7, 8, and 9 of the Jonesborough Municipal Code as follows:

13-270 Wastewater Treatment Tap Fee Schedule

(1) Sewer tap fee inside corporate limits:

All persons connecting to sewers utilizing a 4" tap, shall pay a fee of two thousand nine hundred dollars (\$2,~~900000~~.00) or utilizing a 6", tap shall pay a fee of three thousand one hundred dollars (\$3,100.00) for the privilege of each tap that is connected inside the Corporate Town Limits of Jonesborough plus a twenty five dollar (\$25.00) inspection fee, payable in advance with the following exceptions:

(4) Multi-family units inside the city limits shall pay the applicable:

Single dwelling rate of two thousand nine hundred dollars (\$2,~~9000~~.00) if utilizing a 4" tap or three thousand one hundred dollars if utilizing a 6" tap for the first unit plus an additional one thousand dollars (\$1,000.00) for each additional unit. Each building of an apartment complex will be considered as a new initial tap and be charged the applicable first unit rate of two thousand dollars (\$2,000.00) based on tap size. There will be a twenty-five dollar (\$25.00) inspection fee per building.

(5) Sewer taps fees for households outside the city limits of the town:

Outside customers utilizing a 4" tap. shall pay a fee of four ~~three~~-thousand ~~three two~~ hundred dollars (\$~~3,34,200.00~~) or utilizing a 6" tap, shall pay a fee of four thousand four hundred dollars (\$4,400.00) for the privilege of each tap, payable in advance. There will be a twenty-five dollar (\$25.00) inspection fee per household. Multi-family units outside shall pay the applicable single dwelling rate of ~~three-four~~ thousand ~~three-two~~ hundred dollars (\$~~3,34,200.00~~) if utilizing a 4" tap or four thousand four hundred dollars (\$4,400.00) for the first unit plus an additional one-thousand six hundred fifty dollars (\$1,650.00) for each additional unit. Each building of an apartment complex will be considered as a new initial tap and be charged the applicable first unit rate ~~of three-thousand three hundred dollars (\$3,300.00)~~based on tap size outside. There will also be a twenty-five dollar (\$25.00) inspection fee per building.

(6) Sewer taps for industrial/commercial facilities inside the city limits:

Buildings such as factories, warehouses, shopping centers utilizing a 4" tap shall pay two thousand nine hundred dollars (\$2,~~09~~00.00) or utilizing a 6" tap, shall pay a fee of three thousand one hundred dollars (\$3,100.00) for structures up to ten thousand (10,000) square feet plus one thousand five hundred dollars (\$1,500.00) for each additional ten thousand (10,000) square feet or portion thereof. Motels/hotels shall pay the same sewer tap fees as charged for multi-family units. Sewer taps for a car wash structure shall pay two thousand nine hundred (\$2,~~09~~00.00) for the first bay and one thousand five hundred dollars (\$1,500.00) for each additional bay. The town reserves the right to surcharge industrial users for any treatment activity that is above the normal requirements for household treatment, or requires pre-treatment. A twenty-five dollar (\$25.00) inspection fee will be charged per building for sewer connections.

(7) Sewer taps for industrial/commercial facilities outside the city limits:

Buildings such as factories, warehouses, shopping centers outside utilizing a 4" tap shall pay four thousand two hundred dollars (\$4,200.00) or utilizing a 6" tap, shall pay a fee of four thousand four hundred dollars (\$4,400.00)~~shall pay three thousand three hundred dollars (\$3,300.00)~~ for structures up to ten thousand (10,000) square feet plus two thousand six hundred fifty dollars (\$2,650.00) for each additional ten thousand (10,000) square feet or portion thereof. Motels/hotels outside shall pay the same sewer tap fees as charged outside multi-family units. Sewer taps for an outside-car wash structure shall pay three four thousand ~~three-two~~ hundred dollars (\$~~3,34,200.00~~) for the first bay and two thousand six hundred fifty dollars (\$2,650.00) for each additional bay. The town

reserves the right to surcharge industrial users for any treatment activity that is above the normal requirements for household treatment, or requires pre-treatment. A twenty-five dollar (\$25.00) inspection fee will be charged per building for sewer connections.

(8) Sewer taps fees for households that require residential grinder pump stations inside the town limits.

The Town of Jonesborough has adopted a plan to eliminate septic tanks from being added to our system. Any residential household that is located below grade of the main sewer line that is available to their property will be required to the extent possible to use a residential grinder pump station. If the property is within the existing city limits with available sewer service or in a new subdivision within the city limits, the sewer tap fee for the grinder pump is three thousand seven hundred dollars (\$3,750.00). Sewer tap fees for residential grinder pump stations installed as a result of annexation of an area initiated by the Board of Mayor and Aldermen will be the same as the established sewer tap fee for the annexed area. This includes the wetwell, pump, controls and installation. This does not include electrical conduit, wiring, disconnect box, other electrical items needed to connect the station to the home, or the services of a licensed electrician. These must be provided by the homeowner.

(9) Sewer taps fees for households that require residential grinder pump stations outside the town limits.

The Town of Jonesborough has adopted a plan to eliminate septic tanks from being added to our system. Any residential household that is located below grade of the main sewer line that is available to their property will be required to the extent possible to use a residential grinder pump station. If the property is outside the existing city limits with available sewer service, the sewer tap fee for the grinder pump is five thousand dollars (\$5,04,800.00). Sewer tap fees for residential grinder pump stations installed as a result of annexation of an area initiated by the Board of Mayor and Aldermen will be the same as the established sewer tap fee for the annexed area. This includes the wetwell, pump, controls and installation. This does not include electrical conduit, wiring, disconnect box, other electrical items needed to connect the station to the home, or the services of a licensed electrician. These must be provided by the homeowner.

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

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

Those voting against: _____

Passed on First Reading _____

KELLY WOLFE, 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 _____

KELLY WOLFE, 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: August 18, 2025 **AGENDA ITEM #:** 8-I

SUBJECT: Change Order for Tiger Park

BACKGROUND:

We are working to finish up work related to the development of Tiger Park. The total project cost for the development of Tiger Park, which includes \$2,445,250 LPRF grant funding, is \$4.98 million. Different funding sources have been used to complete the project that included a portion of the original contracted money through the school project funds, and funds assigned to complete the LPRF Grant project known as Tiger Park. Due to increased construction costs, the Town has expenditures that are not covered by the budget related to the development of the ball fields. In a change order from BurWil Construction, the cost of the work (see details attached) to complete dugouts is \$152,500.00. The town applied for additional funds through TDEC Office of Outdoor Recreation (ORec) and we are receiving an additional match in funds of \$122,262.00. Basically, additional expenditures of \$152,500.00 would be matched (50%) with \$76,250.00 state funds. With the many financial components to the nearly 5-million-dollar project, and minimum town funds applied in over 2 years, the park will enhance the quality of life for the school and community, therefore the additional funds to complete the project are essential.

Funding Source: Recommendation is to reassign the FY26 Capital Projects fund of \$135,000.00 from the opioid settlement fund that was proposed for Persimmon Ridge Park ballfields to complete the remaining components of Tiger Park/Athletic Fields. That amount will help match what the State has already approved of in additional funding. Persimmon Ridge remains on the radar for FY26 and the town is already in the process of a plan to apply for the BlueCross BlueShield Foundation Tennessee Healthy Place grant (see Town Administrator Monthly Report August 2025 for more details).

RECOMMENDATION:

Approve the Change Order from BurWil Construction in the amount of \$152,500.00 as per their proposal, and to leverage the opioid settlement funds from the FY26 budget to complete the project.

BurWil

Construction Company

P. O. Box 637 • Bristol, TN 37621
(423) 968-4158 • Fax (423) 968-3199

May 2, 2025

Ms. Rachel Conger & Mr. Bob Browning
Town of Jonesborough, TN

Re: Tiger Park Dugouts

Dear Rachel and Bob:

BurWil Construction is pleased to offer our construction services to construct four, 30' x 8' dugouts at Tiger Park. The scope of work is as follows:

- Form and pour concrete pads with a turndown edge on three sides.
- Construct the back wall and two side walls of each dugout using 8" CMU and exterior brick to match the field brick used on the concession stand building.
- Build the roof structure using steel posts along the front of the dugout with an LVL header beam and wood joists bearing from the header beam to the back masonry wall. Install plywood decking on the roof joists. The clear height in each dugout shall be 8'-0".
- Install an EPDM membrane roof with metal trim along the edges and a gutter and downspout on the back of the dugout that drains to the ground.
- The front of each dugout is open. We assume that the owner will have their fencing subcontractor install fencing along the front of each dugout.
- The cost for this work is **\$152,500 (One Hundred Fifty Two Thousand Five Hundred Dollars)**.

We greatly appreciate the opportunity to submit a proposal for this work. Please let us know if you have questions or require additional information.

Respectfully,



William C. Burriss III
CFO / Project Manager / Estimator

WCB

Cc: File