

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

MEETING NOTICES

**MONDAY, JULY 13, 2026
6:00 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 3:45 p.m. the day of the meeting if the meeting occurs after hours. Otherwise, such member of the public must sign in at the location of the meeting, prior to the beginning of the meeting, by seeing the Town Recorder at meetings of the Board of Mayor and Aldermen, or the secretary or staff of any board, commission or committee constituting any other governing body under this resolution.

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

REGULAR MEETING

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

AGENDA

1. Financial Report
2. Communications from the Mayor
 - A. Employee of the Month
 - B. Informational Purposes Only – Property Tax Freeze
3. Citizen Comments
4. Aldermen Communications
5. Town Attorney Comments
6. **CONSENT AGENDA**
 1. Approval of Minutes
 2. Approval of Bills

3. Town Administrator Report
4. Operations Manager Report
5. Committee Reports
6. Supervisor Reports
7. Approval of Senior Center Committee Re-Appointments
8. Approval of Main Street Committee Re-Appointments
9. Approval of Special Event – International Storytelling Festival
10. Approval of Special Event – JLG Farmers Market Winter Market
11. Approval of Interim Street Department Director Pay Stipend

7. **OLD BUSINESS**

8. **NEW BUSINESS**

- A. Discussion and possible action concerning a Resolution authorizing the Town to reimburse itself for certain expenditures in the aggregate principal amount of not to exceed \$1,674,000.00.
- B. Discussion and possible action concerning a Resolution amending the Town of Jonesborough's Debt Policy.
- C. Discussion and possible action concerning an Ordinance amending the Jonesborough Municipal Code title 4, Chapter 1, Building Code to Implement a \$40.00 Re-Inspection Fee.
- D. Discussion and possible action concerning an Ordinance amending the FY2025-26 Budget for the General Fund, Solid Waste Fund, Jackson Theatre Fund, Debt Service Fund and the Capital Projects Fund.
- E. Discussion and possible action concerning the Shared Use Agreement between Town of Jonesborough and Washington County Board of Education regarding Jonesborough Elementary School.
- F. Discussion and possible action concerning the Visitors Center Restrooms Remodel Bids.
- G. Discussion and possible action concerning the First Frontier Trail Construction LPRF Grant Phase I Bid.
- H. Discussion and possible action concerning Grant Assistance Contract.
- I. Discussion and possible action concerning Compensatory Time Buyout.
- J. Adjournment.

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

DATE: July 13, 2026

AGENDA ITEM #: 1

SUBJECT: Financial Report

The Finance Director is currently working on closing out the last fiscal year. Please reach out if you have any questions or would like to view any of the financials.

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

DATE: July 13, 2026 **AGENDA ITEM #:** 2-A

SUBJECT: Mayor Communications - Employee of the Month

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

DATE: July 13, 2026

AGENDA ITEM #: 2-B

SUBJECT: Mayor Communications – Informational Purposes Only

Informational Purposes Only - Property Tax Freeze for Qualified Individuals

As Washington County leaders met recently to discuss freezing property taxes for older homeowners, Jonesborough is researching the program as a potential companion role that would help enhance and support the county's efforts.

Tennessee history on the tax freeze stems from In November 2006, Tennessee voters approved an amendment to Article II, Section 28 of the Tennessee Constitution giving the General Assembly the authority by general law to authorize counties and/or municipalities to implement a local option property tax freeze for taxpayers 65 years of age or older.

In its 2007 session, the 105th General Assembly enacted the Property Tax Freeze Act which establishes the tax freeze and authorizes the legislative body of any county and/or municipality to adopt the property tax freeze program. The Act became effective on July 1, 2007.

Staff is examining the potential applicability, benefits, costs, and administrative requirements associated with freezing property taxes for qualified individuals. The review will provide the Board of Mayor and Aldermen with an understanding of how similar programs operate, the populations they serve, and the potential fiscal and operational impacts should the Board wish to consider such a program in the future.

The **provisions** as set forth by the *Tennessee Comptroller of the Treasury – Property Assessments* are as follows:

Homeowners qualifying for the program will have the property taxes on their principal residence frozen at a base tax amount, which is the amount of taxes owed in the year they first qualify for the program. Thereafter, as long as the owner continues to qualify for the program, the amount of property taxes owed for that property generally will not change, even if there is a property tax rate increase or county-wide reappraisal.

In order to qualify, the homeowner must file an application annually and must:

- Own their principal place of residence in a participating county and/or city
- Be 65 years of age or older by the end of the year in which the application is filed
- Have an income from all sources that does not exceed the county income limit established for that tax year

In counties or municipalities participating in the Tax Freeze Program, an application may be made annually to the County Trustee or city collecting official.

The state Comptroller's Office will calculate the income limit for each county annually using a formula outlined in state law.

Situations, where the base tax amount would change for a homeowner, are:

- When improvements are made to the property resulting in an increase in its value
- When the homeowner sells their home and purchases another residence

The tax freeze is available only on the principal place of residence of the qualifying homeowner located in a participating county or city.

In conclusion, the review/research being performed is intended for informational purposes only and does not constitute a recommendation for implementation but will rather provide the Board with data and analysis to inform future policy discussions.

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

DATE: July 13, 2026 **AGENDA ITEM #:** Consent Agenda 6.1

SUBJECT: Approval of Minutes

- June 15, 2026 Regular Meeting Minutes

**BOARD OF MAYOR AND ALDERMEN
PUBLIC HEARING**

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN
June 15, 2026 – 6:00 PM

The Board of Mayor and Aldermen (BMA) met in a Public Hearing; there was one item on the public hearing agenda:

1. Ordinance B-26-01 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, 2026, through June 30, 2027.
2. Ordinance B-26-02 of the Town of Jonesborough, Tennessee setting the Sanitation Fund Fees.
3. Ordinance B-26-03 of the Town of Jonesborough, Tennessee establishing Water and Sewer Rates to provide funds for the operation, maintenance and Debt Service of the Jonesborough Water and Sewer Systems.

There were no public comments made regarding the Sewer and Wastewater Ordinance. The Public Hearing was closed.

JANET JENNINGS, RECORDER

KELLY WOLFE, MAYOR

**BOARD OF MAYOR AND ALDERMEN
REGULAR MEETING MINUTES**

Jonesborough Town Hall – Board Room
123 Boone Street, Jonesborough, TN
June 15, 2026 – 6:00 PM

The Board of Mayor and Aldermen (BMA) resumed their recessed Regular Session on Monday, June 15, 2026, at 6:00 p.m., at Town Hall, 123 Boone Street, Jonesborough, TN.

Mayor Kelly Wolfe called the meeting to order and led the group in an opening Prayer. Michael Hartman led the pledge to the flag.

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

The first item on the agenda was approval of the Financial Report, and Special Financial Reports. Mayor Wolfe noted that we've seen an increase of \$66 million in property tax values for the year, \$18 million in taxable value once you account for the percentage of

which the property is taxed. Sales tax collections are above our 3.5% projection. With no other questions Alderman Countertermine made a motion to accept the financial reports as presented. Alderman Jenkins seconded the motion. The motion was duly passed.

Communications from the Mayor was the next item on the agenda. Mayor Wolfe stated that on June 18th Senator Lamar Alexander will be at the Jackson theatre for a special evening to celebrate the release of his memoir, book signing and conversation with Mayor Wolfe and Josh Smith. Mr. Alexander is a former Tennessee Governor, US Senator, US Secretary of Education and university president. Mayor Wolfe also stated that the Jackson theatre and the McKinney Center have a series of programs scheduled to celebrate local history and America's 250th birthday. The series includes skits, historians, re-enactors, and musicians. The series kicks off on June 25th.

Mayor Wolfe asked the June Employee of the Month Don Bagwell to join him at the podium. Mayor Wolfe read the following statement: *We are proud to recognize Don Bagwell as our June Employee of the Month. Don has served as a Host at the Jonesborough Senior Center since 2018, bringing with him a distinguished background as the former Vice President of Marketing for TVA. Don's extensive experience, particularly in radio and television, combined with his professionalism, has made him an invaluable asset to both staff and members. He is known for his reliability and strong work ethic, never missing a shift and consistently arriving early, ready to contribute. In addition to his primary role, Don has taken on responsibilities well beyond his position. He writes all of the Senior Center's press releases and assists with grant writing efforts. His contributions in this area have been instrumental, helping secure more than \$300,000 in grant funding for the Center. Don's dedication, attention to detail, and positive impact on everyone who visits the Senior Center make him truly deserving of this recognition. Congratulations, Don, and thank you for your exceptional service!*

Mayor Wolfe showed a brief slideshow updating on recent events and projects including the recent pickleball tournament, Pinnacle Awards where the Tourism Department, and Jackson Theatre received accolades, China to Appalachian event, Francis Lambert proclamation event, paving projects, and Water Administration construction project.

The next item on the agenda was Citizen Comments, no comments were made.

Alderman Comments was the next item on the agenda. Alderman Dickson invited the BMA to the final session of Jonesborough 101 on August 15, 2026 at 11:00 am at the International Storytelling Center. This will be the conclusion of the community engagement initiative.

Town Attorney Comments was the next item on the agenda. Mr. Wheeler had no report.

The next item was the Consent Agenda. Mayor Wolfe asked if there were any items that the Aldermen wished to have pulled from the Consent Agenda. There being none, Alderman Dickson made a motion to approve the Consent Agenda as presented. Alderman Causey seconded the motion. The motion duly passed.

1. Approval of Minutes – May 11, 2026 Regular Meeting Minutes.
2. Approve the following bills for payment:

Check Register - General Fund - May 2026

05/05/26		116491 -116496	\$	11,716.15
05/08/26		116497 - 116622	\$	140,848.72
05/12/26		116535 - void	\$	(1,500.00)
05/13/26		116623	\$	19,506.35
05/15/26		116624 - 116682	\$	96,516.60
05/18/26		116683	\$	35,831.59
05/20/26		05202026 wire	\$	2,989.05
05/21/26		116684 - 116759	\$	284,693.71
05/27/26		116760 - printer issue	\$	-
05/27/26		116761	\$	2,298.65
05/28/26		116762 - 116777	\$	97,705.38
			\$	690,606.20

Check Register- Water Fund May 2026

05/08/26		70479 - 70526	\$	444,093.12
05/13/26		70527	\$	3,470.87
05/15/26		70528 - 70560	\$	843,118.70
05/18/26		70561	\$	72,579.43
05/21/26		70562 - 70594	\$	123,957.01
05/27/26		70595 - printer issue	\$	-
05/27/26		70596	\$	1,419.23
05/28/26		70597 - 70600	\$	38,104.95
			\$	1,526,743.31

Check Register -Sanitation Fund - May 2026

05/08/26		11062 - 11068	\$	1,966.54
05/13/26		11069	\$	147.19
05/15/26		11070 - 11076	\$	23,504.69
05/21/26		11077 - 11081	\$	4,564.75
05/27/26		11082 - printer issue	\$	-
05/27/26		11083	\$	22.39
05/28/26		11084	\$	2,404.55
			\$	32,610.11

3. Approve the following Town Administrator Report:

- *Met with Community Development Partners Project Manager Rachel Conger to discuss our intent to apply for the next round of Downtown Improvement Grant. Some of the ideas of potential exterior improvement within our downtown are private businesses (roofs, doors, windows, etc), potential façade of AME Zion Church property once Quiet Title is complete and we close on the property (most likely the use would need to be something like a museum to work for grant funds), wayfinding signage possibilities, and other exterior improvements of commercial buildings downtown. We are expecting the grant to be \$300,000.00 or greater. More details will be provided as we explore eligible projects downtown.*
- *Had a one-on-one meeting with Alderman Dickson. Alderman Dickson and I are working towards what we are referring to as a Community Engagement Ecosystem on our website that will include links to the Jonesborough Ambassador Program, JBO 101, Volunteer Opportunities, etc. We are collaborating on the narrative of what the “Ecosystem” means to Jonesborough. The concept is in progress with help from Mary Regen and Cameo Waters, and the eventual website page by Mitchell Calvin.*

- *Met with Operations Manager Craig Ford, Jackson Theatre (JT) Operations Manager Amber Crumley, JT Technical Director Mike D'Avella, and Facilities Director Rick Duvall to discuss and make a plan to repair or replace the HVAC at the Jackson Theatre. The system has not been working correctly on the second floor of the Stage Door, and I am asking for a permanent resolve. The repairs have been costly and have not achieved any solution. We are following 2 parallel quotes, (1) the cost of a new motherboard for the outside unit; and (2) a new indoor/outdoor unit. We have the manufacturer of the units quote the motherboard and at least 3 mechanical commercial HVAC companies quote the units. I anticipate the new units as being the solution to our issues.*
- *Working with Administrative Assistant Brandi Miller and Digital Media Manager Mitchell Calvin on ideas to prevent special event applicants from being scammed. Lately applicants have been receiving emails with invoices for their special event applications once approval is given by BMA. These are fraud and often are over \$1,000 for application. The scammer poses like the Town, and the invoices look very convincing. We have sent out an alert on our website and social media, but a permanent solution/plan is forthcoming.*
- *Worked with Town Attorney Jim Wheeler on various matters of the town. Of significance is the town paid the closing statement of costs for the purchase of the Mauk property. Once complete (1) I will follow the reimbursement of our grant for the property at \$305,000 and (2) make sure our Assessors Office is informed of the transfer.*
- *Worked with Operations Manager Craig Ford and Finance Director Janet Jennings on narrowing down the projected cost of a future Fire Station No. 2 to be located at Persimmon Ridge Park and the associated funding as part of our FY27 budget.*
- *Permitting in town for constructions whether new builds, renovations, additions, etc., are doing incredible. I am working on a report to show the activity along with the revenue generated thus far in 2026.*
- *Worked on adding a few more provisions to the Data Center ordinance to maximize neighboring protection of noise from this type of land use. I added more clarification on where the noise study boundary is (property line of parcel of the data center use), added requirements concerning rooftop fans, and equipment enclosures. These are the results of some information presented to the town and others regarding concern about the noise issues associated with Data Centers. This was a good exercise in listening to public concerns and addressing them in some minor revisions to the ordinance coming up on final reading at the May 11th meeting.*
- *Met with Senior Center Director Mary Regen and Robin Harpe to review the Jonesborough Ambassador Pilot Program that recently concluded. After each session program participants had the opportunity to complete a survey about the session as well as a final survey. The surveys provided valuable information and overwhelmingly participants felt the program was very beneficial. We are working to complete a few follow-up documents that participants felt would be helpful such as a list of Directors contact information and a broad description of what the department handles (for example, brush pickup/junk pickup). We are excited to continue with Community Engagement through this program.*
- *Met with County Mayor Joe Grandy, Finance Director Janet Jennings and Utilities Manager Kevin Brobeck to discuss FEMA funding options and procedures. This led to us speaking to a consultant that is already working with Washington County to leverage and justify all the costs of damage from Hurricane Helene. She is helping us to work through the right "FEMA" language on all projects we have requested reimbursement for. There is a part of the FEMA process that takes into consideration management consultation as part of the reimbursable process.*
- *Attended the Jackson Theatre Board meeting. The meeting was productive. After the meeting Human Resources Director Michelle Stewart and I presented Marianne Anderson with the May 2026 Employee of the month plaque. Marianne will not be able to attend the BMA meeting.*
- *Met with Pedro Rico to continue our discussions about traffic on South Cherokee. The meeting was productive and as usual Mr. Rico had some very good input. Also, worked with several community members about a variety of subjects.*

- Completed Town Hall internet transition from Comcast to Brightridge. Parks and Recreation Director Chris Kudera helped coordinate the transition and did a very good job. There were some hiccups and minor downtime during the transition. Once all the issues are completed the end result will be 3x faster internet at a cheaper monthly rate.
- Submitted paperwork to secure the obligation of funds for the Water Transmission Line Upgrades project. We have a hefty to-do list and are working through that. You will see a Resolution on the BMA agenda for your consideration regarding this project.
- Met with Operations Manager Craig Ford and Police Chief Matt Rice to discuss citizen concerns. Mr. Ford and I also met with Fire Chief Jeff White to go over the conceptual layout of the future Fire Station Annex. Next steps are for Mr. Ford and Chief White to go over the concept with some fire staff and then to forward the concept layout with special needs to our interior design contact Rebecca Lineberry.
- Met with Jackson Theatre Operations Manager Amber Crumley and Administrative Assistant Brandi Miller to complete and submit the final expenses on the FY26 Tennessee Arts Commission Grant. We should receive word in June if we are granted the FY27 TN Arts Grant, fingers crossed (we requested \$100,000 but anticipate the same as last year at \$32,000).
- Held the monthly Directors meeting. Updates from the BMA meeting were discussed along with other topics concerning posting committee agendas, public comment at board/committee meetings based on new legislation that passed, updates from Operations Manager Craig Ford, Finance Director Janet Jennings and Utilities Manager Kevin Brobeck, Building Inspector Kevin Fair update on progress in establishing new building permit software, Town Charter Updates and Impact Fees. There was discussion about potential cyber threats, reminding Directors that anything that connects us like security cameras to our Wi-Fi poses a threat if it is not protected by proper firewalls.
- Worked with County Planning Director Angie Charles on outstanding planning related development plans, and review of the upcoming Planning Commission meeting on May 19th. We continue to discuss the need for our zoning code to be professionally reviewed and updated (based on consultant recommendations) as the county is seeking funding approval for their codes. This is a task that without a consultant would take at minimum a year to potentially have prepared recommendations. If the county does approve their codes to be outsourced for review and recommendations then there is a potential for the town to “piggyback” off the county for a reduced rate of these scopes of services.
- The KnowBe4 cybersecurity platform has been updated, and we are relaunching new monthly training campaigns. Directors will be notified when a training campaign is launched. The monthly campaigns are intended to educate employees on potential phishing threats, cyber security threats, etc.
- Met with USDA Matthew Smyth and USDA Patrick Jaynes to discuss the Letter of Conditions related to USDA funding for the new Water Transmission Line Project. USDA was able to secure a 3.75% financing rate. If the rate goes down prior to financing, we will receive the lower rate but if the rate increases between now and then we are locked at 3.75% for a 40-year term.
- Held a conference call with USDA Representative Chance Lamb to discuss the Agricultural Learning Center’s Rural Business Development Grant (RBDG) requirements regarding the grant we secured for the walk-in-cooler. As we continue with gathering final costs of construction, we continue to be secure with the funding for the cooler through December 2026.
- Met with Miss Historic Jonesborough Ella Mitchell and received the Little Library she gifted the town as part of her pageant platform. The town will place the Little Library at an area park for community members to enjoy.
- Gathering the necessary documents, including the Electronic Fund Transfer Policy that was approved at the BMA meeting, to apply for the PEP Cybersecurity extension on our insurance policy. This would provide another layer of protection in the event we were targeted with a ransomware attack or similar cyber threats/penetrations.

- Continue to work on communications with the help of our marketing team utilizing more video concepts of important happenings in town. So far, featuring wetlands and solid waste services have gone very well. We are working on some communications regarding the mural installed on the back wall. Looking at combining some photos or video with historical references.
- For the FY27 budget I had to pre-estimate our 2024-2025 population numbers as the Tennessee State Data Center were not going to release the official numbers until May 14th. This is the first year since new legislation passed effective January 1, 2026, that the Data Center estimates would be used for local governments as part of our State Shared Revenues (a significant revenue increase for Jonesborough based on our unprecedented growth since the last Census in 2020). I estimated a 4% growth with a total population of 7,016. The Data Center results showed Jonesborough 2024-2025 estimates at a 4% growth and a total population of 6,990. As Maxwell Smart in the show Get Smart used to say, "missed it by that much", or in this case missed it by 26 people. This is just to say that the FY27 estimated budget based on estimated 2024-2025 population estimates are highly acceptable.
- Attended a Flag Committee meeting. I am working with the committee to create interactive maps in cooperation with Washington County GIS Manager Chris Pape. The idea is for sponsors of flags/plaques to soon be able to geographically identify where their sponsorship is in town and thus "pinpoint" their participation in the flag program. It will be similar to typing your address into google maps and the interactive mapping taking right to your destination.
- Met with Mayor Wolfe and Utilities Manager Kevin Brobeck to plan out the exterior color scheme for the new Water Treatment Plant. The color scheme will complement both the plant site and the abutting neighboring properties.
- Participated in a virtual meeting about navigating legislation that requires local governments to justify their fee schedules related to development reviews. We are working collaboratively with County Planning Director Angie Charles to navigate the justification of our fee structure. I have begun independently on justifications mainly using all staff or contract employees that "touch" our plan reviews from rezonings to grading to site plans to subdivision reviews, etc., with the goal to establish that all time and funds spent in reviews meet the fee structure already in place. My immediate overview reflects that we are well within range to justify our fees with the number of technical staff that are involved in each review before the plan ever is heard by the Planning Commission or Board of Mayor and Aldermen, or both.
- Met with Finance Director Janet Jennings and Operations Manager Craig Ford to begin creating a plan for Water Administration space planning. Thanks to Operations Manager Craig Ford and members of the Parks and Recreation team the Water Administration renovation has been completed, alleviating some of the current space restrictions, however, this unfortunately is a temporary fix. As you are all aware, we are very limited in terms of space at Town Hall.
- Administrative Assistant Brandi Miller and I worked to complete necessary steps to submit our initial documents for review on the THDA HOME Grant PIMS site. We received confirmation that the initial set up was complete and now are able to move on to the next step of creating a new Program Manager account within the 2026 Home Rehabilitation Program Grant account. We are working with First Tennessee Development District Housing Programs Manager Rene' Mann to ensure that all steps are taken during this submission process. More to follow.
- Continue to move forward on all Grants: Appalachian Regional Commission (ARC) grant to extend water from Boones Creek Road to the new school site via the future Skyline Drive extension; First Frontier Trail expansion projects; THDA housing grant; Downtown Improvement Grant (DIG); EDA grant (not necessary if FEMA approves as part of Hurricane Helene damages; various TN Arts Commission grants; etc.

4. Approve the following Operations Manager Report:

- *The Street Department worked with the Washington County Highway Department on repairing, milling, and paving roads in the month of May. The roads that were paved were a section of Highway 34, New Hope Road, Woodrow Avenue, and Headtown Road. Headtown Road was also widened.*
- *On May 15, 2026, a second meeting was held with Pierce salesman, Mr. Michael Miranda, regarding the purchase price of the new fire engine. After approximately 2.5 hours and only managing to cut approximately \$4,500.00 off the quoted purchase price, a bottom-line price was given to Mr. Miranda. We were notified on May 25, 2026, by Mr. Miranda that the price for the fire engine would be \$984,953.00. This met our demand and saved \$12,132.00 off the initial purchase price. An agenda presentation for the fire engine was prepared for the June BMA meeting.*
- *The new Stage Door sign has been installed. This concludes the Downtown Improvement Grant project, which included repairs to the exterior of the Stage Door, new windows and exterior upgrades to the Jackson Theatre, upgrades to the exterior of the ISC Building, a new deck for the ISC Building, gutter guards for the ISC Building, and the new sign for the Stage Door. We can now close out this grant.*
- *Seven new LED streetlights were installed on Anderson Road by Brightridge. If you will recall, the Board of Mayor and Alderman approved the installation of these streetlights at the April 13, 2026, meeting. I ordered the lights the morning of April 14, 2026. Brightridge installed the lights the last week of May.*
- *The renovation project of the Finance Department was completed the month of May. A big “thank you” to William “Beebo” Russell for assisting me on this project. Staff are now utilizing the new space. Drawer units were order for underneath the counters. The vendor stated this project would take approximately 60 days to complete, but Finance Department staff can certainly utilize the space until this project is complete.*
- *Jeff McCurry, of Precision Ironworks, completed the installation of the handrail on the new section of sidewalk between Second Avenue and Washington Drive. We received some initial complaints about the handrail being a vision obstruction. I requested the vendor remove the first 15-foot section of the handrail, which he did. I also had the Street Department install a mirror across the Washington Drive intersection to assist motorists in seeing west bound traffic on Main Street.*
- *All the initial grade work has been completed in the new Brightridge Park. All the trees have been planted as well. Water has also been installed on the property in order that we can keep the plants watered. We are currently awaiting the remainder of the plants to complete this project.*
- *I met with Aaron Rogers, Uretek, and Steve Prisament on the Boone Street project. After walking the roadway, Mr. Rogers was confident that his company could repair the roadway that would eliminate the cracks in the asphalt. He has forwarded a quote for this project; however, we want to have a follow up meeting with him prior to proceeding further.*
- *I prepared a bid for the renovation of the Visitor Center restrooms. We only received one bid, and it was well above the amount we budgeted for this project. We are requesting the BMA reject the bid at the June meeting and re-bid the project.*
- *I also instructed Parks and Recreation staff to clean the overgrown vegetation behind the Visitors Center. One of the back exterior walls is leaking which in turn is damaging the women’s restroom. I met the guttering contractor who did the work on the ISC building. We have determined the water is coming from the poorly designed guttering. I have issued a requisition for the company to repair the gutters and install a gutter guard.*
- *I also assisted the McKinney Center on the ADA compliant door opening bids.*
- *I have worked on the new Town Limits sign project and have prepared an agenda presentation on this.*
- *I have also been working on the design of the new fire station II. We have some preliminary numbers presented for this project as well.*
- *The new HVAC system was installed in the upstairs section of Town Hall.*

- *Progression Electric finally began working on some of the traffic signal upgrades in town. I have requested and am awaiting a list of what they have accomplished so far.*
 - *I have finally received some correspondence from Holston Engineering on the ISC Building HVAC replacement. I am hoping we are close to bidding this project.*
 - *I have also been working with Chris Kudera and Sunny Ezzell on a landscape plan for some additional medians on Jackson Boulevard.*
5. Approve Committee Reports: Historic Zoning Commission Minutes, Jonesborough Planning Commission Minutes, Facilities Advisory Minutes, Main Street Advisory Committee Minutes, McKinney Center Advisory Committee Minutes, and Senior Citizens Advisory Committee Minutes.
 6. Approve Supervisor Reports: Utilities, Visitors Center, McKinney Center, Jackson Theatre, Streets, Fire Department, Human Resources, Solid Waste, Police Department, Parks and Recreation, and Building Inspector.
 7. Approval of Senior Center Parking Lot Policy – Discussions between Senior Center Director Mary Regen and the Senior Center Advisory Board resulted in a recommendation being made to adopt an official parking lot policy. The Center has continued to experience issues with individuals driving in the wrong direction within the parking lot, creating safety concerns. Upon approval the parking lot policy will be distributed to all current members and incorporated into the new membership application process. The parking lot was reviewed by Police Chief Matt for both signage and driveway markings and reported that both are reasonable in enforcing in the event of an accident due to wrong way driver actions.

JONESBOROUGH SENIOR CENTER PARKING LOT POLICY

To ensure the safe and efficient movement of vehicles and pedestrians within the Jonesborough Senior Center parking lot, a one-way traffic pattern has been established. This will also help reduce the risk of collisions and congestion.

This policy applies to all employees, members, visitors, contractors, and delivery personnel.

1. All vehicles must travel in the direction indicated by the posted One-Way signs and pavement markings.
 - a. Entering from Main Street, vehicles must stay to the right (towards the building).
 - b. Entering from Longview Drive, vehicles must stay straight (area away from the building).
 - c. Entering from Lincoln Park parking lot, stay to the right (towards the building).
 - d. If you are parked on the far side of the parking lot and wish to exit to Longview Drive, you still need to observe the one-way traffic pattern and drive around.
 - e. If you are parked on the near side of the parking lot and wish to exit to Main Street, you still need to observe the one-way traffic pattern and drive around.
2. The portico area is for drop-off and pick-up only.
3. Pedestrian crossings must be respected, and drivers must yield to pedestrians at all marked crosswalks.

8. Approve Surplus Fire Equipment – Fire Chief Jeff White is requesting approval to destroy “Scott Eagle Attack Imaging Camera” for the reason of non-serviceable as indicated on the Equipment Destroy Form dated 5/26/26.



**Jonesborough Fire Department
Equipment Destroy Form**

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

Item: <u>Scott Eagle Attack Thermal Imaging Camera</u>	Reason: <u>Non-Servicable</u>
Item: _____	Reason: _____
Item: _____	Reason: _____
Item: _____	Reason: _____
Item: _____	Reason: _____
Item: _____	Reason: _____

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

Signature:  Date: 05/26/2026

Fire Chief Approval:  Date: 05/26/2026

Disposition: Will be disposed of by Major Freeman

9. Approve Assistant Director of Wastewater Job Description – The Assistant Wastewater Director position has been reviewed and updated to ensure it accurately reflects the current operational needs and leadership expectations of the department. Over time, the scope and complexity of wastewater operations have evolved due to regulatory requirements, technological advancements, and increased service demands. As a result, it is necessary that the job description clearly defines the role in alignment with these changes.

The revised job description provides a more comprehensive outline of the position’s responsibilities, including oversight of treatment operations, regulatory compliance, personnel management, and support of long-term strategic planning. It also clarifies reporting relationships and expectations for decision-making and leadership within the organization. In addition, the qualifications section has been updated to better reflect the education, certifications, technical expertise, and leadership experience needed to effectively perform the duties of the role. These updates ensure consistency with

industry standards and promote the recruitment and retention of highly qualified candidates.

Overall, this revision establishes clearer expectations for performance and accountability, enhances organizational efficiency, and ensures the Assistant Wastewater Director position remains aligned with the department's mission and operational priorities.



ASSISTANT DIRECTOR OF WASTEWATER SYSTEM

JOB STATUS: EXEMPT

DATE MODIFIED: 6/15/2026

GRADE 14

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Performs difficult technical work planning and supervising the operation of the wastewater treatment plant, lift stations, collection system, and industrial pretreatment program. This position is responsible for technical and supervisory work in directing the operations and activities of the wastewater department. The work involves responsibility for directing and participating in the activities of the collection system, pumping stations, and treatment plant on an around-the-clock basis. The employee in this class exercises considerable independent judgment in scheduling and directing departmental activities. Supervision is exercised through subordinate personnel over the staff of Wastewater Plant and Collection System Operators, Laboratory, Maintenance, Construction, and other personnel. The work is performed under the direct supervision of the Director, who reviews work through conferences, evaluation of reports, and results obtained.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from Director of Wastewater System.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Plan, schedule, and direct the operation and maintenance of the wastewater treatment plant and collection system.
2. Formulate operating policies and procedures and sees that policies and procedures are adhered to by personnel.
3. Direct examinations, both chemical and bacteriological, of sewage at various stages of treatment.
4. Prepare the required chemicals in the operation of the laboratory.
5. Investigate and take appropriate action to resolve complaints.
6. Make and install recommendations for improving wastewater system and operation.
7. Confer with engineers and others regarding the efficiency and economy of plant and system operation.
8. Advise and assist in the design and implantation of pumps, machinery, and other equipment.
9. Complete monthly, quarterly, annual, and other monitoring reports.
10. Prepare requisitions for supplies and materials and approve invoices for payment after the item has been received.
11. Supervise, schedule, and evaluate the performance of subordinates.
12. Must operate and maintain wastewater plant and collection system in accordance with NPDES permit requirements and standard operating procedures.
13. Must administer the implementation and compliance of the industrial pretreatment program.

Marginal Functions:

1. Performs related duties and responsibilities as needed.
2. Operation of wastewater equipment to include machinery, such as backhoe, dump truck, service truck, etc.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge of:

- Utilization of office equipment, such as printers, phones, computers, and copiers.
- Processes involved in the treatment of sewage.
- Functions and mechanics of wastewater treatment plant machinery and equipment.
- Servicing and maintenance requirements of wastewater treatment plant machinery and equipment.
- Physical, chemical, and bacteriological processes involved in sewage treatment.
- Engineering principles as applied to large scale sewage treatment operations.

Skill in:

- Operation of equipment utilized in the operation of the wastewater plant, construction, and maintenance.

Ability to:

- Understand and conduct oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Prioritize and adhere to strict deadlines; follow through on assigned and self-appointed tasks.
- Establish and maintain cooperative working relationships with those contracted in the course of work.
- Collaborate with other staff.
- Work autonomously, identify and resolve issues in a timely manner and effectively prioritize work activities.
- Plan, supervise and direct the work of subordinate wastewater plant and collection system operators, lab technician, maintenance technician, construction, and other personnel.
- To make decisions recognizing established precedents and practices, and to use resourcefulness and tact in addressing problems.
- To diagnose and alleviate plant and system operating, maintenance and water pollution control problems.
- Maintain effective professional relationships with elected officials, staff, residents, and vendors.
- Take initiative.
- Work extended periods of time sitting at workstation or desk.

REQUIRED QUALIFICATIONS:

- Must possess a high school diploma or GED.
- Completion of an associate's degree in Environmental Science or related field supplemented by the completion of approved course work in wastewater treatment and considerable experience in the operation and maintenance of wastewater treatment equipment, including experience at the level of Wastewater Plant Operator IV and Wastewater Collection II issued by the State of Tennessee; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Must possess a valid Tennessee Commercial Driver's License.

OTHER REQUISITIES:

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

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The physical demands and working environment demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

This position is executed outdoors and indoors. This position may require infrequent exposure to adverse environmental conditions. Task may involve exposure to noise, hazards, and chemicals. Worker may be required to wear self-contained breathing apparatus.

Sensory Requirements:

Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

Physical:

Task is sedentary, with occasional walking, bending, light lifting, or other restricted physical activities. Task involves some physical effort, i.e., some standing and walking, or frequent light lifting (5-10 lbs.); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard. Task involves frequent walking; standing; some lifting and carrying objects of moderate weight (12-20 lbs.); and/or the operation of vehicles, office, shop keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

Mental:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills, read documents or instructions; analyze and solve problems; observe and interpret data or information; use math and mathematical reasoning; learn and apply new information or skills; interact with Town staff, other organizations, and customers who may be upset or dissatisfied.

Vision:

See in the normal visual range with or without correction; vision sufficient to read printed documents and to operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.

10. Approve Town Event Fundraiser, Evening with the Washington's – The Jackson Theatre is gearing up for some great events in coordination with America's 250th. For one of these events, they are planning a small fundraiser event for August 8, 2026. Tickets will be going on sale soon, and details are coming together quickly. The event will consist of 18th century foods that you would have had while dining at Mount Vernon with George and Martha Washington, drinks, a life fife and drum corps band, and George and Martha Washington interpreters telling stories of the American Revolution. Doors will open at 6:00 pm, music at 6:15 pm and interpreters at 7:00 pm.

The Jackson Theatre would like to utilize the alley between the theatre and Main Street Café. This worked well for the Marquee Ball Fundraiser in November and assisted with the congestion we get indoors. Our plan would be to use the alley for round tables with chairs for dining, cocktail tables and beverage station. Jackson Theatre Operations Manager Amber Crumley checked with Shane Adams (home behind the theatre) and Zac Jenkins (Main Street Café) and they had no objections to us utilizing that space.

Requesting BMA approval for alcoholic drinks to be served and consumed within the alley between 6:00 pm – 8:00 pm. 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. People will be routed from inside the theatre, through the theatre hallway, and out the side door to the alley with any beverages, so no alcohol will be on the sidewalk.

The request is for the BMA to approve closing the alley for the event on August 8, 2026 from 6:00 pm to 8:00 pm, and furthermore for alcohol to be served and consumed within the alleyway.

11. Approval of Debt Obligation Report – After issuing debt, State law requires us to file a Debt Report with the State Division of Local Government Finance in the Comptroller’s Office. We must also file a copy with the local governing body. The Report on Debt Obligation for the \$625,783 capital outlay note issued on May 20th to fund the purchase of police vehicles and a fire vehicle was filed with the Comptroller’s Office on May 25th and emailed to the Mayor and Aldermen for review.
12. Approval of Special Event Application for JAMSA Pumpkin Fest – A Special Events Application from Lisa Friday for the Pumpkin Fest sponsored by JAMSA on Saturday, September 19, 2026, from 11:00 am to 5:00 pm was submitted. The purpose of the event is to bring new and returning visitors to our area, to raise funds for the community, and to bring tourism to Jonesborough. Businesses will be serving various pumpkin treat foods, hayrides, and other fall and pumpkin related events. The estimated number expected to attend is 1,000 and the estimated number of citizens expected to either participate in and/or view the event is 700. Request for services include police and security, signage, refuse collection, and parking. A request for street closure is included as part of their application, asking for Main Street to be closed from Fox Street to Second Avenue on September 19th by 10:00 am until 5:30 pm, or when police deem it safe for reopening. Proof of Insurance and Hold Harmless has been received.
13. Approval of Junior Lifeguard Program, Compensation and Position Description – Wetland’s Director Nick Bogle is requesting a new position at Wetlands Waterpark. Currently, we require lifeguards to be 16 years old; however, the Red Cross will certify lifeguards at 15 years old. Director Bogle recently had several of the Waterpark employees obtain their lifeguard certification at the age of 15. Director Bogle is requesting approval of a new position as Junior Lifeguard. The hourly rate would be less than with a full-time lifeguard, but more than an attendant. There are several advantages to this. They could be utilized at parties and on days of lower attendance. One big advantage is the training these junior lifeguards would receive. We would potentially be training next season’s lifeguards. Any additional cost would be absorbed in the current budget.



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

Memo

To: Craig Ford, Operations Manager
From: Christopher Kudera
CC: Michelle Stewart, Human Resources Director; Nick Bogle, Waterpark Director
Date: 6/8/26
Re: Junior Lifeguard Program Recommendation

After discussions with Aquatics Director Nick Bogle regarding staffing and future development opportunities at Wetlands Waterpark, I would like to recommend the implementation of a Junior Lifeguard Program.

Currently, we have several 15-year-old employees who have independently obtained their American Red Cross Lifeguard Certification. These individuals have already shown initiative and interest in the aquatics field, and I believe there is value in creating a structured opportunity for them to gain practical experience within our operation.

The purpose of the Junior Lifeguard Program would be to help build depth within our certified lifeguard staff while also creating a developmental pipeline for future full-time seasonal lifeguards. These junior guards would primarily be utilized during smaller-scale operations such as after-hours parties, private rentals, and special events where attendance levels are significantly lower than normal operating hours.

Additionally, this program could provide operational flexibility during regular park hours in situations where unexpected staffing shortages arise due to illness, emergencies, or call-outs. Having a group of trained and certified junior guards available would help ensure we maintain the required lifeguard ratios necessary to safely operate the facility.

An important component of this program would be mentorship. Junior lifeguards would work alongside and be supervised by our more experienced lifeguard staff, allowing them to gain hands-on experience, improve confidence, and better understand expectations and emergency procedures in a real-world setting. Over time, this approach should help us develop a stronger and more experienced returning staff base.

Again, the intent is not for junior lifeguards to replace our standard lifeguard staffing model, but rather to supplement it in controlled settings while helping prepare the next generation of Wetlands lifeguards.

I believe this program would provide long-term benefits to both staff development and overall park operations, and I would appreciate the opportunity to further discuss implementation procedures and operational guidelines.

Implementation of the Junior Lifeguard Program will also require updates to the approved Wetlands Waterpark pay scale and the creation of a formal Junior Lifeguard job description. Both documents are attached for review as part of this recommendation.

For the proposed pay scale adjustment, I am recommending a starting pay rate of \$11.00 per hour for Junior Lifeguards. The reasoning behind this recommendation is to create a clear developmental pathway within the aquatics program. Upon returning the following season and meeting the qualifications for a standard Lifeguard position, these employees would then receive the proposed \$1.00 returning employee increase, bringing them to the current starting Lifeguard rate of \$12.00 per hour.

This structure rewards returning staff, encourages retention, and creates an incentive for younger employees to continue growing within the Wetlands Waterpark aquatics program.

This proposed change would not include any retroactive or back pay adjustments and would become effective beginning June 18, which is the start of the next Wetlands Waterpark pay period.

Adopted April 2026								2026
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
5	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00	\$20.00	\$21.00	
4	\$13.00	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00	
3	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00	
2	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00	
1	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00	

GRADE 5 SEASONAL OPERATIONS MANAGER

GRADE 4 ADMINISTRATIVE ASSISTANTS, HEAD LIFEGUARD

GRADE 3 LIFEGUARD **CERTIFIED POSITION**

GRADE 2 Slide Attendant

GRADE 1 Team Member

Recommended June 2026								2026
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
6	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00	\$20.00	\$21.00	
5	\$13.00	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00	
4	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00	
3	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00	\$17.00	
2	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00	
1	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00	

GRADE 6 SEASONAL OPERATIONS MANAGER

GRADE 5 ADMINISTRATIVE ASSISTANTS, HEAD LIFEGUARD

GRADE 4 LIFEGUARD **CERTIFIED POSITION**

GRADE 3 JUNIOR LIFEGUARD **CERTIFIED POSITION**

GRADE 2 Slide Attendant

GRADE 1 Team Member



Junior Lifeguard

Grade: 3

Adopted: June 2026

Position Description: This seasonal position is responsible for assisting with the safety and supervision of swimmers and aquatic patrons at Wetlands Waterpark. Junior Lifeguards monitor activities, enforce safety rules, and help maintain a safe and positive environment for guests.

This position is intended to provide younger certified lifeguards with practical experience and mentorship opportunities within an aquatic environment. Junior Lifeguards will primarily be utilized during after-hours parties, special events, and lower attendance operations, but may assist during regular operating hours under the direct supervision of senior lifeguard staff.

Immediate supervision is provided by the Head Lifeguard on duty, the Wetlands Seasonal Manager, and the Wetlands Waterpark Director.

Duties:

- Ability to direct people in a courteous manner and have them follow directions.
- Ability to perform first aid and CPR when necessary.
- Practice safety first while inside Wetlands and at assigned post.
- Able to teach and/or assist swimming lessons to children and engage in positive manner with children.
- Perform all duties asked by Head Lifeguard, Seasonal Manager and Water Park Director.
- Familiar with installation, use and maintenance of all types of swimming pool equipment including rescue tubes, etc.
- General knowledge of Wetlands pool, slides, and features.
- Knowledge of principals and practices of facility rules, policies, and procedures.
- Ability to learn all aspects of the Wetlands Emergency Action Plan and be ready to respond quickly and confidently to emergency situations.
- Communicate clearly with other lifeguards and aquatic staff regarding the need for assistance and/or equipment.
- Observe all water areas and assure the maximum safety of all patrons.
- Assist the staff in any phase of the pool's operation.
- Collaborate with entire Wetlands staff to ensure the park is clean, maintained, safe and always kept in good repair.
- Demonstrate and lead by example of good practices around a pool, around slides and within the park.
- Ability to take direction and perform duties independently.
- Represent Wetlands Water Park in a positive, professional manner with a pleasant personality and a neat appearance.
- Ability to attend all in-service training and be aware of all facility programs, scheduling, and activities.
- Educate patrons on safety concerns and inform them of the purpose of the rules.
- Aid parents or family members in locating a child or relative when needed.
- Complete required records and reports on time and accurately.
- Ensure all opening and closing safety checks are completed to include equipment checks.
- Other duties as assigned by Seasonal Manager, Wetlands Director or Parks & Rec Director.

Qualifications

- High school or college student; graduate of preferred. Minimal grade completion is 9th grade.
- Must be 15 years old or older.
- Current CPR and First Aid certification.
- Current Lifeguard certification.
- Successfully complete the facility's lifeguard test.
- Must demonstrate excellent physical condition and promote a healthy, fit lifestyle through appearance and actions.

Experience

- Previous experience in some phase of aquatic operations preferred.
- Possess the ability to direct others and be direct and clear in communication.

14. Approval of Jonesborough Repertory Theatre (JRT) Agreement – The Town of Jonesborough has been working to reach an agreement with JRT. Town Attorney has done a great job working on behalf of the Town with JRT’s Attorney Jeff Miles to reach an agreement. JRT held their board meeting on June 4, 2026, and approved the Agreement. Recommend approving all documents regarding the Agreement between the Town of Jonesborough and the Jonesborough Repertory Theatre.

[INSERT AGREEMENT]

15. Approval of Emergency Alert Site – At the April 2026 BMA meeting staff requested the purchase of an emergency alert system. The proposal included a main unit for maximum coverage, and three additional smaller units for downtown, Persimmon Ridge Park, and Tiger Park. At the time, we only had a coverage map for the main unit at the Senior Center, and we requested to work with the vendor to look at additional locations in order to maximize our coverage area. The additional coverage map was received June 4, 2026. The additional areas reviewed were the Maple Lawn water tank, Persimmon Ridge water tank, the garage, and the Train Depot. Upon review of the updated coverage map with Chief Matt Rice and Majors Jamie Aistrop and Jonathan Peace, we feel we can get the best coverage by placing the unit at the Maple Lawn water tank. There is already power and a backup generator at this location. It gives a little better coverage for population concentration, the Washington County Courthouse facilities, the Senior Center, Jonesborough School, Four Oaks, and Bethel Housing.

The purchase of the system was approved at the April 2026 BMA meeting. We are requesting approval for the Maple Lawn water tank site as the location for the main emergency alert system.

16. Visitor Center Restroom Bid – The restrooms at the Visitors Center have been in need of renovation for several years. One of the issues has been water leaking through the walls in the women’s restroom. The leaking caused rot on the restroom counter, which recently broke. It was determined the water leak was due to a gutter problem on the back side of the building. A purchase order has been issued to correct this problem.

The project was advertised for formal bid and was publicly opened on June 9, 2026, at 11:00 am at Town hall. There was only one bid received for this project, and it was well above the amount budgeted for this project.

Section 10 of the General Bid Specifications states the Jonesborough Board of Mayor and Aldermen reserve the right to reject any or all bids, and to waive any formalities. Due to the one bid received being well above the budget for this project, staff recommends the Board of Mayor and Alderman reject the bid and direct staff to re-bid the project.

17. Approval of Employee Discounts – The Town of Jonesborough is committed to supporting our employees not only in the workplace, but also in their everyday lives. One way we do this is to provide employee discounts on Town attractions. These discounts are more than just a perk; they are part of our effort to recognize the dedication and hard work of our employees. By offering reduced rates on Town

attractions, we show appreciation for the service our employees provide to the community; help make local recreation, culture, and wellness opportunities more accessible; strengthen connections between employees and the broader Jonesborough community; and support employee morale, retention, and overall well-being.

We are proud of the work our employees do every day, and these partnerships are one small way we can give back. We encourage everyone to take advantage of the available discounts and enjoy what our community has to offer.

Employee Discount Program

Visitors Center

50% off rental

The Jackson Theatre

\$2 off movie tickets

Code JBOSTAFFMOVIE

Wetlands Water Park

\$10 off cabana rentals - reserved through Wetlands Director

\$100 after hour parties - reserved through Wetlands Director

50% off day passes

50% off silver season passes (payroll deduction available)

Parks and Rec

50% pavilion rentals - reserved through Parks & Rec Director

McKinney Center

50% off any class

*All discounts require advance purchase.

18. Approval of Water Administration Surplus Destruction – Finance Director Janet Jennings as part of the “renovation” initiative is disposing of 5 desks (most likely the same age as Town Hall). Employees from other departments will have a chance to take those desks to their respective facilities and any remaining desks are proposed to be destroyed. They are extremely old, heavy, and take up too much space for what is already limited space within the department. Staff recommends the destruction of any remaining desks.

The first item under Old Business was discussion and possible action concerning an Ordinance B-26-01 adopting the annual General, Solid Waste, Jackson Theatre, Drug Enforcement, Debt Service and Capital Project Fund Budgets and establishing the Property Tax Rate for FY 2026-27.

General Fund – Balanced With No Property Tax Rate Increase

Expenditures – No changes were made to the assumptions, personnel or capital expenditures presented at the March 30th Budget Workshop.

Personnel Changes: (1) Senior Center Program Coordinator upgraded slightly to reflect additional duties resulting from higher demand from the members for local travel options; upgrade is budget neutral, as it is funded by a small increase in membership fees, (2) Police

Department headcount increase to address 20% increase in calls; currently budget neutral, as unobligated payroll funds from FY 2025-26 will be utilized to leverage grant funding for two positions, (3) Fire Department budget reflects an “additional” \$672,000 in County funds, to provide for seven additional personnel, including salaries, benefits, training, fees, tools and equipment; both revenues and expenditures reflect a like increase, resulting in this being budget neutral.

Capital Equipment and Projects: Capital spending for governmental funds is tracked within the Capital Projects Fund. We were able to utilize debt roll-off to debt fund \$375,000 in General Fund capital equipment and projects, resulting in a budget neutral scenario. The detailed list is attached to the budget ordinance. Note that funding is not yet being requested for a new fire engine, however, due to a two-year build time, the board’s endorsement to commence the procurement process is requested. In the event of a down payment requirement, staff will submit a funding request to the Board.

Solid Waste Fund – Balanced With No Fee Increase – Use of Equipment Reserve Expenditures – No change to assumptions or personnel presented at the March 30th Budget Workshop. One minor change was made to the cash-funded capital. The skid steer loader, presented as being funded from the equipment reserve (savings account) in the amount of \$50,000, has been moved to FY 2025-26.

Capital Equipment: Capital spending for governmental funds is tracked within the Capital Projects Fund. As previously discussed, funding has been provided in the budget for debt service on a new front loader. Because the debt service is offset by savings in vehicle repair costs, this investment is budget neutral. This budget also includes a \$25,000 transfer from the equipment reserve (savings) to the Capital Projects Fund to purchase a small truck. The detailed list is attached to the budget ordinance.

Jackson Theatre Fund – Balanced With the Use of Ballad Reserve for Equipment Expenditures – No change to assumptions or personnel presented at the March 30th Budget Workshop.

Personnel Changes: Part-time Marketing Coordinator offset by a reduction in contracted marketing services, resulting in a budget neutral position.

Drug Enforcement Fund – Balanced Expenditures and Revenues – This fund was not presented in the budget workshop, due to the low level of activity. Expenditures have been budgeted at \$9,500, the same as last year. There is nothing unusual occurring within this fund.

Debt Service Fund – Balanced
The budget presented reflects the annual principal and interest payments for all governmental fund notes, loans and bonds. Funding is provided by a transfer from each fund to which the debt belongs (General Fund, Solid Waste Fund, Jackson Theatre Fund).

Capital Projects Fund – Balanced
The budget presented reflects the capital equipment and projects spending for the General Fund and Solid Waste Fund, as previously presented to the Board. Funding sources include proceeds from an anticipated borrowing (\$813,400) and a transfer from the Solid Waste Fund (\$25,000) and General Fund (\$42,000). Note that the purchase of fire capital to accommodate the new firefighters is contingent on receiving all county funds budgeted.

Mayor Wolfe commented that we are no longer a little sleepy town. We have a \$15.6 million-dollar General Fund budget, \$12.1 million-dollar Water/Sewer Fund and provide 83% of rural Washington County with water. Jonesborough is fortunate to have great relationships with Washington County, Ballad Health, USDA Rural Development, State and local government officials, and surrounding cities. There being no further comments Alderman Countermine made a motion, seconded by Alderman Jenkins, to approve Ordinance B-26-01 on second and final reading as presented. The motion duly passed.

ORDINANCE No. B-26-01

**AN ORDINANCE OF THE TOWN OF JONESBOROUGH, TENNESSEE
ADOPTING THE ANNUAL GENERAL FUND, SOLID WASTE FUND, JACKSON THEATRE FUND,
DRUG ENFORCEMENT FUND, DEBT SERVICE FUND AND CAPITAL PROJECT FUND BUDGETS
AND ESTABLISHING THE PROPERTY TAX RATE FOR THE FISCAL YEAR
JULY 1, 2026 THROUGH JUNE 30, 2027**

WHEREAS, Tennessee Code Annotated Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, the Board of Mayor and Aldermen has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the Board will consider final passage of the budget.

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

SECTION 1: That the governing body projects anticipated revenues from all sources and appropriates planned expenditures for each department, board, office or other agency of the municipality, herein presented together with the actual annual receipts and expenditures of the last preceding fiscal year and the estimated annual expenditures for the current fiscal year, and from those revenues and unexpended and unencumbered funds as follows for fiscal year 2027, and including the projected ending balances for the budget year, the actual ending balances for the most recent ended fiscal year and the estimated ending balances for the current fiscal year:

GENERAL FUND	Actual FY 2025	Estimated Actual FY 2026	Budget FY 2027
Revenues			
Local Taxes	\$ 6,443,130	\$ 7,823,038	\$ 7,965,272
Licenses and Permits	299,259	385,000	300,300
Intergovernmental	1,982,894	2,198,482	2,877,072
Charges for Services	981,874	800,000	875,098
Fines and Forfeitures	383,915	280,300	358,800
Revenue from Use of Property	681,640	872,718	961,590
Contributions and Restricted Revenues	169,422	212,500	168,500
Interest Income	875,814	965,718	668,842
Other Revenues	190,080	227,500	223,700
Other Financing Sources			
Issuance of Debt/Debt Proceeds	8,488,127	-	-
Sale of Capital Assets	1,099,233	1,136,494	1,222,219
Transfers in - from other funds (PILOT)	280,000	300,000	300,000
Total Revenues and Other Financing Sources	\$22,760,401	\$14,891,751	\$15,628,502
Appropriations			
Expenditures			
Government Administration	\$ 1,308,512	\$ 1,597,596	\$ 1,608,808
Police	2,327,054	2,548,585	2,730,961
Fire	897,411	1,338,868	1,631,132
Streets	950,000	1,188,828	1,238,079
Garage	180,771	187,703	190,377
Senior Center	808,825	865,348	907,258
Parks and Recreation	1,100,918	994,889	1,148,187
Visitor's Center	839,413	1,081,018	1,128,167
Water Park	864,987	848,317	680,838
McKinney Center	471,834	527,861	544,808
Capital Outlay	1,294,582	303,000	-
Debt Service	11,484,832	-	-
Other Financing Uses			
Transfers Out - to other funds	2,498,228	3,883,105	3,848,194
Total Appropriations and Other Financing Uses	\$24,873,094	\$15,127,251	\$15,628,802
Change in Fund Balance	(2,112,693)	(135,500)	-
Beginning Fund Balance July 1	6,495,043	4,752,395	4,215,898
Ending Fund Balance June 30	\$ 4,382,350	\$ 4,216,895	\$ 4,215,898
Ending Fund Balance as a % of Total Appropriations and Other Financing Uses	17.3%	27.8%	27.0%

SOLID WASTE FUND	Actual FY 2025	Estimated Actual FY 2026	Budget FY 2027
Revenues			
Charges for Services	\$ 869,837	\$ 931,723	\$ 1,034,806
Other Revenues	15,894	3,600	4,370
Other Financing Sources			
Issuance of Debt/Debt Proceeds	479,069	-	-
Sale of Capital Assets	2,750	-	-
Transfers In - from other funds	-	59,474	-
Total Revenues and Other Financing Sources	\$ 1,362,550	\$ 994,797	\$ 1,039,176
Appropriations			
Expenditures			
Salaries and Benefits	\$ 381,635	\$ 408,108	\$ 465,448
Operations	445,101	393,450	399,390
Capital Outlay	479,069	7,945	-
Debt Service	49,303	-	-
Other Financing Uses			
Transfers Out - to other funds	-	155,298	185,298
Total Appropriations and Other Financing Uses	\$ 1,355,108	\$ 1,044,797	\$ 1,050,082
Change in Fund Balance	12,442	(50,000)	(10,916)
Beginning Fund Balance July 1	124,608	137,050	87,050
Ending Fund Balance June 30	\$ 137,050	\$ 87,050	\$ 76,134
Ending Fund Balance as a % of Total Appropriations and Other Financing Uses	10.2%	8.3%	7.2%

JACKSON THEATRE FUND	Actual FY 2025	Estimated Actual FY 2026	Budget FY 2027
Revenues			
Intergovernmental	\$ -	\$ -	\$ 32,000
Charges for Services	127,687	286,000	235,000
Revenue from Use of Property	-	25,000	45,000
Contributions and Restricted Revenues	23,600	127,000	188,000
Other Revenues	-	12,000	6,000
Other Financing Sources			
Issuance of Debt/Debt Proceeds	557,991	-	-
Transfers In - from other funds	268,268	461,483	476,203
Total Revenues and Other Financing Sources	\$ 967,546	\$ 911,483	\$ 962,203
Appropriations			
Expenditures			
Salaries and Benefits	\$ 261,804	\$ 337,956	\$ 411,464
Operations	342,802	439,500	383,123
Capital Outlay	135,831	-	-
Debt Service	142,939	-	-
Other Financing Uses			
Transfers Out - to other funds	-	176,027	184,616
Total Appropriations and Other Financing Uses	\$ 883,376	\$ 952,483	\$ 980,203
Change in Fund Balance	114,170	(41,000)	3,000
Beginning Fund Balance July 1	-	114,170	73,170
Ending Fund Balance June 30	\$ 114,170	\$ 73,170	\$ 76,170
Ending Fund Balance as a % of Total Appropriations and Other Financing Uses	12.8%	7.7%	7.9%

DRUG ENFORCEMENT FUND	Actual FY 2025	Estimated Actual FY 2026	Budget FY 2027
Revenues			
Fines and Forfeitures	\$ 4,967	\$ 3,500	\$ 3,500
Other Revenues	-	2,000	2,000
Other Financing Sources			
Sale of Capital Assets	31,870	4,000	4,000
Total Revenues and Other Financing Sources	\$ 35,937	\$ 9,500	\$ 9,500
Appropriations			
Expenditures			
Drug Enforcement	\$ 4,739	\$ 9,500	\$ 9,500
Capital Outlay	35,336	-	-
Total Appropriations	\$ 40,074	\$ 9,500	\$ 9,500
Change in Fund Balance	(4,137)	-	-
Beginning Fund Balance July 1	113,160	109,023	108,023
Ending Fund Balance June 30	\$ 109,023	\$ 109,023	\$ 108,023
Ending Fund Balance as a % of Total Appropriations and Other Financing Uses	272.1%	1147.6%	1147.6%

DEBT SERVICE FUND	Actual FY 2025	Estimated Actual FY 2026	Budget FY 2027
Other Financing Sources			
Transfers In - from other funds	\$ -	\$ 3,611,314	\$ 3,655,903
Total Other Financing Sources	\$ -	\$ 3,611,314	\$ 3,655,903
Appropriations			
Expenditures			
Debt Service	\$ -	\$ 3,611,314	\$ 3,655,903
Total Appropriations	\$ -	\$ 3,611,314	\$ 3,655,903
Change in Fund Balance	-	-	-
Beginning Fund Balance July 1	-	-	-
Ending Fund Balance June 30	\$ -	\$ -	\$ -
Ending Fund Balance as a % of Total Appropriations and Other Financing Uses	0.0%	0.0%	0.0%

CAPITAL PROJECTS FUND	Actual FY 2025	Estimated Actual FY 2026	Budget FY 2027
Other Financing Sources			
Issuance of Debt/Debt Proceeds	\$ -	\$ 3,264,118	\$ 813,400
Sale of Capital Assets	-	186,927	-
Transfers In - from other funds	-	186,600	67,000
Total Other Financing Sources	\$ -	\$ 3,637,645	\$ 880,400
Appropriations			
Expenditures			
Capital Outlay	\$ -	\$ 3,637,645	\$ 880,400
Total Appropriations	\$ -	\$ 3,637,645	\$ 880,400
Change in Fund Balance	-	-	-
Beginning Fund Balance July 1	-	-	-
Ending Fund Balance June 30	\$ -	\$ -	\$ -
Ending Fund Balance as a % of Total Appropriations and Other Financing Uses	0.0%	0.0%	0.0%

SECTION 2: At the end of the fiscal year 2026, the governing body estimates fund balances or deficits as follows:

General Fund	\$4,216,866
Solid Waste Fund	87,050
Jackson Theatre Fund	73,170
Drug Enforcement Fund	109,023
Debt Service Fund	-0-
Capital Project Fund	-0-

SECTION 3: That the governing body recognizes that the municipality has outstanding bonded and other indebtedness as follows:

Bonded or Other Indebtedness	Principal Outstanding at June 30, 2025	Principal Requirements 2026-27	Interest Requirements 2026-27	Debt Authorized and Unissued
Capital Outlay Notes	\$ 7,648,400	\$ 775,108	\$ 333,894	\$ -
Rural Development USDA	48,810,541	1,306,209	1,082,841	-
General Obligation Bonds	2,825,000	96,000	82,800	-

SECTION 4: During the coming fiscal year the governing body has planned capital projects with proposed funding as follows:

Proposed Capital Equipment and Projects	Total Expenditures	Financed by Estimated Revenues and/or Reserves	Financed by Debt Proceeds
Public Safety Equipment	\$ 25,000	\$ -	\$ 25,000
Fire Equipment	172,000	42,000	130,000
Street Department Equipment	85,000	-	85,000
Parks and Recreation Equipment	35,000	-	35,000
Depot Street Park Upgrade	50,000	-	50,000
Visitor's Center Facility Improvements	50,000	-	50,000
Solid Waste Heavy Equipment	438,400	-	438,400
Solid Waste Vehicles	25,000	25,000	-

SECTION 5: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 (Tennessee Code Annotated Section 6-56-208). In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Tennessee Code Annotated Section 6-56-205.

SECTION 6: Money may be transferred from one appropriation to another in the same fund as provided by Tennessee Code Annotated Section 6-56-209. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 7: A detailed financial plan will be attached to this budget and become part of this budget ordinance.

SECTION 8: There is hereby levied a property tax of \$1.24 per \$100 of assessed value on all real and personal property.

SECTION 9: This annual operating and capital budget ordinance and supporting documents shall be submitted to the Comptroller of the Treasury or Comptroller's Designee for approval pursuant to Title 9, Chapter 21 of the Tennessee Code Annotated within fifteen (15) days of its adoption. If the Comptroller of the Treasury or Comptroller's Designee determines that the budget does not comply with the Statutes, the Governing Body shall adjust its estimates or make additional tax levies sufficient to comply with the Statutes or as directed by the Comptroller of the Treasury or Comptroller's Designee.

SECTION 10: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 11: All ordinances and parts of ordinances in conflict with any provision of this ordinance are hereby repealed.

SECTION 12: This ordinance shall take effect July 1, 2026, the public welfare requiring it.

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

PASSED ON FIRST READING May 11, 2026

ATTEST:



JANET JENNINGS, RECORDER



KELLY WOLFE, MAYOR

APPROVED AS TO FORM



JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by Alderman Courtemine and seconded by Alderman Jenkins that the preceding ordinance be adopted on second and final reading. Those voting for the adoption thereof were: Alderman Courtemine, Alderman Jenkins, Alderman Causey, Alderman Dickson
Those voting against: _____

PASSED ON SECOND READING June 15, 2026

ATTEST:



JANET JENNINGS, RECORDER



KELLY WOLFE, MAYOR

APPROVED AS TO FORM



JAMES R. WHEELER, TOWN ATTORNEY

The next item under Old Business was discussion and possible action concerning Ordinance B-26-02 setting Sanitation Fund Fees for FY 2026-27. These fees and charges are necessary for the continuing operation and maintenance of the sanitation fund, as well as to service the fund's debt.

The service charge, monthly user rates and dumpster pick-up fees remain the same as last year. To fully reflect the fees of the sanitation fund, the mulch/compost delivery fee, monthly dumpster lease and dumpster purchase rate have been included in the Ordinance.

With no further discussion Alderman Jenkins made a motion, seconded by Alderman Causey, to approve Ordinance B-26-02 setting the Sanitation Fund fees for the 2026-27 fiscal year on second and final reading as presented. The motion duly passed.

ORDINANCE No. B-26-02

**AN ORDINANCE SETTING THE SANITATION FUND
FEES FOR THE TOWN OF JONESBOROUGH**

WHEREAS, the Town of Jonesborough currently collects garbage and provides other services within the Town limits; and

WHEREAS, it is necessary to charge a garbage collection fee and other fees to cover the cost of providing these services,

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

SECTION I. The service charge to establish garbage collection service with the Town of Jonesborough shall be \$55.00.

SECTION II. The user rates for garbage collection for tote customers shall be \$19.00 per month per tote per pick up to be billed along with the water bill.

SECTION III. Customer fees for dumpster pick-up shall be as follows:

<u>DESCRIPTION</u>	<u>MONTHLY AMOUNT</u>
One dumpster picked up once per week	\$125.00
One dumpster picked up twice per week	\$250.00
One dumpster picked up three times per week	\$375.00
Two dumpsters picked up once per week	\$250.00
Two dumpsters picked up twice per week	\$500.00
Two dumpsters picked up three times per week	\$750.00
Two dumpsters picked up four times per week	\$1,000.00
Three dumpsters picked up once per week	\$375.00
Three dumpsters picked up twice per week	\$750.00
Three dumpsters picked up three times per week	\$1,125.00
Four dumpsters picked up once per week	\$500.00
Four dumpsters picked up twice per week	\$1,000.00
Four dumpsters picked up three times per week	\$1,500.00
Unscheduled pick up per dumpster per week	\$125.00 each

SECTION IV. Other fees shall be as follows:

<u>DESCRIPTION</u>	<u>AMOUNT</u>
Mulch per scoop (2 cubic yards or 54 cubic feet)	\$25.00
Compost per scoop (2 cubic yards or 54 cubic feet)	\$30.00
Delivery fee for mulch/compost (trailer - 6 cubic yards)	\$30.00 per load
(truck - 26 cubic yards)	\$75.00 per load
Dumpster lease (per dumpster)	\$50.00 per month
Dumpster purchase	Cost + 10% delivery/handling

SECTION V. This ordinance shall upon its passage repeal or invalidate any ordinance in conflict herewith.

SECTION VI. This ordinance shall take effect July 1, 2026, the public welfare requiring it.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE, that approval of this ordinance be adopted.

Motion was made by 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, Alderman Jenkins

Those voting against: _____

PASSED ON FIRST READING May 11, 2026



KELLY WOLFE, MAYOR

ATTEST: Janet Jennings
JANET JENNINGS, RECORDER

APPROVED AS TO FORM
James R. Wheeler
JAMES R. WHEELER, TOWN ATTORNEY

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

Those voting against: _____

PASSED ON SECOND READING June 15, 2026



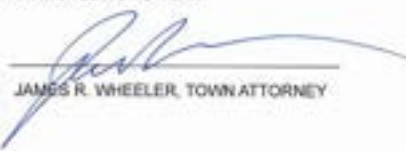
KELLY WOLFE, MAYOR

ATTEST



JANET JENNINGS, RECORDER

APPROVED AS TO FORM



JAMES R. WHEELER, TOWN ATTORNEY

The final item under Old Business was discussion and possible action concerning approval of Ordinance B-26-03 Establishing Water and Sewer Rates for the fiscal year ending June 30, 2027. These fees and charges are necessary for the continuing operation and maintenance of the water and sewer systems, as well as to service the fund's debt. The service charge and monthly user rates remain the same as last year however, as we look to the future to meet the funding requirements for the Water Treatment Plant Upgrade, it will be necessary to closely assess our rate structure and make the necessary adjustments. The State has already addressed the need for us to have a rate study performed, which will provide us with a clearer picture of the annual funding requirements. We will begin this process in the new fiscal year.

With no further discussion Alderman Causey made a motion, seconded by Alderman Countermine, to approve Ordinance B-26-03 establishing the Water and Sewer Fund fees for the 2026-27 fiscal year as presented on second and final reading. The motion duly passed.

ORDINANCE No. 8-26-23

AN ORDINANCE ESTABLISHING WATER AND SEWER RATES TO PROVIDE FUNDS FOR THE OPERATION, MAINTENANCE AND DEBT SERVICE OF THE JONESBOROUGH WATER AND SEWER SYSTEMS

WHEREAS, Jonesborough operates water and sewer systems that serve residents within the Town of Jonesborough as well as many residents in Washington County, and

WHEREAS, as a utility provider, Jonesborough must establish water and sewer rates that allow the water/sewer system to be self-supporting, and that are at least sufficient to pay bonds and interest, provide for all expenses of operation and maintenance, including compensation of employees and pensions, as well as reserve funds,

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE, that water and sewer rates are hereby established for Jonesborough Water and Sewer System customers for the 2026-2027 fiscal year, or until amended by Ordinance, as follows:

SECTION I. The calculation of water and sewer usage by customers will be determined by the water meter, and the rates shall be:

ACTIVATION SERVICE CHARGE ----- \$50.00

INSIDE THE CITY LIMITS

WATER

Minimum Monthly Billing – First 1,000 gallons ---	\$23.00
1,001 – 2,500 gallons -----	3.50 per thousand
2,501 – 5,000 gallons -----	3.75 per thousand
Over 5,000 gallons (residential)-----	4.75 per thousand
Over 5,000 gallons (commercial/industrial)-----	6.75 per thousand

SEWER

Minimum Monthly Billing – First 1,000 gallons ---	\$27.13
1,001 – 2,500 gallons -----	4.25 per thousand
2,501 – 5,000 gallons -----	4.50 per thousand
Over 5,000 gallons (residential) -----	5.75 per thousand
Over 5,000 gallons (commercial/industrial) -----	7.75 per thousand

OUTSIDE THE CITY LIMITS

WATER

Minimum Monthly Billing – First 1,000 gallons ---	\$38.00
1,001 – 2,500 gallons -----	5.85 per thousand
2,501 – 5,000 gallons -----	6.10 per thousand
Over 5,000 gallons (residential)-----	7.10 per thousand
Over 5,000 gallons (commercial/industrial)-----	9.10 per thousand

SEWER

Minimum Monthly Billing – First 1,000 gallons ---	\$44.88
1,001 – 2,500 gallons -----	7.19 per thousand
2,501 – 5,000 gallons -----	7.44 per thousand
Over 5,000 gallons (residential) -----	8.69 per thousand
Over 5,000 gallons (commercial/industrial) -----	10.69 per thousand

SECTION II. All funds collected will be for the aforementioned purposes.

SECTION III. This ordinance shall upon its passage repeal or invalidate any ordinance in conflict herewith.

SECTION IV. This ordinance shall take effect July 1, 2026, the public welfare requiring it.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH, TENNESSEE, that approval of this Ordinance be adopted.

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

PASSED ON FIRST READING May 11, 2026


KELLY WOLFE, MAYOR

ATTEST: 
JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

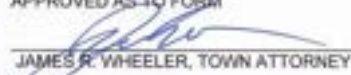
Motion was made by Alderman Causey and seconded by Alderman Courtemine that the preceding ordinance be adopted on second and final reading. Those voting for the adoption thereof were:

Those voting against: _____

PASSED ON SECOND READING June 15, 2026


KELLY WOLFE, MAYOR

ATTEST: 
JANET JENNINGS, RECORDER

APPROVED AS TO FORM

JAMES R. WHEELER, TOWN ATTORNEY

The first item under New Business was discussion and possible action concerning Board of Mayor and Aldermen Charter Amendment. The BMA approved a Resolution on January 12, 2026 requesting that the State Legislature pass proposed amendments to the Town Charter. The Town Charter establishes the structure and authority of the municipal government, has been amended through legislation passed by State Legislature, as stated in State of Tennessee Private Chapter No. 60. As required by applicable law, the amendment must now be formally considered and approved by the Board of Mayor and Aldermen before it can take effect at the local level. This act shall have no effect unless it is approved by a two-third (2/3) vote of the legislative body of the Town of Jonesborough. Its approval shall be proclaimed by the presiding officer of the legislative body and certified to the Secretary of State.

Mayor Wolfe announced that Attorney Wheeler reviewed the amendment and stated that after this upcoming election Town elections will be held in August aligning them with other local elections. Alderman Dickson made a motion to approve the Charter Amendment, State of Tennessee Private Chapter No. 60, to ensure compliance with State legislation as presented. Alderman Countermine seconded the motion. The motion passed unanimously.



State of Tennessee

PRIVATE CHAPTER NO. 60

HOUSE BILL NO. 2647

By Representatives Alexander, Tim Hicks

Substituted for: Senate Bill No. 2709

By Senator Crowe

AN ACT to amend Chapter 135 of the Acts of 1903; as amended by Chapter 35 of the Private Acts of 1993; Chapter 9 of the Private Acts of 1999; Chapter 52 of the Private Acts of 2003; Chapter 33 of the Private Acts of 2012; and any other acts amendatory thereto, relative to the town of Jonesborough.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Chapter 135 of the Acts of 1903, as amended by Chapter 52 of the Private Acts of 2003, Chapter 33 of the Private Acts of 2012, and any other acts amendatory thereto, is amended by deleting Section 3(a) and substituting:

Sec. 3(a). The Board shall elect an Alderman to the office of Vice Mayor who shall serve as Mayor when the Mayor is absent or unable to discharge the duties of the Mayor's office, and in the case of a vacancy in the office of Mayor, until the earlier of the Board of Mayor and Aldermen electing a Mayor from among the currently serving Aldermen or the certification of the results of the next regular municipal election.

SECTION 2. Chapter 135 of the Acts of 1903, as amended by Chapter 35 of the Private Acts of 1993, Chapter 52 of the Private Acts of 2003, Chapter 33 of the Private Acts of 2012, and any other acts amendatory thereto, is amended by deleting the first paragraph of Section 7 and substituting:

That the Board of Mayor and Aldermen shall appoint a recorder who shall be the Director of the department of finance; and the recorder shall be under the supervision and subject to the at-will removal of the town administrator. The recorder shall receive a salary to be fixed by the Board of Mayor and Aldermen and shall either be bonded in such amount as may be provided by ordinance or be covered by insurance on terms and in such amount provided by ordinance. The recorder shall by signature and the town seal, attest all instruments signed in the name of the town. The recorders shall have the power to administer oaths.

SECTION 3. Chapter 135 of the Acts of 1903, as amended by Chapter 9 of the Private Acts of 1999, and any other acts amendatory thereto, is amended by deleting Section 14 and substituting:

Section 14. Be it further enacted, that the term of the present Mayor will expire in 2026 and an election will be held in November 2026 for a two-year term for Mayor which will expire after the results are certified in a municipal election which will be held with the County general election in August of 2028. The present Mayor shall serve until the Mayor's successor is elected and qualified. At the August 2026 election and every two (2) years thereafter, there shall be elected by the qualified voters a Mayor who shall serve a term of two (2) years, beginning the Monday following the certification of the results of the election and until a successor is elected and certified in elections held at the same time as the Washington County general election in August of such years.

That the term of two (2) present Aldermen will expire in 2026 and an election will be held in November 2026 for a four-year term which will expire after the results are certified in a municipal election which will be held at the same time as the Washington County general election in August 2030 for a four-year term. At the August 2030 election and every four (4) years thereafter, there shall be elected by the qualified voters two (2) Aldermen who shall serve a term of four (4) years, beginning the Monday following the

certification of the results of the election and until a successor is elected and certified in elections held at the same time as the Washington County general election in August of such years.

Two (2) other present Aldermen currently serve terms that will expire in 2028, and an election will be held in November 2028 for a four-year term which will expire after the results are certified in a municipal election which will be held at the same time as the Washington County general election in August 2032 for a four-year term. At the August 2032 election and every four (4) years thereafter, there shall be elected by the qualified voters two Aldermen who shall serve a term of four (4) years, beginning the Monday following the certification of the results of the election and until a successor is elected and certified in elections held at the same time as the Washington County general election in August of such years.

No person shall be a candidate for the office of Mayor and the office of Alderman in the same election, nor shall any person hold both offices at the same time. If a sitting Alderman wishes to run for the office of Mayor in the off-year cycle of their current term, they must first resign from the office of Alderman before filing a petition to run for Mayor.

The election commissioners of Washington County, or such officers as are charged with holding county elections, shall appoint the officers, judges, and clerks to hold said election under the general rules and regulations prescribed for the civil district in which the town is situated in elections for members of the Legislature or the legislative body of the county, and all persons qualified to vote under the provisions of this Act shall be entitled to vote at said election.

The officers holding the elections shall certify the results to the County Election Commissioners or other officers charged by law with such duties, who shall canvass the returns on the next Monday or as soon thereafter as is practical following the election, and declare and certify the results.

SECTION 4. If any provision of this act or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the act which can be given effect without the invalid provision or application, and to that end, the provisions of this act are declared to be severable.

SECTION 5. This act shall have no effect unless it is approved by a two-thirds (2/3) vote of the legislative body of the Town of Jonesborough. Its approval or nonapproval shall be proclaimed by the presiding officer of the legislative body and certified to the secretary of state.

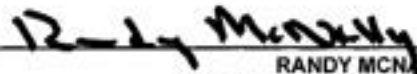
SECTION 6. For the purpose of approving or rejecting the provisions of this act, it shall be effective upon becoming a law, the public welfare requiring it. For all other purposes, it shall become effective as provided in Section 5.

HOUSE BILL NO. 2647

PASSED: April 15, 2026

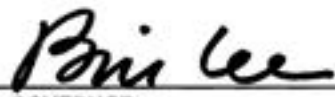


CAMERON SEXTON, SPEAKER
HOUSE OF REPRESENTATIVES



RANDY MCNALLY
SPEAKER OF THE SENATE

APPROVED this 21st day of May 2026



BILL LEE, GOVERNOR

The next item under New Business was discussion and possible action concerning Town Hall Murals. Staff is recommending two additional murals for Town hall. The first mural to be located on the wall opposite the Board Room entrance. This mural would be a floor to ceiling mural depicting a photograph of the Old Courthouse on Main Street taken in 1911. The second mural would be on the glass wall at the front entrance of the building across from the Public Safety Window. This mural will be a "still photograph" taken from the West Main Street camera. Initially, as part of the General Administration office upgrades these windows were going to be removed and replaced with drywall. After the mural went up in the Board Room, we approached Foster Signs to inquire if a mural could be placed on the window. This is a much cheaper option than replacing the windows with drywall.

The cost of the glass mural is \$895.00 and the cost of the floor to ceiling mural is \$4,250.00 for a total cost of \$5,145.00. Funding for the project will come from the building maintenance line item in the General Administration budget, which currently has a balance of \$8,400.00.

There being no further discussion Alderman Jenkins made a motion, seconded by Alderman Countermine to approve the Town Hall murals as presented. The motion duly passed.



Foster Signs, Inc. • 146 N. Lincoln Ave • Jonesborough, TN 37659 • (423) 753-6585
 QUOTATION AND PURCHASE CONTRACT

Town Of Jonesborough
 Graphics

Fabricate & Install:
 53.38"x153" etched frosted
 vinyl digitally printed

Price: **\$895**



Fabricate & Install:
 115"x327.63" digitally printed
 dreamscape vinyl applied to sheet
 rock wall

Price: **\$4,250.00**



Price: \$5,145
 Tax: \$NA
 Permit Fee: \$NA
 Acquisition Fee: \$NA

Total: \$5,145

to be made as follows: Up front 1/2
 down payment of **\$2,572.50** and
 balance due upon completion of sign.
 The above prices, specifications, and
 conditions are satisfactory and are hereby
 accepted. Foster Signs is hereby authorized to do
 the work as specified.



PURCHASE ORDER # _____

A convenience fee of 3.5% will be added to Credit Card payments.
 Checks and ACH are accepted.

Thank you!
 Purchaser: _____ Foster Signs, Inc. Austin Brown _____ (SIGNATURE)

Title: _____ Date _____ Austin Brown, Sales Associate Date **06/05/2026**

The next item on the agenda was discussion and possible action concerning the FY27 Compensation Plan. The FY27 compensation plan documents were distributed prior to the meeting for review. Staff plans to address compression issues with the salary schedule in the coming year.

Alderman Causey made a motion, seconded by Alderman Dickson, to approve the FY27 Compensation Plan as presented. The motion duly passed.

FY 2026-2027

The Town of Jonesborough Pay Plan be amended as necessary with the following Grades, Steps, and Pay Increases listed below for Fiscal Year 2026-2027:

- GRADE 1:** Hostess/Host I (Part-Time), Receptionist, Custodian/Maintenance I, Custodian (Part-Time), Senior Center Program Coordinator, Arts & Culture Education Assistant, Story Town Assistant, Visitor Center Assistant Events Coordinator, Traffic Control Specialist

- GRADE 2:** Worker (Street, Water, Wastewater, Park Maintenance Specialist I, Solid Waste Recycle Collection Worker), Volunteer Transportation Coordinator, Payment Clerk, Custodian/Maintenance II, Wastewater Collection System Operator I

- GRADE 3:** Equipment Operator I, Meter Reader, Recycle Collection Driver/Operator, Parts/Inventory Clerk, Mechanic I, Park Maintenance Specialist II, McKinney Center Manager

- GRADE 4:** Equipment Operator I (Certified), Community Program Specialist

- GRADE 5:** Equipment Operator II, Senior Center Program Director, Visitors Center Gift Shop Coordinator, Water Quality/Cross-Connection Specialist, Mechanic II, Wastewater Operator I (Non-Certified), Wastewater Construction Worker/Equipment Operator II, Water Plant Operator I (Non-Certified), Solid Waste Relief Operator, Billing Clerk & Financial Support Analyst, Events Coordinator/Host (Part-Time), Dispatcher, Park Maintenance Specialist III, Park Maintenance Worker III, House Manager-Jackson Theatre (Part-Time), Shop Foreman

- GRADE 6:** Equipment Operator II (Certified), Mechanic III, Maintenance Technician (WW Non-Certified), Water Plant Operator I (Certified), Staff Accountant I, Receptionist

- GRADE 7:** Equipment Operator III, Firefighter, Water Plant Operator II (Certified), Wastewater Operator II (Certified), Wastewater Maintenance Technician (Certified), Visitor Center Manager, Valve Maintenance Technician, Seasonal Water Park Manager, Administrative Assistant to Town Administrator

- GRADE 8:** Equipment Operator III (Certified), Administrative Services Manager, Public Safety Officer, Digital Media Manager, Marketing Manager, Staff Accountant II, Water Distribution Construction Supervisor (Certified), Wastewater Lab Technician, Water Plant Operator III (Certified), Police Investigator, Firefighter/EMT

- GRADE 9:** Fire Sergeant, Collections Maintenance Supervisor (WW), Lead Wastewater Plant Operator, Water Plant Operator IV (Certified), Water Quality Supervisor, Technical Director-Jackson Theatre

FY26-27
6/15/26 Presented to BMA

GRADE 10: Facility Maintenance Supervisor, Police Sergeant, Accounts Payable/HR Clerk

GRADE 11: Police Sergeant/GDI, Fire Lieutenant

GRADE 12: Recreation Facilities Manager, McKinney Center Program Manager, Open Space Coordinator/Urban Forester

GRADE 13: Police Lieutenant, Reserve Fire Major

GRADE 14: Certified Senior Staff Accountant, Building Inspector, Administrative Development Advisor (Part-Time), Fire Major, Assistant Director of Street Department, Assistant Senior Center Director, Events Manager, Assistant Director of Water Distribution, Assistant Director of Wastewater, Assistant Operations Manager-Jackson Theatre, GIS Manager

GRADE 15: Police Major

GRADE 16: Utilities Maintenance Supervisor, Water Park Director

GRADE 17:

GRADE 18:

GRADE 19: Director of Streets, Senior Center Director, Director of Tourism & Main Street Program, McKinney Center Director, Water Distribution Director, Environmental Services Director, Water Treatment Plant Director, Solid Waste Director, Water Quality Director, Parks & Recreation Director, Jackson Theatre Operations Manager, Human Resource Director, Fleet Maintenance Director

GRADE 20: Police Chief, Fire Chief, Utility Manager

NEGOTIABLE: Town Administrator, Town Recorder, Operations Manager

**Town of Jonesborough
Salary Scale
Fiscal Year 2026-27**

		Step											
		1	2	3	4	5	6	7	8	9	10	11	12
Grade	20	78,329 37.66	80,283 38.60	82,284 39.56	84,352 40.55	86,465 41.57	88,671 42.63	90,920 43.71	93,240 44.83	95,649 45.99	98,103 47.16	100,650 48.39	103,263 49.65
	19	75,238 36.17	77,102 37.07	79,010 37.99	80,966 38.93	82,989 39.90	85,080 40.90	87,239 41.94	89,443 43.00	91,716 44.09	94,079 45.23	96,489 46.39	98,989 47.59
	18	72,306 34.76	74,056 35.60	75,875 36.48	77,761 37.39	79,693 38.31	81,670 39.26	83,716 40.25	85,830 41.26	87,989 42.30	90,239 43.38	92,535 44.49	94,921 45.64
	17	69,488 33.41	71,170 34.22	72,897 35.05	74,693 35.91	76,533 36.79	78,420 37.70	80,375 38.64	82,374 39.60	84,444 40.60	86,579 41.62	88,761 42.67	91,034 43.77
	16	66,828 32.13	68,420 32.89	70,079 33.69	71,784 34.51	73,533 35.35	75,328 36.22	77,193 37.11	79,102 38.03	81,057 38.97	83,102 39.95	85,193 40.96	87,331 41.99
	15	64,283 30.91	65,806 31.64	67,373 32.39	68,987 33.17	70,668 33.98	72,374 34.80	74,148 35.65	75,966 36.52	77,852 37.43	79,784 38.36	81,761 39.31	83,807 40.29
	14	61,850 29.74	63,305 30.44	64,806 31.16	66,351 31.90	67,942 32.66	69,579 33.45	71,261 34.26	72,988 35.09	74,783 35.95	76,625 36.84	78,511 37.75	80,465 38.69
	13	59,555 28.63	60,941 29.30	62,374 29.99	63,829 30.69	65,350 31.42	66,897 32.16	68,509 32.94	70,147 33.72	71,852 34.54	73,602 35.39	75,421 36.26	77,283 37.16
	12	57,351 27.57	58,669 28.21	60,033 28.86	61,442 29.54	62,873 30.23	64,351 30.94	65,876 31.67	67,455 32.44	69,078 33.21	70,737 34.01	72,466 34.84	74,237 35.69
	11	55,260 26.57	56,533 27.18	57,806 27.79	59,147 28.44	60,510 29.09	61,918 29.77	63,374 30.47	64,872 31.19	66,420 31.93	68,010 32.70	69,646 33.45	71,351 34.30
	10	53,282 25.62	54,464 26.18	55,691 26.77	56,964 27.39	58,282 28.02	59,624 28.67	61,009 29.33	62,443 30.02	63,996 30.72	65,419 31.45	66,965 32.19	68,578 32.97
	9	51,373 24.70	52,509 25.24	53,691 25.81	54,895 26.39	56,146 26.99	57,419 27.61	58,737 28.24	60,101 28.89	61,510 29.57	62,941 30.26	64,419 30.97	65,964 31.71
	8	49,577 23.84	50,646 24.35	51,782 24.90	52,918 25.44	54,101 26.01	55,327 26.60	56,578 27.20	57,874 27.82	59,214 28.47	60,577 29.12	61,987 29.80	63,466 30.51
	7	47,850 23.00	48,872 23.50	49,941 24.01	51,031 24.53	52,167 25.08	53,327 25.64	54,531 26.22	55,760 26.81	57,032 27.42	58,328 28.04	59,692 28.70	61,078 29.36
	6	46,214 22.22	47,190 22.69	48,213 23.18	49,260 23.68	50,327 24.20	51,442 24.73	52,578 25.28	53,737 25.84	54,964 26.43	56,192 27.02	57,487 27.64	58,806 28.27
	5	44,644 21.46	45,578 21.91	46,554 22.38	47,555 22.86	48,578 23.35	49,623 23.86	50,714 24.38	51,828 24.92	52,986 25.47	54,169 26.04	55,395 26.63	56,646 27.23
	4	43,167 20.75	44,055 21.18	44,985 21.63	45,917 22.08	46,896 22.55	47,895 23.03	48,941 23.53	50,009 24.04	51,100 24.57	52,236 25.11	53,395 25.67	54,578 26.24
	3	41,759 20.08	42,600 20.48	43,464 20.90	44,372 21.33	45,305 21.78	46,258 22.24	47,237 22.71	48,260 23.20	49,304 23.70	50,372 24.22	51,487 24.75	52,623 25.30
	2	40,395 19.42	41,213 19.81	42,054 20.22	42,895 20.62	43,781 21.05	44,691 21.49	45,645 21.94	46,600 22.40	47,599 22.88	48,622 23.38	49,669 23.88	50,759 24.40
	1	39,121 18.81	39,895 19.16	40,690 19.56	41,509 19.96	42,351 20.36	43,214 20.78	44,099 21.20	45,009 21.64	45,964 22.10	46,940 22.57	47,940 23.05	48,986 23.55

Town of Jonesborough
Fire Salary Scale - 2,236 hours
 Fiscal Year 2026-27

		Step											
		1	2	3	4	5	6	7	8	9	10	11	12
Grade	20	78,826 35.25	80,780 36.13	82,780 37.02	84,848 37.95	86,962 38.89	89,167 39.88	91,417 40.88	93,736 41.82	96,145 43.00	98,600 44.10	101,146 45.24	103,759 46.40
	19	75,735 33.87	77,598 34.70	79,507 35.56	81,463 36.43	83,486 37.34	85,577 38.27	87,735 39.24	89,940 40.22	92,213 41.24	94,576 42.30	96,986 43.37	99,486 44.49
	18	72,802 32.58	74,552 33.34	76,371 34.16	78,257 35.00	80,190 35.86	82,167 36.75	84,213 37.66	86,326 38.61	88,485 39.57	90,736 40.58	93,032 41.61	95,417 42.67
	17	69,984 31.30	71,666 32.05	73,394 32.82	75,189 33.63	77,030 34.45	78,917 35.29	80,871 36.17	82,871 37.06	84,940 37.99	87,075 38.94	89,258 39.92	91,531 40.94
	16	67,325 30.11	68,916 30.82	70,576 31.56	72,280 32.33	74,029 33.11	75,824 33.91	77,690 34.75	79,598 35.60	81,553 36.47	83,599 37.39	85,690 38.32	87,827 39.28
	15	64,780 28.97	66,302 29.65	67,870 30.35	69,484 31.08	71,165 31.83	72,870 32.59	74,644 33.38	76,462 34.20	78,349 35.04	80,280 35.90	82,258 36.79	84,303 37.70
	14	62,347 27.88	63,801 28.53	65,302 29.20	66,847 29.90	68,438 30.61	70,075 31.34	71,767 32.09	73,484 32.86	75,280 33.67	77,121 34.49	79,007 35.33	80,961 36.21
	13	60,051 26.86	61,437 27.48	62,870 28.12	64,326 28.77	65,847 29.45	67,394 30.14	69,006 30.86	70,644 31.59	72,348 32.36	74,098 33.14	75,917 33.95	77,779 34.78
	12	57,848 25.87	59,165 26.46	60,529 27.07	61,938 27.70	63,370 28.34	64,848 29.00	66,371 29.68	67,961 30.39	69,574 31.12	71,234 31.86	72,962 32.63	74,734 33.42
	11	55,756 24.94	57,029 25.50	58,302 26.07	59,643 26.67	61,007 27.28	62,415 27.91	63,870 28.56	65,370 29.24	66,916 29.93	68,506 30.64	70,142 31.37	71,848 32.13
	10	53,778 24.05	54,961 24.58	56,188 25.13	57,461 25.70	58,778 26.29	60,120 26.89	61,505 27.51	62,939 28.15	64,393 28.80	65,916 29.48	67,462 30.17	69,075 30.89
	9	51,870 23.20	53,006 23.71	54,187 24.23	55,391 24.77	56,643 25.33	57,916 25.90	59,233 26.48	60,597 27.10	62,006 27.73	63,438 28.37	64,916 29.03	66,461 29.72
8	50,073 22.39	51,143 22.87	52,279 23.38	53,415 23.89	54,597 24.42	55,824 24.97	57,074 25.53	58,370 26.10	59,710 26.70	61,074 27.31	62,484 27.94	63,962 28.61	
7	48,346 21.62	49,369 22.08	50,437 22.56	51,528 23.04	52,664 23.55	53,824 24.07	55,028 24.61	56,257 25.16	57,529 25.73	58,824 26.31	60,188 26.92	61,574 27.54	
6	46,711 20.89	47,688 21.33	48,710 21.78	49,756 22.25	50,823 22.73	51,939 23.23	53,075 23.74	54,234 24.25	55,460 24.80	56,688 25.35	57,984 25.93	59,302 26.52	
5	45,142 20.19	46,074 20.61	47,051 21.04	48,052 21.49	49,074 21.95	50,120 22.42	51,211 22.90	52,324 23.40	53,483 23.92	54,665 24.45	55,893 25.00	57,142 25.56	
4	43,664 19.53	44,552 19.92	45,482 20.34	46,415 20.76	47,392 21.19	48,391 21.64	49,438 22.11	50,505 22.59	51,597 23.08	52,733 23.58	53,892 24.10	55,074 24.63	
3	42,256 18.90	43,096 19.27	43,960 19.66	44,869 20.07	45,801 20.48	46,755 20.91	47,733 21.35	48,756 21.81	49,801 22.27	50,869 22.75	51,963 23.25	53,119 23.76	
2	40,891 18.29	41,710 18.65	42,550 19.03	43,392 19.41	44,278 19.80	45,187 20.21	46,142 20.64	47,097 21.06	48,096 21.51	49,119 21.97	50,165 22.44	51,256 22.92	
1	39,618 17.72	40,391 18.06	41,187 18.42	42,005 18.79	42,847 19.16	43,710 19.55	44,596 19.94	45,505 20.35	46,460 20.78	47,437 21.22	48,437 21.66	49,482 22.13	

Town of Jonesborough
Police Salary Scale - 2,184 hours
 Fiscal Year 2026-27

		Step											
		1	2	3	4	5	6	7	8	9	10	11	12
Grade	20	78,660 36.02	80,615 36.91	82,614 37.83	84,684 38.77	86,796 39.74	89,002 40.75	91,251 41.78	93,570 42.84	95,980 43.95	98,435 45.07	100,981 46.24	103,593 47.43
	19	75,569 34.60	77,433 35.45	79,342 36.33	81,297 37.22	83,320 38.15	85,411 39.11	87,570 40.10	89,775 41.11	92,047 42.15	94,411 43.23	96,820 44.33	99,321 45.46
	18	72,637 33.26	74,388 34.06	76,206 34.89	78,092 35.76	80,024 36.64	82,001 37.55	84,048 38.48	86,161 39.45	88,320 40.44	90,570 41.47	92,866 42.52	95,252 43.61
	17	69,819 31.97	71,501 32.74	73,229 33.53	75,024 34.35	76,865 35.19	78,751 36.06	80,706 36.95	82,706 37.87	84,774 38.82	86,910 39.79	89,092 40.79	91,366 41.83
	16	67,159 30.75	68,750 31.48	70,410 32.24	72,114 33.02	73,864 33.82	75,659 34.64	77,524 35.50	79,433 36.37	81,388 37.27	83,433 38.20	85,524 39.16	87,661 40.14
	15	64,614 29.59	66,136 30.28	67,705 31.00	69,318 31.74	71,000 32.51	72,705 33.29	74,478 34.10	76,297 34.93	78,183 35.80	80,114 36.68	82,092 37.59	84,138 38.52
	14	62,181 28.47	63,635 29.14	65,136 29.82	66,682 30.53	68,274 31.26	69,909 32.01	71,591 32.78	73,318 33.57	75,114 34.39	76,955 35.24	78,841 36.10	80,796 36.90
	13	59,885 27.42	61,273 28.05	62,704 28.71	64,160 29.38	65,681 30.07	67,228 30.78	68,841 31.52	70,478 32.27	72,182 33.05	73,933 33.85	75,751 34.66	77,615 35.54
	12	57,682 26.41	58,999 27.01	60,363 27.64	61,773 28.28	63,204 28.94	64,682 29.62	66,205 30.31	67,796 31.04	69,410 31.78	71,069 32.54	72,797 33.33	74,569 34.14
	11	55,590 25.45	56,863 26.04	58,136 26.62	59,477 27.23	60,841 27.86	62,249 28.50	63,704 29.17	65,204 29.86	66,751 30.56	68,342 31.29	69,977 32.04	71,682 32.82
	10	53,613 24.55	54,796 25.09	56,022 25.65	57,295 26.23	58,612 26.84	59,964 27.45	61,341 28.09	62,773 28.74	64,227 29.41	65,750 30.11	67,296 30.81	68,910 31.55
	9	51,704 23.67	52,840 24.19	54,022 24.74	55,227 25.29	56,477 25.86	57,750 26.44	59,067 27.05	60,431 27.67	61,841 28.32	63,272 28.97	64,750 29.65	66,296 30.36
8	49,908 22.85	50,978 23.34	52,114 23.86	53,260 24.38	54,431 24.92	55,688 25.48	56,909 26.06	58,204 26.65	59,545 27.26	60,908 27.89	62,318 28.53	63,796 29.21	
7	48,180 22.06	49,203 22.53	50,272 23.02	51,362 23.52	52,499 24.04	53,658 24.57	54,862 25.12	56,091 25.68	57,363 26.27	58,660 26.86	60,022 27.48	61,410 28.12	
6	46,545 21.31	47,522 21.76	48,545 22.23	49,590 22.71	50,658 23.20	51,773 23.71	52,909 24.23	54,068 24.76	55,296 25.32	56,522 25.88	57,818 26.47	59,136 27.06	
5	44,976 20.59	45,908 21.02	46,886 21.47	47,886 21.93	48,909 22.39	49,955 22.87	51,045 23.37	52,158 23.88	53,318 24.41	54,499 24.95	55,727 25.52	56,977 26.09	
4	43,498 19.92	44,386 20.32	45,316 20.75	46,249 21.18	47,227 21.62	48,227 22.08	49,272 22.56	50,340 23.05	51,431 23.55	52,568 24.07	53,726 24.60	54,909 25.14	
3	42,090 19.27	42,930 19.66	43,795 20.05	44,703 20.47	45,635 20.90	46,589 21.33	47,567 21.78	48,590 22.25	49,636 22.73	50,704 23.22	51,817 23.73	52,963 24.25	
2	40,726 18.65	41,545 19.02	42,386 19.41	43,226 19.79	44,112 20.20	45,021 20.61	45,976 21.05	46,931 21.49	47,930 21.95	48,953 22.41	49,999 22.89	51,091 23.39	
1	39,453 18.06	40,227 18.42	41,021 18.78	41,840 19.16	42,681 19.54	43,544 19.94	44,430 20.34	45,340 20.76	46,294 21.20	47,272 21.64	48,271 22.10	49,317 22.58	

The next item on the agenda was discussion and possible action concerning Fire Station No. 2. With the hiring of seven (7) additional firefighters, we are out of space at Town Hall. Staff have looked for solutions for our space issues. The recommendation is to build a second fire station in Persimmon Ridge Park where the RV Park was once located. The Town owns the site, there is also water, sewer and power already available. We can utilize the current egress and ingress however at some point we would like to study direct access to Persimmon Ridge.

The proposed building is a “post steel” building that measures 60-feet wide by 104-feet long. It would contain two full fire bays and one-half bay. The remainder of the building would be living quarters and office space. We received a quote of \$405,000. It is estimated to cost an additional \$350,000 utilizing town staff, wherever possible, to finish the interior of the building. Operations Manager Craig Ford is currently working with a local designer to finalize the building layout. Once this project is complete, we will need to complete renovations of the current fire hall facility. There is no other option but to increase the space for our fire equipment. In the winter, we have to store equipment at the wastewater facility. This is time consuming when seconds count.

Having a second station will be a huge benefit to our ISO rating. EMS also states that Jonesborough is a gap in service for their ambulance division. Although EMS would have to staff it, there is an interest in having an ambulance in Jonesborough. With property priced so high in Jonesborough, it would be very difficult for EMS to purchase property and build an EMS building. We will need to obtain financing for this project on a shorter term note of 5 years to 10 years. Funds from the current Fire Department FY27 budget will cover the loan/note payment. We are hopeful that EMS may also assist in funding if their plan is to station an ambulance in Jonesborough’s corporate limits.

Mayor Wolfe requested that once the plans are finalized, they are brought back for BMA approval before sending the project out for bid. There being no further discussion Alderman Dickson made a motion, seconded by Alderman Countermine, to approve the second fire station (Fire Station No. 2) at Persimmon Ridge Park as presented. The motion duly passed.

The next item on the agenda was discussion and possible action concerning the new Fire Engine Contract. As a part of the budget process, we made the Board of Mayor and Alderman aware that it takes approximately two (2) years to take possession of a fire truck once the order is placed. Operations Manager Craig Ford, Chief Jeff White and Major Chason Freeman met with Michael Miranda, Pierce Apparatus Sales representative on April 10, 2026. After multiple discussions and negotiations Mr. Miranda submitted an updated quote for the new fire engine which came in at \$984,953.00.

We currently have two fire engines financed. According to Finance Director Janet Jennings, the final payment on one of the trucks will be made on September 1, 2026, which is \$42,000 annual payment.

In ordering the new engine, we received a probable build time of 22 months. We do not have to pay anything in the form of a down payment. As a matter of fact, we do not pay anything until we take delivery of the truck. The order must be placed prior to June 19, 2026, in order to receive the current quoted price.

There are some big changes coming to diesel engines next year that is said will drive the price for this engine even higher. Staff recommend approving the order for the Pierce fire engine and authorizing the Mayor or Finance Director to execute the contract.

Alderman Causey made a motion, seconded by Alderman Jenkins, to approve ordering the new fire engine as presented. The motion duly passed.

Siddons-Martin Emergency Group, LLC
 892 Kansas St.
 Memphis TN 38106
 DEALER # 21916



May 26, 2026

Jeff White, Fire Chief

JONESBOROUGH DEPARTMENT OF PUBLIC SAFETY
 123 BOONE ST, JONESBOROUGH, TN 37659

Proposal For: 2026 Jonesborough Budgetary Units

Siddons-Martin Emergency Group, LLC, is pleased to provide the following proposal to JONESBOROUGH DEPARTMENT OF PUBLIC SAFETY. Unit(s) will comply with all specifications attached and made a part of this proposal. Total price includes delivery FOB and training on the operation and use of the apparatus.

Description	Amount
Qty. 1 - 1566 - 2026 Jonesborough Budgetary Units	
Unit Price - \$984,953.00	
Delivery within 21-22 months of ordered date	
Quote - 0011464 - 1	
Vehicle Price	\$984,953.00
1566 – Unit Total	\$984,953.00
Subtotal	\$984,953.00
Sourcewell #082025-PMI (FIRE)	\$0.00
Total	\$984,953.00

Price guaranteed until 06/19/2026.

Prepayment Discount: To receive the prepayment discount(s), if quoted, above, the Customer must pay the applicable prepayment invoice in full within forty-five (45) days of the invoice date, unless otherwise agreed in writing by Siddons-Martin Emergency Group.

Taxes: Tax is not included in this proposal. If the purchasing organization is not exempt from sales tax or any other applicable taxes and/or the proposed apparatus does not qualify for exempt status, it is the duty of the purchasing organization to pay any and all taxes due. Balance of sale price is due upon acceptance of the apparatus at the factory.

Payment Terms: Unless otherwise specifically noted and agreed upon in writing by Siddons-Martin Emergency Group, all invoices are net due upon delivery and acceptance of the apparatus. Any alternate payment terms must be expressly approved in advance and documented in a signed agreement or purchase order executed by both parties. Payments not received when due shall be subject to the late fee provisions stated below, accruing from the date payment was due until paid in full. Siddons-Martin Emergency Group reserves the right to delay delivery, withhold release of title or documentation, or impose additional charges if agreed payment terms are not met. Title and ownership of the apparatus shall not transfer to the Customer until full payment has been received by Siddons-Martin Emergency Group.

If the apparatus and any associated loose equipment, poly components, or upfitting items are purchased under a single purchase order, Siddons-Martin Emergency Group will invoice for the total purchase price upon Customer's acceptance of the apparatus, excluding any ancillary, incidental, or non-essential outstanding items. For purposes of this Agreement, "outstanding items" may include, without limitation, loose equipment, accessories, minor apparatus upfitting, punch-list items, or post-delivery buildout components that do not materially impair the Apparatus's intended operational use.

If Customer requests delivery of loose equipment, poly components, or upfitting items prior to delivery of the apparatus, Siddons-Martin Emergency Group may condition such early delivery on advance payment of the total purchase price or written confirmation that such payment has been authorized by Customer.

Late Fee: A late fee of .033% of the sale price will be charged per day for overdue payments beginning ten (10) days after the payment is due. After 30 days, the late fee increases to .044% per day until the payment is received.

Cancellation: In the event this proposal is accepted then cancelled or terminated by the Customer before completion of the order (meaning before final acceptance, delivery, and payment in full for the apparatus), Siddons-Martin Emergency Group may assess a cancellation fee as liquidated damages to recover costs incurred. All cancellations must be submitted in writing and signed by an authorized representative of the Customer. The following schedule will be applied based on the stage of completion at the time of cancellation:

- (A) 10% of the Purchase Price after the order is accepted and entered by the manufacturer;
- (B) 20% of the Purchase Price after completion of preliminary engineering drawings prepared for Customer review ("Approval Drawings"), whether or not the Customer has yet approved such drawings;
- (C) 30% of the Purchase Price upon any material requisition or the start of production.
- (D) If cancellation occurs after the apparatus has entered the production process, the Customer will

be responsible for the difference between the Purchase Price and any resale price obtained by Siddons-Martin Emergency Group, plus any costs incurred by Siddons-Martin Emergency Group to conduct such resale. Siddons-Martin Emergency Group will make reasonable efforts to mitigate such costs through resale to another purchaser.

For purposes of this section, "Purchase Price" means the total sale price of the apparatus, exclusive of taxes and any approved change order items not yet invoiced. The cancellation fee will increase accordingly as costs are incurred through engineering, materials procurement, or manufacturing. Invoices for cancellation fees are due within thirty (30) days of issuance. Any unpaid balance thereafter will accrue interest or late fees at the same rates and in the same manner as provided under the Late Fee section of this proposal.

Persistent Inflationary Environment Notification: If the Producer Price Index of Components for Manufacturing [www.bls.gov Series ID: WPUID6112] (the "PPI") has increased at a compounded annual growth rate greater than 5.0% from the date of acceptance of this proposal letter (the "Order Month") and 14 months prior to the anticipated Ready for Pickup Date (the "Evaluation Month"), then the proposal price may be increased by an amount equal to any increase exceeding 5.0% for the time period between the Order Month and the Evaluation Month. Siddons-Martin Emergency Group and Pierce Manufacturing will provide documentation of such an increase and the updated price for the customer's approval before proceeding with completion of the order along with an option to cancel the order.

Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract. Delivery updates will be made available, and a final delivery date will be provided as soon as possible.

Force Majeure: Siddons-Martin Emergency Group shall not be liable for any failure or delay in the performance of its obligations if such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, war, natural disasters, armed conflicts, acts of terrorism, labor disruptions, supply chain disruptions, governmental mandates, or any other events that are unforeseeable and unavoidable by Siddons-Martin Emergency Group. Should Siddons-Martin Emergency Group encounter such force majeure event, it shall promptly notify Customer in writing and shall use all reasonable efforts to mitigate the effects of the force majeure event and resume the performance of its obligations as soon as practicable.

Purchase price may be subject to new or increased tariffs, duties, taxes, or other governmental charges levied against, or made applicable to, the vehicle or any component thereof after the date of this proposal. Should such fees be enacted prior to order completion, Siddons-Martin Emergency Group reserves the right to revise the final cost to reflect the additional fees and will provide notice of any such adjustment.

Acceptance: To ensure the above stated terms and conditions are understood and adhered to, Siddons-Martin Emergency Group, LLC requires an authorized individual from the purchasing organization sign and date this proposal and include it with any purchase order. Upon signing of this proposal, the terms and conditions stated herein will be considered binding and accepted by the

Customer. The terms and acceptance of this proposal will be governed by the laws of the State of Tennessee. No additional terms or conditions will be binding upon Siddons-Martin Emergency Group, LLC unless agreed to in writing and signed by a duly authorized officer of Siddons-Martin Emergency Group, LLC.

I, _____, the authorized representative of JONESBOROUGH DEPARTMENT OF PUBLIC SAFETY, agree to purchase the proposed and agree to the terms of this proposal and the specifications attached hereto.

Customer Authorized Representative

Sales Representative

Signature and Date

Michael Miranda 5/25/2026
Signature and Date

The next item on the agenda was discussion and possible action concerning McKinney Center ADA Door Automatic Operator Installation Bid. The McKinney Center researched and had companies assess the ramp accessible entrances two years ago. The consensus from those companies concluded that the door frames were not strong enough to hold the motor weight of ADA automatic door systems. Therefore, the project was placed on hold.

The McKinney Center received a \$99,655 grant from the State of Tennessee to repair the historic buildings' windows. That work has been completed by JRoss for a total of \$59,460. Given that there would be considerable funds left in the preservation grant, McKinney Center Director Theresa Hammons received permission from the Grantor to use the remaining funds for ADA Automatic Door Openers and the framework for three of the ramp accessible entrances.

The submissions for the bids were due on June 5, 2026. Olde Towne Lock and Key was the sole company that submitted a bid. The bid was for a total of \$29,344.00.

Alderman Countermine made a motion, seconded by Alderman Dickson, to approve awarding the project to Olde Towne Lock and Key's for a total of \$29,344.00 and to begin work as soon as possible to meet grant deadlines as presented. The motion duly passed.

BID OPENING FORM

ADA Door Automatic Operator Installation Bid – McKinney Center

DATE: Friday, June 5, 2026

BIDS RECEIVED FROM	AMOUNT
<i>Olde Towne Lock and Key</i>	<i>29,344</i>

THOSE IN ATTENDANCE:

Janet Jennings, Finance Director
David Sell, Olde Towne Lock and Key

TOWN OF JONESBOROUGH
123 Boone Street
Jonesborough, TN 37659
(423) 753-1030 - Fax (423) 753-1074

**BID FORM - ADA Door Automatic Operator Installation
McKinney Center**

June 5, 2026 - 1:00 pm

TOTAL COST: \$ 29,344.00

Material Utilized: Electrical Wiring, Door Operators, Hinges,
Belards, Labor

Variations: All variations to bid must be detailed

Door Stabilization added Continuous Hinges

Warranty:

2 year Labor (Maintenance Schedule)
2 year Parts (Monthly for 6 months)

Performance Period: 30 Days From Award Date

By signing this document, the undersigned hereby agrees to the prices and all other terms and conditions contained in this bid and associated documents relating to this bid and will furnish items as specified if this bid is accepted.

NAME OF FIRM: Old Town Lock and Key

REPRESENTATIVE: David F. Sell

ADDRESS: 101 West Jackson Blvd
Jonesborough, TN 37659

PHONE: 423-242-1022 FAX:

David F. Sell
SIGNATURE

6/3/26
DATE

BID MUST BE SIGNED TO BE VALID

TOWN OF JONESBOROUGH
123 Boone Street
Jonesborough, TN 37659
(423) 753-1030 - Fax (423) 753-1074

BID FORM: ADA Door Automatic Operator Installation - McKinney Center
DATE: June 5, 2026

PREVIOUS PROJECTS

1. Door Operator
Interior Doors with Push Plate

Owner/Customer Contact Information:

Name: Bethel Housing

Phone: 423-753-7026

Email: dehijani@nationalchurchresidences.org

2. Door Operator w/ Belard and Push Plate

Owner/Customer Contact Information:

Name: City of Shelbyville Bryan Street Ext. 106

Phone: 931-488-4230 or 731-819-5831

Email: lori.sadler@shelbyvilletn.org

3. Door Operators
3 Entrances 3 Operators

Owner/Customer Contact Information:

Name: City of Shelbyville Recreation Center

Phone: 931-684-9780

Email: lori.sadler@shelbyvilletn.org

Old Town Lock and Key

OLDE TOWNE LOCK AND KEY
 101 West Jackson Boulevard
 JONESBOROUGH, TN, United States, 37659
 (423) 913-1608
 OLDETOWNELOCKANDKEY@GMAIL.COM

Quote

Quote
 #JFUFV6-0001
 Issue on: Jun 2, 2026
 Service on: Jun 2, 2026, 8:37 AM
 Expires: Jun 2, 2026
 Status: **Draft**
 Balance: **\$29,344.00**

Bill To:
TOWN OF JONESBOROUGH
 shellaw@jonesboroughtn.org
 1423-753-1038
 1423-416-1343

5 x Items

Product	Unit	Price	QTY	Total
ELECTRICAL WIRING	Unit	\$1,000.00	1	\$1,000.00
RECORD BRAND COMPLETE ADA DOOR OPERATORS	Unit	\$6,950.00	3	\$20,850.00
BOLYARD	Unit	\$598.00	3	\$1,794.00
CONCEALED CONTINUOUS HINGES	Unit	\$400.00	3	\$1,200.00
LABOR AND DOOR ADJUSTMENTS	Unit	\$4,500.00	1	\$4,500.00
Subtotal				\$29,344.00
Total				\$29,344.00



CERTIFICATE OF LIABILITY INSURANCE

SALE NUMBER: 36022026

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

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

<p>PRODUCER Tn-Cities Insurance Service LLC 954 N. Main St. PO Box 290 Smith, TN 37590-0290</p>	<p>INSURED Arnaldo Hoje 1423/743-2426 1423/743-4331 www.olde@olde.com</p>
<p>INSURED Old Towne Lock & Key 226 N 294 St Jonesborough, TN 37603-1124</p>	<p>AGENTS The Exchange The Exchange The Exchange The Exchange Company of NY</p>

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

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

LINE	TYPE OF COVERAGE	FORM NUMBER	POLICY NUMBER	ISSUANCE DATE	EXPIRATION DATE	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> GLAWARE <input checked="" type="checkbox"/> OCCUR SOLE AGENTS/AGENT APPLICABLE FOR: <input checked="" type="checkbox"/> FINANCIAL <input type="checkbox"/> AUTO <input type="checkbox"/> OTHER		G47129347	11/13/2025	11/13/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 MEDICAL FEES \$ 5000 PRODUCTS & COM. \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS-COMMERCIAL \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED <input type="checkbox"/> NON-OWNED <input type="checkbox"/> HIRE ONLY		G68253689	06/05/2025	06/05/2026	BODILY INJURY (per person) \$ BODILY INJURY (per accident) \$ PROPERTY DAMAGE \$ MEDICAL \$
C	<input checked="" type="checkbox"/> UMBRELLA LIA <input type="checkbox"/> EXCESS LIA <input type="checkbox"/> EXCESS LIA <input type="checkbox"/> EXCESS LIA		G38127018	11/13/2025	11/13/2026	EACH OCCURRENCE \$ 1000000 AGGREGATE \$ \$
D	<input checked="" type="checkbox"/> DIRECTORS & OFFICERS LIABILITY <input type="checkbox"/> D&O <input type="checkbox"/> D&O <input type="checkbox"/> D&O		G651200618	11/13/2025	11/13/2026	D&O \$ 100000 D&O \$ 100000 D&O \$ 100000

CERTIFICATE HOLDER **CANCELLATION**

<p>TOWN OF JONESBOROUGH 123 BROAD ST JONESBOROUGH, TN 37603</p>	<p>IF ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE SEPARATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p><i>Arnaldo Hoje</i></p>
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STATE OF TENNESSEE
DEPARTMENT OF REVENUE
Business Tax Filing Status Certificate

April 21, 2026

OLDE TOWNE HARDWARE & WORKWARE
101 W JACKSON BLVD
JONESBOROUGH TN 37659-1223

Letter ID: L1903403968
Account ID: 1001001791-805
Account Type: Business Tax

Dear OLDE TOWNE HARDWARE AND WORKWARE, LLC:

This certificate confirms the business tax filing status of Retailer for the above-named taxpayer. The certificate is valid beginning April 15, 2026 and expiring on April 15, 2027 for the following location:

Location ID: 0102716072
Location Address: OLDE TOWNE HARDWARE & WORKWARE
220 N 2ND AVE
JONESBOROUGH TN 37659-1104

According to Tenn. Code Ann. § 67-4-726, a vendor that receives a certificate from a customer shall not owe additional tax, nor be refunded tax, based on a retroactive change in the customer's filing status as a wholesaler or retailer during the certificate's effective period.

The taxpayer may furnish its supplier(s) with a COPY of the enclosed certificate upon vendor(s) request. Vendors may rely on the certificate for transactions occurring during the certificate's effective period for the purpose of determining their business liability. The original certificate should be retained for the taxpayer's records. The vendor must maintain a file copy as evidence of their business tax filings.

Tennessee Department of Revenue
Business Tax Filing Status Certificate

Location Address:
OLDE TOWNE HARDWARE & WORKWARE
220 N 2ND AVE
JONESBOROUGH TN 37659-1104

Effective Period Begin: April 15, 2026
Effective Period End: April 15, 2027
Filing Status: Retailer
Location ID: 0102716072



Washington County
Business Tax Standard License

April 23, 2026

OLDE TOWNE HARDWARE & WORKWARE
101 W JACKSON BLVD
JONESBOROUGH TN 37659-1223

Letter ID: L1979143104
Expiration Date: 15-May-2027
Return Due By: 15-Apr-2027

The business tax license printed below certifies the receipt and approval of your business tax license application or the renewal of a license for your existing business. The license is valid until the expiration date noted above. Your license number is 0102716072 and your classification is 18. The certificate must be displayed publicly at the location for which it is issued.

All business tax returns are required to be filed and the payment remitted electronically. Your return is due on April 15, 2027. Please visit www.tn.gov/revenue for additional information.

Note: This license does not permit operation unless properly zoned and/or in compliance with all other applicable state, county, or city laws, rules and regulations. Also, as required by Tenn. Code Ann. § 20-17-1801 et seq., businesses must comply with all provisions of the Tennessee Non-Smoker Protection Act.

DETACH LICENSE BELOW AND DISPLAY IN PUBLIC AREA

Washington County
Business Tax Standard License

This certificate must be publicly displayed.

OLDE TOWNE HARDWARE & WORKWARE
220 N 2ND AVE
JONESBOROUGH TN 37659-1104



Date Issued: 23-Apr-2026
Classification: 18
Letter ID: L1979143104
License Number: 0102716072
Expiration Date: 15-May-2027

The next item on the agenda was discussion and possible action concerning the Employee Assistance Program. Since 2004, the Town has maintained a contractual agreement with Ballad Health to provide an Employee Assistance Program (EAP) for its employees. The attached document reflects the updated version of this contract. Utilization has been low, but most employees do not know this is available and in a critical time, this could be a benefit to Town employees facing a crisis or in need of counseling. The EAP demonstrates to Town employees that the Town cares about their physical health and mental health and is providing this service at no cost to the employee.

Under the terms of the agreement, the Town covers a set number of three (3) EAP visits per employee each year at a rate of \$100 per visit. There have been no changes to the pricing structure or visit allowance since the original contract was established in 2004.

Alderman Jenkins made a motion to approve the updated contract with Ballad Health to provide Employee Assistance Program (EAP) services for all town employees as presented. Alderman Causey seconded the motion. The motion duly passed.

Employee Assistance Program Agreement
between
Town of Jonesborough
and
Wellmont Medical Associates and Blue Ridge Medical Management Corporation

This Agreement is effective as of this ____ day of _____, 2026, by and between Town of Jonesborough (hereinafter "Company") and Wellmont Medical Associates and Blue Ridge Medical Management Corporation (hereinafter collectively "EAP Provider") for the provision of Employee Assistance Program services as outlined herein to Company's employees. Company and EAP Provider may be referred to individually as "Party" or collectively as "Parties".

RECITALS

WHEREAS, Company operates a governmental entity; and

WHEREAS, Company wishes to offer eligible employees (hereinafter "Employee" or "Employees") certain psychiatric and substance abuse services by establishing and offering said services through an EAP benefit; and

WHEREAS, EAP Provider is in the business of providing various psychiatric and substance abuse services and is willing to provide said services to Employees;

THEREFORE, the Parties agree as follows:

I. Obligations of EAP Provider.

- A. **Services.** EAP Provider agrees to provide outpatient individual counseling/therapy and medication management services (hereinafter "Services") under this Agreement to Employees. Employees shall initiate a request directly to EAP Provider for services for themselves.
- B. **Service Limits.** Employees shall be entitled to a designated number of counseling sessions as set forth in Exhibit A attached hereto. Eligible employees requiring treatment beyond the scope of EAP services provided hereunder will be individually responsible, along with their insurance carrier, for such treatment.
- C. **Scheduling.** To schedule services under this Agreement, an Employee shall directly contact EAP Provider's counseling office of their choice to make an appointment.
 - 1. **Routine Services.** EAP Provider agrees to make reasonable efforts to provide Services to an Employee as soon as possible, or at a time mutually agreed upon between EAP Provider and Employee (hereinafter "Routine Services").

2. Appointment Times. When necessary, EAP Provider shall make all reasonable efforts to accommodate an Employee's work schedule by making appointments for Routine Services at times outside the Employee's normal working hours.
 3. Emergency Services. "Emergency Services" are defined as: (i) services requested by Employee on an emergency basis or (ii) EAP Provider's EAP Benefit Coordinator determines in his or her sole discretion, after making contact with Employee, that services need to be provided on an emergency basis. In the event Emergency Services are requested, Employee should be directed to contact 9-1-1 or Respond at (800) 366-1132. Emergency Services are not provided as part of this Agreement.
- D. Qualifications. EAP Provider warrants that those providing services under this Agreement are duly licensed and/or qualified in the State of Tennessee to perform the services outlined in this Agreement, and that said service providers are in good standing. All services will be performed fully within the professional standards as applicable to the individual's discipline and within any policies, procedures and/or codes of ethics adopted by the licensing board and/or professional associations of which the individual may be a member.
- E. Documentation of Services. EAP Provider shall accurately document all services furnished under this Agreement. However, said documentation shall be held in the strictest of confidence by EAP Provider and shall not be released except as required by law or as expressly authorized in writing by the Employee.
- F. Invoices. EAP Provider will provide Company with monthly invoices consistent with the charge amounts outlined in Exhibit A attached hereto for all services provided under this Agreement.
- G. Reporting. EAP Provider shall furnish Company with utilization reports upon request showing the number of individuals served, the number of sessions provided, and the total number of hours of service provided during the previous quarter. EAP Provider agrees to cooperate with reasonable requests for additional information but all such reports shall present aggregate utilization data only and shall never identify individuals making use of the EAP program.
- H. Training and Technical Assistance. EAP Provider shall provide the following assistance to Company in maintaining their EAP program:
1. Orientation of supervisors and employees with respect to the availability and benefits of the EAP program;
 2. Provision of printed materials describing the EAP program and benefits available to Employees; and
 3. Additional services and programs, if any, as more particularly described in Paragraph II below.

II. Additional Services. In addition to the Services to be provided by EAP Provider as set forth in Article I(A) above, EAP Provider may also provide the following services to Employees as part of this Agreement at Company's request made in writing and in accordance with the costs for said Additional Services set forth on Exhibit A:

- A. Critical Incident Debriefing. Critical Incident Stress Management (CISM) on-site support (including, but not limited to, individual support, debriefing, defusing, follow-ups, etc.)
- B. Customized Training/Education. Custom training/education may be developed and delivered to Company employees regarding mental health/wellness topics, with the terms of such training/education to be agreed upon by the parties.
- C. Drug Free Workplace Training. Company can select to purchase annual training courses for (1) supervisors and/or (2) employees which familiarize participants with national standards and guidelines regarding abuse and misuse drugs and alcohol can have on a business and the components of a drug-free workplace program. Participants will also become familiar with the impact of alcohol and drug use on individuals, how drugs and alcohol affect the body, health risks, signs/symptoms of use.

III. Obligations of Company.

- A. Eligibility Requirements. Employees who are eligible to utilize services under this Agreement shall be approved by Company's Human Resources Director.
- B. Company Policy/Procedure. Company shall periodically provide EAP Provider with a copy of the Company's current drug abuse and testing policy and procedures.
- C. Costs. Company assumes all responsibilities for costs, fees and expenses incurred under this Agreement in accordance with Exhibit A attached hereto.

IV. Miscellaneous Provisions.

A. Term and Termination.

- 1. Term. The term of this Agreement shall begin on the date first written above and shall continue in effect for a term of one (1) year (the "Initial Term"). Unless either Party provides notice in accordance with subsection IV(A)(2) below, this Agreement shall automatically renew for successive periods of one (1) year each not to exceed a total duration of five (5) years, under the same terms and conditions contained herein.
- 2. Termination. EAP Provider may terminate this Agreement if Company fails to pay any amount(s) due to EAP Provider and fails to cure such breach within ten (10) business days of receiving written notice of said breach. Either Party may terminate this Agreement effective immediately upon delivery of written notice if the other Party becomes insolvent or bankrupt or ceases substantially to do business. Notwithstanding anything herein to the contrary, this Agreement may also be terminated by either party without cause or penalty by giving sixty (60) days written notice to the other Party.

B. Status of Parties.

1. Principal and Independent Contractor. The Parties agree that the relationship created between Company and EAP Provider under this Agreement is that of Principal and Independent Contractor, respectively. EAP Provider shall exercise independent discretion as to the manner in which Services are completed under this Agreement.
2. Fringe Benefits. EAP Provider employees and those providing services as an independent contractor of EAP Provider, if any, shall not be considered an employee or agent of Company for any purpose, and shall not be entitled to any of the fringe benefits normally provided by Company to its employees, including, but not limited to, worker's compensation insurance, unemployment insurance, group insurance, and any retirement program.

C. Insurance.

1. EAP Provider shall maintain professional liability insurance through self insurance in the minimum amount of one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the annual aggregate covering any EAP Provider employees providing services hereunder. EAP Provider shall require all independent contractors to maintain professional liability insurance in the minimum amount of one million dollars (\$1,000,000) per occurrence and \$3,000,000 in the annual aggregate.
2. EAP Provider shall carry liability insurance through self insurance in the minimum of one million dollars (\$1,000,000) per occurrence and in the annual aggregate. The Town of Jonesborough is to be named as a Certificate Holder and the Certificate of Insurance must so state.
3. EAP Provider shall carry workers' compensation statutory benefits as required by the State of Tennessee.
4. A Certificate of Insurance is to be provided to:

Town of Jonesborough
Attn: Town Administrator
123 Boone Street
Jonesborough, TN 37659-1390

- D. Access to Books and Records. Each Party, upon reasonable notice and at reasonable time, shall have the right to inspect, review and copy such records of the other Party which are directly related to each Party's performance of the terms of this Agreement, except that Company shall have no right to review medical records of employees receiving assistance under this Agreement.
- E. Compliance with Federal Anti-Kickback Statute. Notwithstanding any unanticipated effect of any of the provisions herein, no Party intends to violate the federal Medicare and Medicaid Anti-Kickback Statute, as such statute is amended from time to time. Accordingly, the parties acknowledge that, although EAP Provider and its employees are obligated to provide services as specified in this Agreement, there is no obligation of Company to refer its employees to Ballad Health facilities, nor any intent to influence the judgment of Company regarding where their employees receive health care services. The Parties further intend that the terms and conditions of this Agreement meet the requirements of the personal services and management

contract safe harbor to the federal Medicare and Medicaid Anti-Kickback Statute as set forth in 42 C.F.R. Part 1001.952(d). This Agreement shall be construed in a manner consistent with compliance with such statutes and regulations. The payments to EAP Provider hereunder are fair market value for services rendered based upon arm's length bargaining and the value of similar services in the community. Such payments are intended solely as compensation for the services provided under this Agreement.

- F. Notices. Any notice required under this Agreement shall be in writing and shall be hand-delivered or transmitted by certified or registered mail, postage prepaid, return receipt requested. Such writing shall be addressed to the Parties as follows:

COMPANY:

Town of Jonesborough
Attn: Town Administrator
123 Boone Street
Jonesborough, TN 37659-1390

EAP Provider:

Blue Ridge Medical Management
Corporation and Wellmont Medical
Associates
Attention: President
1905 American Way
Kingsport, TN 37660

The addresses set forth above may be changed by a Party by providing written notice the other Party of said address change. Such notice shall be delivered by hand-delivery, certified or registered mail, postage prepaid, return receipt requested.

- G. Non-Discrimination. The Parties agree that in the rendering of services under this Agreement, neither will discriminate on the basis of race, color, national origin, creed, gender, age, disability, handicap, sex (including pregnancy, sexual orientation, and gender identity) veteran status, or lifestyle, including the provision of Title VI and Title VII of the Civil Rights Act of 1973, the Rehabilitation Act of 1973, Executive Order 11,246, the Americans with Disabilities Act and the regulations related to each.
- H. Headings. The headings of each section or subsection in this Agreement are for convenience of reference only and shall in no manner or way whatsoever affect the interpretation or meaning of such section or subsection.
- I. Governing Law. This Agreement has been made and executed in and shall be construed and enforced according to the laws of the State of Tennessee.
- J. Severability. If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision thereof, and this Agreement shall be construed as if such provisions had never been contained herein.
- K. Waiver. The waiver of any breach of any term or condition of this Agreement shall not be deemed to constitute the waiver of any other breach of the same or any other term or condition.
- L. Force Majeure. Neither Party shall be liable nor deemed to be in default for any delay or failure of performance under this Agreement which is the result, directly or indirectly of any act of God, acts of civil or military authority, acts of public enemy, war, accidents, fires, explosions, earthquakes, floods, failure of public transportation, or any similar or dissimilar cause beyond the reasonable control of either Party.

- M. Enforceability. In the event any provision of this Agreement is found to be unenforceable or invalid, such provision shall be severable from this Agreement and shall not affect the enforceability or validity of any other provision contained in this Agreement.
- N. Merger. This contract embodies the entire agreement and understanding between the parties with respect to the services as detailed herein and supersedes all prior agreements, either oral or written, between the parties and relating to the subject matter as detailed above. This Agreement may not be contradicted by evidence of prior, contemporaneous or subsequent oral agreements of the parties. There are no unwritten oral agreements between the parties.
- O. No oral modification. This Agreement may not be altered, modified, terminated or discharged except by a writing signed by the Party against whom such alteration, modification, termination or discharge is sought.

This Agreement is entered into as of the date first written above.

**WELLMONT MEDICAL ASSOCIATES and
BLUE RIDGE MEDICAL MANAGEMENT
CORPORATION**

TOWN OF JONESBOROUGH

By: _____
Mark Patterson, MD
President

By: _____
Kelly Wolfe
Mayor

EXHIBIT A

1. Costs Per Session. EAP Provider shall furnish EAP services under this Agreement to an Employee at the rate of One Hundred Dollars (\$100.00) per session up to 3 (number) total sessions per benefit year.
2. Mileage. Company agrees to reimburse EAP Provider for reasonable and necessary job-related mileage incurred at the then-current standard business mileage rate published by the Internal Revenue Service (IRS).
3. Additional Services. EAP Provider and Company agree that the following additional services are available to Company and its Employees as part of the foregoing Agreement and may be requested by Company as set forth in Section II of this Agreement:

Additional Service	Price
Critical Incident Debriefing	\$100.00 / hour / facilitator
Customized Training/Education	\$100.00 / hour / facilitator
Drug Free Workplace Training	\$100.00 / hour / facilitator

The next item on the agenda was discussion and possible action concerning Town Limits Signage. Staff have been working for some time on a design for a standard corporate limits sign. Signage will have to be at different scales based upon the road type or character, and available rights-of-way. For this purpose, the signs would be in three different sizes. The small signs will measure 24.87 inches high by 36 inches wide. The sign would be attached to a single round black pole. The cost of this sign is \$390.00 each. The medium sized sign will measure 42 inches tall by 57 inches wide. The sign will be attached to a single black round pole, cost of this sign is \$2,900.00 each.

There is an additional medium sized sign that measures 49 inches tall by 68 inches wide. This sign is mounted to a double black round pole. The cost of this sign is \$3,900.00 each. The large

sign will be a monument sign. This sign will measure 73.75 inches tall by 72 inches wide. It will have a stone base look. The cost of this sign is \$7,850.00.

There is a total of seventeen (17) signs needed for this project. That could be eighteen (18) if we replace the sign in the triangle at Boone Street with a monument sign. Below is a list of locations where the signs would be placed with the size of sign in parenthesis:

1. West Main/Hwy81 South (Medium or Small)
2. Hwy 34 (Small)
3. Traffic Circle (Monument)
4. Shell Road (Small)
5. West Jackson (Monument)
6. New Hope (Small)
7. West College/Hwy81 North (Medium or Small)
8. Rocky Hollow (Small)
9. Tavern Hill/North Cherokee (Small)
10. New Boones Creek Rd (Monument)
11. Old Boones Creek Road (Small)
12. Union Church Road (Small)
13. Headtown Road (Small)
14. East Jackson (Monument)
15. East Main (Medium)
16. Spring Street (Small)
17. Old Embreeville/South Cherokee (Small)
18. Triangle (Monument)

If we completed the project with 12 small signs, 1 medium sign and 5 monument signs, the total cost would be \$46,130.00. If the monument sign in the triangle was removed the total cost would be \$38,780.00.

If the project was completed utilizing the 11 small signs, 3 double-pole medium signs and the 5 monument signs, the total cost of the project would be \$54,140.00 or removing the triangle sign would be \$46,290.00.

Medium sized signs were priced using double poles. If only single poles were used it would reduce the medium sized signs by \$1,000 each.

There is currently no designated funding source for this project expenditure; however, after further staff review, management recommends (1) approval of the signage plan, in concept; and (2) management will present a funding plan for consideration and approval subsequent to the close of the 2026 fiscal year based on budget surplus.

There was discussion that medium sized signs need to have two posts, rather than a single post.

Management recommends approval of the signage plan, in concept and management will present a funding plan for consideration and approval subsequent to the end of the 2025-2026 fiscal year. Alderman Countermine made a motion to approve as presented. Alderman Causey seconded the motion. The motion duly passed.

Foster Signs, Inc. • 146 N. Lincoln Ave • Jonesborough, TN 37659 • (423) 753-6585
QUOTATION AND PURCHASE CONTRACT

Town Of Jonesborough
craigf@jonesboroughtn.org
Craig Ford

Fabricate & Install:
Single sided, non illuminated,
24.87"x36" 0.80" flat faced aluminum
With painted background and vinyl applied to face
Mounted to highway post
Price: **\$290 each**



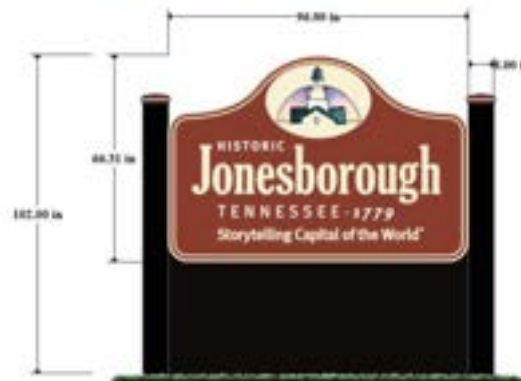
Fabricate & Install:
Single sided, non-illuminated, Aluminum fabricated, double legged post and panel
42"x57"
Sign face to be 2" deep 0.80 aluminum fabricated, painted to customer's color choice
Lettering and logo to be 1/8" & 1/4" routed painted acrylic
Legs to be 4" painted aluminum square tubing mounted to break away posts
Price: **\$2,900 Each**



Fabricate & Install:
Single sided, non-illuminated, Aluminum fabricated, double legged post and panel
49"x68"
Sign face to be 2" deep 0.80 aluminum fabricated, painted to customer's color choice
Lettering and logo to be 1/8" & 1/4" routed painted acrylic
Legs to be 4" painted aluminum square tubing mounted to break away posts
Price: **\$3,900 Each**

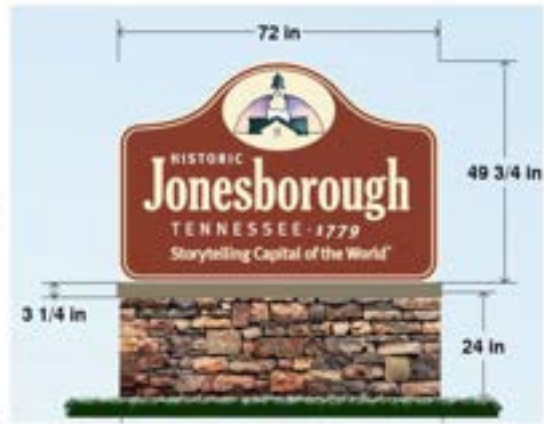


Fabricate & Install:
Sign face: 66"x96"
Overall height 102"
Single sided, non-illuminated, Aluminum Fabricated Monument
Sign face to be 2" deep 0.80 aluminum fabricated, painted to customer's color choice
Lettering and logo to be 1/8" & 1/4" routed painted acrylic
Double 8" aluminum posts painted square tubing mounted to break away posts with decorative topper
Sign skirt to be 0.80 painted aluminum
Price: **\$6,900 each**



Fabricate & Install:
Sign face: 72"x49 3/4"
Overall height 77"
Single sided, non-illuminated, Aluminum Fabricated Monument with stone base
Sign face to be 2" deep 0.80 aluminum fabricated, painted to customer's color choice
Lettering and logo to be 1/2" & 1/4" routed painted acrylic

Price: \$7,850



The above prices, specifications, and conditions are satisfactory and are hereby accepted. Foster Signs is hereby authorized to do the work as specified.

PURCHASE ORDER # _____

A convenience fee of 3.5% will be added to Credit Card payments.
Checks and ACH are accepted.
Thank you!

Purchaser: _____ Foster Signs, Inc. Austin Brown _____ (SIGNATURE)

Title: _____ Date _____ Austin Brown, Sales Associate Date 06/04/2026

With no further business to discuss, Mayor Wolfe adjourned the meeting at 7:00 pm.

JANET JENNINGS, RECORDER

KELLY WOLFE, MAYOR

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

DATE: July 13, 2026 **AGENDA ITEM #:** Consent Agenda 6.2

SUBJECT: Approval of Bills

Check Register - General Fund - June 2026

06/04/26	116778 - 116889	\$	248,081.09
06/11/26	116890	\$	14,330.08
06/11/26	116504 - void	\$	(45.00)
06/12/26	116891 - 116927	\$	655,062.44
06/16/26	116128 - void	\$	(300.00)
06/17/26	116928 - 117024	\$	331,698.92
06/24/26	117025 - 117037	\$	70,300.76
06/25/26	116942 - void	\$	(874.93)
06/30/26	117038 - 117052 - printer issue	\$	-
06/30/26	117053 - 117134	\$	220,850.08
		\$	1,539,103.44

Check Register- Water Fund June 2026

06/04/26	70601 - 70647	\$	710,164.77
06/11/26	70648	\$	4,567.17
06/11/26	70481 - void	\$	(9,126.86)
06/12/26	70649 - 70663	\$	16,643.01
06/17/26	70664 - 70705	\$	2,121,056.54
06/24/26	70706	\$	1,532.39
06/30/26	70707 - 70741	\$	82,144.95
		\$	2,926,981.97

Check Register -Sanitation Fund - June 2026

06/04/26	11085 - 11095	\$	21,690.91
06/11/26	11096	\$	127.26
06/12/26	11097 - 11100	\$	501.27
06/17/26	11101 - 11109	\$	22,230.85
06/30/26	11110 - 11114	\$	969.01
		\$	45,519.30

Check Register -School Fund June- 2026

06/25/26	1169	\$	61,525.00
		\$	61,525.00

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

DATE: July 13, 2026

AGENDA ITEM #: Consent Agenda 6.3

SUBJECT: Town Administrator Report

Another busy month has come and gone! Here are a few of the important items I've been working on:

- Human Resource Director Michelle Stewart has been working to update the town's Personnel Policy. Keeping the town's personnel policy current is critically important today because workplace laws, employee expectations, technology, definitions, organizational needs are constantly changing. The aim is to concentrate on legal compliance; reducing risk and liability; addressing modern workplace challenges; supporting employee recruitment and retention; promoting consistency and fairness; reflecting town values and goals; and improving operational efficiency. The amended policy will be presented on the agenda for the August 2026 BMA meeting.
- Met with Operations Manager Craig Ford, Park and Rec Director Chris Kudera, Administrative Assistant Brandi Miller, Washington County Schools Chief Operations Officer Dr. Jarrod Adams, and Washington County Schools Superintendent Jerry Boyd to review the final Tiger Park Shared Use Agreement. The meeting went well and they felt the school board would be agreeable to the terms outlined. Mr. Boyd will present the Shared Use Agreement to the Board at their July 28th Workshop. I will attend their workshop to answer any questions they may have. The agreement will be on our BMA July 13th agenda for review and approval. The School Board will act on the agreement at their August 4th meeting.
- Held monthly meetings with Senior Center Director Mary Regen, Police Chief Matt Rice, Visitor Center Director Cameo Waters, Parks and Recreation Director Chris Kudera, Utility Manager Kevin Brobeck, and McKinney Center Director Theresa Hammons.
- Working on different options on reigniting bulk recycling programs for cardboard and plastics. Alderman Dickson has been spearheading a meeting coming up with Eastman on recycling opportunities on July 30th.
- Held this month's Directors meeting. A variety of topics were discussed including cyber security, justifying fee structure for plan reviews, leave form submissions, open enrollment, election reminders, end of year budget "stop spending" deadline, and requisition protocols including shipping and handling, sales tax, and the newest variable Tariffs. Operations Manager reminded Directors of the state requirement to present surplus equipment to the BMA for approval of disposing of equipment through auctioning or destruction (or being able to transfer to another town department). Human Resource Director Michelle Stewart and I presented the Town Vehicle GPS Tracking and Random Reviews Policy.
- Participated in the Governor's appointed Local Government Planning Advisory Committee (LGPAC) meeting. Urban Growth Boundaries were on the agenda, with the common theme of population growth and strategic planning to address growth being presented.
- Worked with businesses and staff in administering and enforcing overgrown properties and holding owners responsible as soon as possible.

- Met with Attorney Jim Wheeler regarding various town matters.
- Reviewed requests from the public seeking information on requirements to hold “pop-up” events on private property during town events or other Special Events. This topic continues to trend as downtown Jonesborough’s activities continue to grow with and without special events – the organic and natural attraction of our Main Street community!
- Continued to work diligently with FTDD on the THDA housing grant program; advancing the First Frontier Trail Project up E. Main to Town limits, and from Town limits to Sunny Slopes; designing Fire Station No. 2; continuing to assess and evaluate community facilities; getting more details from company looking at options to “fix” Boone Street; moving forward on implementing town limits signage; reviewing landscape plan ideas for medians on west end of town; and many more grants currently being worked on advancing to bidding or implementing.
- Worked on all pending reimbursement related projects such as the Mauk Property purchase with all documents being received and approved by Land Management (reimbursement is \$305,000), and the Tiger Way Signalization Project (100% FHWA/TDOT funded).
- Submitted the final documents needed to close out the FY26 TN Arts Commission Partnership Grant which has been approved for payment. Signed the FY27 TN Arts Commission Partnership Grant totaling \$36,250.00.
- Worked to recruit additional help for the Jonesborough Days parade on July 3rd. Many of our staff members have already committed to assisting in these efforts. Eight additional employees signed up to help. Our hope is that supplemental staff from other departments not typically engaged in “events” may lend support in their own ways to ease the workload on event personnel.
- Received word that Public Entity Partners are proceeding with adding the Cyber Extension Coverage Rider to our insurance policy. The coverage was marked effective 5/20/26. This was a long process to meet their requirements, but we persevered.
- Working on recruiting employees who hold a CDL license or an F endorsement to drive the Senior Center van for the JBO Community Chest 101 community engagement initiative. There are five Saturdays throughout July and August that we need a driver. We are confident that we will be able to provide this service for the Community Chest.
- Working to complete the justification documentation for our current Plan Review Fees (required through last year’s legislation). All our fees as they currently stand are reviewed by various affiliated people (town staff, contracts, Attorney, County Planning, Engineering, etc. and all have been justified. This has been a long grueling process but has really put into perspective how much time a variety of people put into ensuring that plans are completed and presented correctly.
- Meeting with Utilities Director Kevin Brobeck and Water Treatment Plant Director Seth Van Wyck to discuss the new Water Treatment Plan facility.
- Working with Administrative Assistant Brandi Miller on creating a tracking mechanism for grants and funding sources we have received to be more efficient at coding invoices as they come in and ensuring the correct funding source is applied. This will be in collaboration with Finance Director Janet Jennings.
- Met with a team from Sharp to initiate the IAM project-phase 1. This initiative will provide more security features for our email users.

- Met with ClarkNexsen Senior Architect Aaron Brumo and other team members, Community Development Partner Project Manager Rachel Conger, Operations Manager Craig Ford, and Engineer Todd Wood to discuss the Frontier Trailhead project. The building associated with the trailhead will not encroach inside the track, and its design will blend well with the surroundings. We reviewed 3 different design concepts with all being very good, and we provided various comments on each one. The goal for ClarkNexsen is to swiftly take comments and present a final concept so that they can move forward on more design and cost analysis.
- Me and Administrative Assistant Brandi Miller ran a “mock” phishing campaign on our cyber security platform KnowBe4. We needed to test the system to be sure the campaigns were “whitelisted” in our email system. Monthly campaigns will be sent to all employees to test and educate employees about email scams and identifying phishing emails. Employee education in cyber security is vital in keeping our systems safe.
- Continue to work with UT on codifying our Municipal Code. We have submitted various documents, answered multiple questions to aide in this process along with submitting all Ordinances that have been passed (amending the municipal code). We are hopeful that the codification process will be wrapped up in the coming months.
- Working to finalize the tasks/documents needed for the water transmission line project with USDA in order to pursue going out to bid.

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

DATE: July 13, 2026 **AGENDA ITEM #:** Consent Agenda 6.4

SUBJECT: Operations Manager Report

MEMORANDUM

To: Glenn Rosenoff, Town Administrator
From: Craig Ford, Operations Manager
Ref: June 2026 Monthly Report
Date: July 07, 2026

- My monthly report will be shorter than usual this month as the Board of Mayor and Alderman met on June 15, 2026, and I was out of the office the last week of June.
- The Pierce Firetruck was ordered after the June 15, 2026, BMA meeting. We are awaiting the final draft of the work order number, which the Pierce salesman said would take a few weeks.
- I worked with Chris Kudera and Sunny Ezell on a landscape plan for the medians on the west end of Jackson Boulevard and some changes to the medians on the east end.
- I met with Rebecca Lineberry, Design Consultant, for the purpose of designing the Persimmon Ridge Fire Station. After the meeting, in which we discussed the facility needs, she is now working on the plans for the building.
- I also worked with Janet Jennings to submit the final documents to Kimberly Reed, First Tennessee Development District, to close out the DIG grant project. This project included upgrades to the Stage Door Building, the Jackson Theater building, the ISC building, and gutter guards for the ISC building.
- I met with Jeff Dykes and Bonnie Donnolly, with Brightridge regarding the Brightridge Park project. There were three items on the contract for discussion. Changes to the contract were requested regarding renewal and liability insurance. Mr. Dykes agreed to the Town's request.
- The final item was the actual name of the park. I advised Mr. Dykes that we were suggesting "Brightridge Park at Jonesborough." Again, Mr. Dykes agreed with the park name and signed the lease agreement at the close of the meeting.
- There are a few more trees Brightridge may request the Town to plan for additional screening. I advised Mr. Dykes if they purchased the trees, Town staff could plant them as a part of the park agreement.
- As you will recall, we had to re-bid the Visitors Center restroom project, as we only received one bid in June and it was well over the amount the Town budgeted for the project. This project bid was opened on July 07, 2026, and we received three bids. The low bid was under the budgeted amount for the project and is on the July 2026 BMA agenda for approval.
- I drafted the bid specifications for Phase 1 of the First Frontier Trail on East Main Street. The bids were opened on July 07, 2026. There were three bids submitted. An agenda presentation was

prepared for the July BMA meeting.

- I have been working with Steve Beckett on the purchase of the new commercial garbage truck. We should take delivery on this truck during the month of July.
- I have worked very closely with James Walden who is currently operating as the Interim Street Department Director. James is doing a good job. He received very high remarks from the Police Department and Parks and Recreation for the set up and tear down of the Jonesborough Days Festival.
- I worked with Foster Signs to have the two new murals installed at Town Hall. We had to re-locate one "Emergency Exit" sign and I had a couple of the electrical receptacles changed.
- Several of us attended a meeting with Clark Nexsen on the design of the pavilion at the First Frontier Trailhead at the old middle school site.
- I am continuing to work with Todd Wodd on several projects.

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

DATE: July 13, 2026 **AGENDA ITEM #:** Consent Agenda 6.5

SUBJECT: Committee Reports

- Historic Zoning Commission Minutes 5-28-26
- Historic Zoning Commission Minutes 6-11-26
- Planning Commission Minutes 5-19-26
- McKinney Center Advisory Minutes – 6-18-26
- Senior Citizens Advisory Committee Minutes – 5-28-26
- Flag Committee Minutes – 6-30-26

Historic Zoning Commission

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

May 28, 2026 – 6:00 PM

Minutes

Roll call noting the presence of a quorum, additions to the agenda, or any conflicts of interest with items on the agenda.

Members Present: Frank Collins – Chairman, Nita Van Til, Rebecca Moss, Marcy Hawley, Herman Jenkins, Michael Kieta, Brian Ponder

Members Absent: Chad Hylton, Matt Kehn

Others Present: Bill Kennedy

Call to Order

Chairman Frank Collins called the meeting to order at 6:00 PM

Item I: Public Comments

No comments made.

Item II: New Business:

1. 412 West Main Street – Owner: Heather & Bobby Staples Presented by: Heather Staples

Request to replace metal shingled roof with Berridge Victorian metal shingles with pre-weathered galvalume color. The roof replacement will be done in three phases as follows: phase 1 – top section, phase 2 – side addition matching the top section , and phase 3 - patio roof with standing seam.

The Phase 2 and Phase 3 roof replacement, the replication of the porch on the side and front exactly as shown in the postcard photo from turn of the century using all wood, in the rear, replicate exactly with windows inside the arches, and rebuilding the Juliet railings above the bay windows will be presented for approval at future meeting(s).

Motion: Brian Ponder made the motion, seconded by Nita Van Til, to approve the replacement of the top section roof with Berridge Victorian metal shingles with the pre-weathered galvalume color, as presented. The motion was passed unanimously.

Item III: Old Business: None

Item IV: Expedited: None

Item V: Property Designation Committee

The initial review of properties as contributing vs. non-contributing in the H-1 and H-2 overlay districts is complete. Spreadsheet will be sent for the HZC members to review. If an HZC member has any questions/concerns, these will be discussed at the future meeting. A letter will be sent to any property owner regarding the status of their property changes (typically from non-contributing to contributing). Nita Van Til said eight properties were missed and brought back to the June 11, 2026 meeting.

ITEM VI: Sign Non-Compliance Impacting Authentic Appearance of Jonesborough

See Municipal Code section 11-1207 and Historic Zoning Commission Advertising Standards and Guidelines. During the week of May 25, the town will send a letter to four properties. Chairman has asked that the HZC review the letters before they are sent. The properties are:

- 100 Oak Grove Ave – Two 18 foot vinyl banners displayed for 60+ days. (One temporary sign no more than 6 square feet may be displayed for no more than 30 days)
- 106 Fox St – One 18 foot vinyl banner displayed for 60+ days. (One temporary sign no more than 6 square feet may be displayed for no more than 30 days).
- 107 Fox St – Unapproved permanent cheaply made square sign affixed to balcony. (Business signs must be approved by HZC and meet certain criteria).
- 204 W Woodrow Ave – Unapproved permanent corrugated real estate type plastic sign advertising an AirBnb. (Business signs must be approved by HZC and meet certain criteria).

Item VII: Demolition by Neglect Update:

To protect historic properties in the Jonesborough H-1 and H-2 overlay zones, the Historic Zoning Commission periodically identifies properties that are showing significant neglect that compromises their long-term viability. Once identified, the HZC requests that the building inspector to give a professional opinion about issues impacting the property.

The following property owners were contacted in the past about their properties experiencing conditions qualifying as Demolition by Neglect. The status of each is below. If commissioners want to discuss updates about any of the properties, we can do so at this time.

208 W. Woodrow Ave – Owner: AMEZ Church

Due to a non-existent title, the process for the town to acquire the property will take much longer than expected. Paint and wood siding is in very bad condition. Brush trees, diseased overgrown bushes, and numerous ivy vines were significantly impacting the siding. The vegetation overgrowth was addressed.

117 Spring St. – Owner: Allyson Wilkerson

Owner will present a plan and timetable in May 2026 to repair and repair the exterior of the structure. HZC will need to follow-up.

209 W. Main St. – Owner: Gemma Velaquez & Murray Cruickshank

Owner previously agreed to make the exterior repairs shown on the Building Inspector's report. Owner is not local and is currently obtaining quotes from various tradesmen. Chairman sent communication to owner that the HZC members would like to meet her if her May trip to Jonesborough is still scheduled. Chairman Collins said due to health issues Gemma Velaquez will be coming to Jonesborough in July.

204 W Main St. – Owners: Donald Dale & Elizabeth Foxx

Owner agreed to repaint and bare wood and peeling areas. Failing gutter and hole in rear of building also to be addressed. In late 2025, he stated he would provide an update by May 2026. HZC will need to follow-up since an update was not received.

505 W Main St. – Owners: William & Barbara Stout

Owner agreed to repair the upper and lower parts of the porch by December 2026. The HZC will monitor progress during the year and ask for an update.

129 E Main St. – Owner: Jeff Gurley

Owner provided an update that he still has the brick work scheduled to start in May 2026. Black part of the front of the building was repainted. Bare wood on the window sills will be addressed after the brick work is complete. Applying for the town's façade grant.

102 W Woodrow Ave (2 buildings) – Owner: Parson's Brew LLC

Addressed items pointed out as safety concerns by the building inspector. Both buildings have significant issues and boarded up windows. Co-Owners Scott Andrew and Stephen Callahan do not want to address restoring the property until after March 2027 as they prefer to focus on their Bristol location.

Item VIII: Future Items

The following information is provided to help keep track of future items.

- a) 211 W Main St. – Will present plan to repaint & repair steeple.
- b) 239 E Main St. – Continued work on restoring historic house.
- c) 306 S Cherokee St – Obtaining estimates to repair & repaint bare wood
- d) 512 W Main St – Obtaining estimates to repaint bare wood

Item IX: Additions to the H-1 & H-2 Overlay Zones

Discussions will continue during the May 28th meeting. If the HZC decides to make a recommendation, the actual process would require several steps with the BMA holding two public readings and two votes. This will be presented at the June 11, 2026 meeting.

Item X: Commissioner Comments

Stevie Malenowski with the Certified Local Government of the Tennessee Historical Commission tentatively plans to conduct the HZC's four year review during our Thursday, June 25 meeting. THC offers resources to assist us and will be interested in chatting with us to see how they can help.

Next meeting is Thursday, June 11, 2026.

Chairman Collins asked Commissioners if they had comments or questions. Brian Ponder said that there were shingles missing around the chimney area at Central Christian Church, and expressed concern about the roof leaking.

Item XII Approval of Minutes

Approval of the HZC meeting minutes for April 23, 2026 and May 14, 2026.

Motion: Rebecca Moss made the motion to approve the minutes of the April 23, 2026 and May 14, 2026 HZC meetings. Michael Kieta seconded the motion and it was passed unanimously.

There being no further business, Chairman Frank Collins adjourned the meeting.

Historic Zoning Commission

Jonesborough Town Hall – Board Room

123 Boone Street, Jonesborough, TN

June 11, 2026 – 6:00 PM

Minutes

Roll call noting the presence of a quorum, additions to the agenda, or any conflicts of interest with items on the agenda.

Members Present: Frank Collins, Nita Van Til, Rebecca Moss, Marcy Hawley, Chad Hylton, Herman Jenkins, Michael Kieta, Brian Ponder

Members Absent: Matt Kehn

Call to Order

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

Public Comments

No comments made.

Item I: Addition to the Agenda

Chairman Frank Collins requested 115 E Main St. and 120 Boone St. both be added to the agenda for sign approval.

Motion: Brian Ponder made the motion, seconded by Nita VanTil, to add 115 E Main St. and 120 Boone St. to the agenda for sign approvals. The motion passed unanimously.

Item II: New Business:

1. **201 W Woodrow Ave. – Owner/Presenter: David Phillips**

Request to repair and make changes to the Addition on the left side of the house. The addition consists of eleven windows (3 on the back, 3 on the front, and 5 on the side). The owner would like to remove the five windows on the driveway side and make it a wall with siding that will match the house. The windows in the front and rear of the addition will remain the same. The owner stated the side where the windows will be removed is in poor condition and the whole outside wall will need to be replaced. Gutters on the addition will be replaced with white gutters to match.

Motion: Brian Ponder made the motion, seconded by Rebecca Moss, to approve the request for 201 W. Woodrow Ave. as presented. The motion passed unanimously.

2. **500 W Main St – Owner/Presenter: Mark McKintosh**

Main House: Request to replace the asphalt shingles on both buildings with Pinnacle Pristine “Black Shadow” shingles. Asphalt shingles were common during the 1920s and 1950s. The black color was used somewhat in the 1920s and very common in the 1950s. Request to replace screen door on the rear of the main building with a fiberglass exterior door painted English Brown (door is not visible from the street). Request to replace gutters with brown gutter, paint trim English Brown (Behr Paint), and stain decking Chestnut Brown. Herman Jenkins requested that gutter on the front of the home be re-routed behind the porch columns which would allow the column architecture to be more visible. Owner also requested to remove chimney on back of house. Owner stated the chimney is in poor condition and quotes to repair the chimney have come in very high. Commissioners suggested removing brick down to the first band and having the chimney re-pointed. Chairman Frank Collins noted that

Standards and Guidelines do not allow for chimney removal. Many of the Commissioners have had similar work done and suggested the Owner contact other contractors for a bid. Commissioners shared contractors contact information with the Owner.

Motion: Nita VanTil made the motion, seconded by Michael Keita, to approve gutter replacement, trim painting, roof replacement, door replacement and deck staining all on the main house and denying the chimney removal. The motion passed unanimously.

Garage/Apartment: Request to enclose the carport area on the left side of the two-story garage/apartment. The open area does not appear to be character defining for the 1950s structure and is away from Oak Grove Avenue and set back from W Main St. The enclosure would need to blend instead of appearing as a distinctly modern enclosure. Request to stain decking Chestnut Brown and repaint the white features of the building the same or similar white. At this time owner is requesting approval on the "concept" of enclosing the carport and will bring back plans for approval when ready to begin the project.

Motion: Brian Ponder made the motion, seconded by Herman Jenkins, to approve staining the deck Chestnut Brown, repainting white features the same or similar white and the concept of enclosing the carport. The motion passed unanimously.

3. 103 Sevier Ave – Owner/Presenter: Zac Jenkins

Request to swap door location from the back of house with a window location on the side (rear corner) of the house. The height and structural support of the door on the back of the structure does not meet code. The space for the door would require a significant alteration of the roofline to increase the height and add a header to meet code. The alternative is to swap this door location with a window location on the side (rear corner) of the structure. The door is Craftsman style 36"x80". Request to add a stair landing deck with stairs at this new door location. The deck would be 6'x6' and made of pressure treated lumber that would match the deck in front of the house.

Commissioner Herman Jenkins recused himself.

Motion: Brian Ponder made the motion, seconded by Michael Kieta, to approve the request as presented. The motion passed unanimously.

4. 115 E Main St – Business: Grace Meadows Farms Ice Cream

Request to install new Grace Meadows Farms Ice Cream sign. The sign will be 36" round, hung with a new steel bracket attached to the steel beam above the entry way. Clearance under the sign will be 8'. Commissioners were concerned that the 36" sign would be too large compared to the other signs in the area. Commissioners agreed to hold off approval on the sign until they can measure other signs in the vicinity. Upon review, if size is acceptable, Chairman Frank Collins will ask for expedited approval.

5. 120 Boone St – Business: Blooming Lily

Request approval on new sign added between columns at front door. Commissioners discussed their preference of attaching the sign to the building rather than attached to the columns. Attaching the sign directly to the columns takes away from the architecture of the building and could damage the columns. Commissioners agreed that the sign could go

between the columns if attached to a bracket (not screwed into the columns) and does not touch the columns.

Motion: Rebecca Moss made the motion, seconded by Nita VanTil, to approve the sign design but not the requested placement of the sign. The motion was passed unanimously.

Item III: Old Business

No old business was discussed.

Item IV: Expedited

No expedited requests were discussed.

Item V: Property Designation Committee

The initial review of properties as contributing vs. non-contributing in the H-1 and H-2 districts is complete. Vice Chair Nita VanTil emailed the spreadsheet to HZC members for review. A list of properties to be discussed will be prepared and distributed prior to a future meeting to give Commissioners an opportunity to review the properties that will be discussed.

Item VI: Sign Non-Compliance Impacting Authentic Appearance of Jonesborough

A letter will be sent to remind seven property owners about certain provisions in the Jonesborough Municipal Code Section 11-1207, and the Historic Zoning Commission Advertising Standards and Guidelines regarding temporary signs (size, number and duration).

Item VII: Demolition by Neglect Update

To protect historic properties in the Jonesborough H-1 and H-2 overlay zones, the Historic Zoning Commission periodically identifies properties that are showing significant neglect that could compromise their long-term viability. Once identified, the HZC requests that the building inspector to give a professional opinion about issues impacting the property.

The following property owners were contacted in the past about their properties experiencing conditions qualifying as Demolition by Neglect. The status of each is below.

- **208 W. Woodrow Ave. – Owner AMEZ Church**
Due to a non-existent title, the process for the town to acquire the property will take much longer than expected. Paint and some siding is in very bad condition. Chair Frank Collins spoke to Alderman Dickson who reported that the transaction could be complete in the next few weeks.
- **117 Spring St. – Owner: Allyson Wilkerson**
Owner will present a plan and timetable soon to repair the exterior of the structure.
- **209 W. Main St. – Owner: Gemma Velaquez**
Chairman has been in contact with the owner each month. She continues to obtain quotes to make the exterior repairs shown on the Building Inspector's report. Owner is not local and plans to visit Jonesborough in July.
- **204 W. Main St. – Owners: Donald Dale & Elizabeth Foxx**
Owner agreed to address the main house including the hole in the rear, the peeling paint and bare wood, and the failing gutter and will provide an update soon.

- **505 W. Main St. – Owner: William & Barbara Stout**
The owner has agreed to repair the upper and lower parts of the porch by December 2026. The HZC will monitor progress during the year and ask for an update later in the year.
- **129 E. Main St. – Owner: Jeff Gurley**
Owner stated that he will have the brick work completed in May 2026. Owner offered to provide contact information for the Brick Company to the Building Inspector to have a discussion about safety and structural integrity. Owner will address the bare wood on the windowsills after the brick work is complete. Owner is also applying for the town's façade grant. Chairman will get another update on progress soon.
- **102 W. Woodrow Ave. (2 buildings) – Owner: Parson's Brew LLC**
Addressed items pointed out as safety concerns by the Building Inspector. Both buildings have significant issues and boarded up windows. The front door of the Parson's Table consistently shows signs of attempts to force it open. Co-owners Scott Andrew and Stephen Callahan do not want to address restoring the property until after March 2027 as they prefer to focus on their Bristol location.

Item VIII: Future Items

The following information is provided to help keep track of future items.

- a) 239 E Main St. – Continued work on restoring historic house.
- b) 306 S Cherokee St. – Obtaining estimates to repair and repaint bare wood.
- c) 512 W Main St. – Obtaining estimates to repaint bare wood.
- d) 128 W Main St. – Storage building in rear of Presbyterian Church, Sign for black post on front of Church (likely June 25).
- e) 111 E Main St. – Continued work on the rear of the building.

Item IX: Additions to the H-1 and H-2 Overlay Zones

Discussions will continue during the June 25 meeting. If the HZC decides to make a recommendation, the actual process would require several steps with the BMA holding two public readings and two votes.

Item IX: Commissioner Comments

- Stevie Malenowski with the Certified Local Government of the Tennessee Historical Commission (THC) tentatively plans to conduct the HZC's four-year review during the Thursday, June 25 meeting. THS offers resources to assist us and are interested in discussing how they can assist us.
- Discussion about the considerable number of items visible down the alley way at Whites Auto.
- Next meeting is Thursday, June 25, 2026.

Item X: Approval of Minutes

- Approval of May 28, 2026, minutes

Motion: Nita VanTil made the motion, seconded by Michael Kieta, to approve the May 28, 2026 minutes as presented. The motion was passed unanimously.

Chair Frank Collins adjourned the meeting.

JONESBOROUGH PLANNING COMMISSION

MINUTES – May 19, 2026

The Jonesborough Planning Commission met in regular session on Tuesday, May 19, 2026, at 6:00 p.m., in the Board Room at Town Hall, 123 Boone Street, Jonesborough, Tennessee.

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

Members Absent:

Staff Present: Angie Charles, Kevin Brobeck, JW Greene, Donna Freeman

- 1. Public Comments** – There were none
- 2. Approval of Minutes – Meeting of April 21, 2026**

Chairman Foster asked Commissioners if they had any comments or corrections to the minutes of April 21, 2026. With there being none, Chairman Foster called for a motion.

Motion: Bill Graham made the motion to approve the minutes of the April 21, 2026 Planning Commission meeting as submitted. Richie Hayward seconded the motion, and it was duly passed.

- 3. Washington County Text Amendment Request for Accessory Structures**
Angie Charles, Washington County Planning Director

Request for approval of the Washington County Zoning Resolution text amendment clarifying regulations for accessory structures. Accessory structures are explicitly permitted by the A-1 and R-1; and clear regulations are currently missing from the A-2 district. The proposed regulations are added to Section 602 (A-2) to reflect those existing in Section 601 (A-1). All wording is amended from accessory “buildings” to “structures” to directly align with the definition provided in Article II. Minor phrasing and listing changes are proposed across all three sections to improve consistency and simplicity, as follows:

ARTICLE VI USE REQUIREMENTS BY DISTRICT

601. A-1 General Agriculture District

601.1. In order to achieve the intent of the A-1 General Agriculture District, the following uses are permitted:

~~601.1.14. Accessory Buildings for: (1) residential uses provided the structure is located in the side or rear yard and not closer than 12 feet to any lot line; or (2) as principal structures provided the structure is located no closer than 30 feet to the front lot line and no closer than 12 feet to the rear and side lot lines.~~ Accessory structures, provided:

601.1.14.1. On lots with a residence, the structure is located in the side or rear yard only.

601.1.14.2. The structure has a minimum setback of 12 feet to any lot line, except as required in 604.1.14.3.

601.1.14.3. On lots without a residence, the structure has a minimum front yard setback of 30 feet.

602. A-2 Agriculture-Residential District

602.1. Within the A-2 Agriculture Residential District, the following uses are permitted:

602.1.7. Accessory structures, provided:

602.1.7.1. The structure is located in side or rear yard only.

602.1.7.2. The structure has a minimum setback of 12 feet to any lot line.

604. R-1 Low Density Residential District

604.1. Within the R-1 Low Density Residential District of Washington County, the following uses are permitted:

604.1.4. ~~Customary accessory buildings~~ Accessory structures, provided:

~~604.1.4.1. They are located in the side or rear yard and not closer than seven and one-half feet to any lot line.~~

604.1.4.1. The structure is located in side or rear yard only.

604.1.4.2. The structure has a minimum setback of seven and one-half (7.5) feet to any lot line.

~~604.1.4.2 3. All customary accessory buildings shall not be larger in area~~ The total floor area of all accessory structures (total square footage) ~~than~~ shall not exceed the area within the outside perimeter (footprint) of the principal structure.

~~604.1.4.3. The customary accessory building is used for residential uses only, and not for commercial/industrial use or commercial/industrial storage.~~

~~604.1.4.4. Prior to the issuance of a permit, the property owner shall (1) submit a footprint of the building, and (2) sign a statement affirming that the use of such building is and will remain in compliance with the applicable zone.~~

Chairman Foster read the staff recommendation for the approval of the text amendment as submitted. Chairman Foster asked Commissioners if they had any questions or comments. With there being none, called for a motion.

Motion: Bill Graham made the motion to approve the Washington County Zoning Resolution text amendment clarifying regulations for accessory structures as submitted. Richie Hayward seconded the motion., and it was duly passed.

4 Freestanding Monument Ground-Mounted Sign, West Hills Tractor, 1103 West Jackson Blvd

Request for approval of a new freestanding monument ground-mounted sign for West Hills Tractor, located at 1103 W. Jackson Blvd. The property is 6.42-ac in size, and zoned B-3 (Arterial Business District) and CO (Corridor Overlay District). The new sign is a replacement for the existing one, which received a variance from the BZA in 2009 to exceed height requirements, permitting a 23-ft tall sign. The new sign will be 3-ft shorter than the existing sign, and otherwise meets the requirements outlined in Chapter 12 (Business and Advertising Signs), Section 11-1214(3) for commercial districts, the sign area being approximately 72.4-sq.ft. in size and 20-ft in height. As per Section 11-1215, prior to a permit being issued by the Town, approval of the signage is required by the Planning Commission.

Chairman Foster read the staff recommendation for the approval of the freestanding sign as submitted, as the variance granted from the BZA (Board of Zoning Appeals) runs in perpetuity with the land. Chairman Foster asked Commissioners if they had any questions or comments. Frank Collins asked if West Hills Tractor had been asked to reduce the sign to the monument sign height of 14 feet. Chairman Foster said yes, but due to their signage variance being passed in 2009 they are not required to do so. Bill Graham asked if a variance runs with the land. Angie Charles said yes. Chairman Foster asked if there were any further questions or comments. With there being none, called for a motion.

Motion: Jim Rhein made the motion, seconded by Josh Conger, to approve the freestanding sign for West Hills Tractor, as submitted, as the variance granted from the BZA runs in perpetuity with the land. The motion was duly passed.

Chairman Tom Foster recused himself from acting as a Commissioner, and Vice Chairman Jim Rhien presided the meeting.

4. Freestanding Sign – Warren’s Way Planned Unit Development Presented by: Tom Foster, Foster Signs

Request for approval of a freestanding ground-mounted sign for Warren’s Way residential planned unit development, located off W. Jackson Blvd. The property is

2.38-ac in size, and zoned B-3 (Arterial Business District). The sign meets the requirements outlined in Chapter 12 (Business and Advertising Signs), Section 11-1214.(3)(f), as it will exceed the 7.5-ft setback requirement from property lines and will not extend more than 14-ft above the ground, nor exceed 100-sq.ft. in area. As per Section 11-1215, prior to a permit being issued by the Town, approval of the signage is required by the Planning Commission.

Vice Chairman Jim Rhein read the staff recommendation for the approval of the freestanding sign as submitted; and asked Commissioners if they had any questions or comments. With there being none, Vice Chairman Jim Rhein called for a motion.

Motion: Bill Graham made the motion to approve the freestanding sign for Warren's Way residential planned unity development located off West Jackson Blvd. as submitted. Darrell Fowler seconded the motion and it was duly passed.

Vice Chairman Jim Rhein asked if there were any further questions or comments. [Commissioner Graham asked for clarification on a Discussion took place in regard to the Washington County Resolution supporting a bill passed by both the Senate and House during the 114th General Assembly, which gives Washington County jurisdiction regarding zoning, land use and development regulations in all unincorporated areas within the County limits. Angie Charles noted that the bill has not been signed by Governor Lee and will not go into effect without his signature. She added the bill does not take-away from remove the Town of Jonesborough and Johnson City's urban growth boundaries; but it returns the zoning and subdivision development authority to the County in those unincorporated areas.](#) The question was asked if the County's subdivision regulations were the same as the Town's. Angie Charles said they are very similar.

With there being no further business for discussion, Vice Chairman Jim Rhein called for a motion to adjourn. Darrell Fowler made the motion, seconded by Bill Graham and duly passed, to adjourn the Planning Commission meeting.

July 16, 2026

Subject: Approval of Minutes

McKinney Center Advisory Committee Meeting

June 18, 2026

McKinney Center – in Person

Agenda Presentation

Attendance:

Advisory Committee Members: Nancy Kavanaugh, Michelle Treece, Ernest McKinney, Richie Hayward, Starlene Casey, **McKinney Center Staff:** Martha Blaser, Breanna Walker-Schadler, Anne Mason

A Quorum was established. Anne Mason called the meeting to order.

Motion #1: (Kavanaugh/Treece) Motion to accept the minutes from the May Advisory Committee Meeting.

5 in favor/0 opposed/0 abstention. Motion carries.

Director Report:

All five summer camps are full! Traffic box art wrap submissions were due on June 20th. We have begun to work on the 2026 fall catalog, including interviewing new teachers so we have a wider offering of classes. Anne will begin the 250th programming with the Jackson Theatre on June 25. The 2026-2027 budget was passed by the BMA. We are working on the Broyles building so it will be open the day of the market in August.

Motion #2: (Casey/McKinney) Motion to accept the Director Report.

5 in favor/0 opposed/0 abstention. Motion carries.

Outreach Report:

We are doing outreach at the Jonesborough Farmers Market and at Fridays after 5 in Johnson City. Almost all of our summer camp snacks for all five camps were provided by volunteers. We have over 30 volunteer hours for June.

Motion #3: (Hayward/Treece) Motion to accept the Outreach Report.

5 in favor/0 opposed/0 abstention. Motion carries.

StoryTown Report:

The May Radio Show had plenty of people in attendance. Two people came out to the after hours listening day on June 11th. Anne will be doing the first performance for the Tale of Our 250th at

the Jackson on June 25. Play in a week camp was full and there were 100 people at the final performance.

Motion #4: (Kavanaugh/Hayward) Motion to accept the StoryTown Report.

5 in favor/0 opposed/0 abstention. Motion carries.

Visitation Report:

Reviewed the visitation numbers from May. We had \$2,877.50 in rental revenue in May. There are four rentals in the month of May.

Motion #5: (Treece/McKinney) Motion to accept the Visitation Report.

5 in favor/0 opposed/0 abstention. Motion carries.

Old Business:

Theresa has confirmed the documentary date for Frederick Murphy in August. There will be a partnership with the ISC in the fall.

Motion #6: (Casey/Hayward) Motion to accept Old Business.

5 in favor/0 opposed/0 abstention. Motion carries.

New Business:

Reviewed donation needs for the Broyles building once we open it for classes. The dates are listed for the rest of the advisory committee meetings.

Motion #7: (Kavanaugh/Treece) Motion to accept New Business.

5 in favor/0 opposed/0 abstention. Motion carries.

Respectfully submitted by:

Breanna Walker-Schadler

JONESBOROUGH AREA SENIOR CITIZENS ADVISORY COMMITTEE

Minutes for May 28, 2026

Members Present: Joe Allison
Pauline Douglas
Charlene MacIntyre
Tom Pardue
Mike Willis
Pat Wolfe

Members Absent: Phyllis Fabozzi
Lorena Craddock

Senior Center Staff Present: Mary Regen

Next Meeting: June 25, 2026, at 4:00 p.m.

REGULAR MEETING:

1. Meeting was called to order by Tom Pardue.
2. Pat Wolfe led the Committee in the Pledge of Allegiance
3. Tom Pardue led the Committee in Prayer.
4. Attendance (roll call) was taken by Charlene MacIntyre

AGENDA:

1. **Approval of Minutes**

Minutes from the April 23, 2026 meeting were reviewed. A motion to approve was made by Mike Willis. Seconded by Pat Wolfe. Approved by unanimous Committee vote.

2. **Financial Accounts Review**

Mary Regen provided handouts detailing April statement balances. Special projects balance through April was \$26,188.34. Up-to-date balance is \$23,426.69. First Horizon credit card statement was presented. MyRide account balance is \$5,482.97. Benevolence balance is \$3,935.31. Cafe Connection balance is \$2,251.71. Trip Fund is \$690.43.

Membership count is 2,430. A motion to approve the April financial accounts was made by Charlene MacIntyre. Seconded by Joe Allison. Approved by unanimous Committee vote.

3. **Old/Unfinished Business**

Mary reviewed the Volunteer Appreciation Luncheon. Luncheon was well attended. Food was from Grace Meadows. Mary indicated Grace Meadows gave the Center a very good price for the food.

4a. **New Business – Reappoint Board members**

Mary advised Carlos Turriate and Hing Wong were at the end of their term and chose to resign from the Advisory Committee.

Mary also advised that all Committee members, excluding Lorena Craddock, were at the end of their three-year term from the town appointment as Committee members. After discussion, all remaining members agreed to continue for the next three-year term. A motion to approve the renewal of the term was made by Pauline Douglas. Seconded by Mike Willis. Approved by unanimous Committee vote.

- 4b. Discussion was held on suggestions for two new Committee members. Mary will contact two of the names submitted to offer them a Committee position. If agreed, the new members will be presented at the next Committee meeting.

- 4c. **New Business – Annual Meeting Agenda**
Mary reminded members that the July meeting will be our Annual Meeting.
- 4d. **New Business – Membership Drive**
Mary advised that the Membership Drive will begin on June 22nd and end June 30th. Fees for the year will be \$20 for Jonesborough city residents, \$35 for Washington County residents, and \$45 for all others. This year everyone must come in person to sign up. The parking lot policy will be handed out, and members will need to sign a form acknowledging receipt of the policy.
- 4e. **New Business – 250th Recognition**
Mary advised there will be several programs at the Center honoring America's 250th anniversary including hiking, Rocky Mount Tour, Cooking Class and a members picnic in Lincoln Park. The decision was made by the Center staff not to do a float in the July 4th parade.
- 4f. **New Business – Upcoming Events, Trips and Programs**
Mary advised that in addition to regular events, trips and programs, Mackinac trip will take place on May 31st, Walk Across America will end on May 31st and hand quilting is being discussed to begin again.
5. **Citizen Comments**
There were no Citizen Comments.
6. **Advisory Board Comments**
Joe Allison advised he has been asked about having a puzzle table put back up. Mary agreed and will take care of it.
7. **Adjournment**
Motion to adjourn made by Pat Wolfe. Seconded by Mike Willis. Approved by unanimous Committee vote.



TOWN OF JONESBOROUGH

123 BOONE STREET
 JONESBOROUGH, TN 37659
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 WEBSITE: WWW.JONESBOROUGH.TN.ORG

June 30, 2026

Flag Committee Report by Jen Richman

The Flag Committee had a STAR SPANGLED fiscal year!

ADOPTIONS, DONATIONS, RENEWALS:

*All new adoptions are completed electronically thru the Parks and Recreation 'rec desk' software. This is working out great, and adopters love it.

Below is a snapshot of the fiscal year. *Please note, I don't have the numbers for June/July 2025, as I didn't start documenting this info into this format until August 2025.

2025-2026	ADOPTIONS	DONATIONS	RENEWAL PAYMENTS	
AUGUST	\$150	\$0	*none due	*2 adoptions
SEPTEMBER	\$675	\$100	*none due	*9 adoptions
OCTOBER	\$900	\$25	\$250	*12 adoptions
NOVEMBER	\$750	\$0	*none due	*10 adoptions
DECEMBER	\$0	\$0	\$1,800	
JANUARY	\$0	\$0	*none due	
FEBRUARY	\$0	\$0	*none due	
MARCH	\$75	\$0	*none due	*1 adoption
APRIL	\$150	\$0	*none due	*2 adoptions
MAY	\$0	\$0	*none due	
JUNE	\$150	\$250	\$2,800	*2 adoptions
TOTAL	\$2,850	\$375	\$4,850	\$8,075

RENEWAL NOTE:

Instead of offering just one-year renewals, adopters are now offered the option of renewing for 2 years. Many adopters prefer the longer adoption period, and that allows for more upfront revenue. Out of 76 total renewals that were due in fiscal year 2025-2026, 45 adopters chose 1 year renewals, and 31 adopters chose 2 year renewals.



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TOTAL FLAG ADOPTION COUNT:

There are currently 131 adopters.

FACILITIES UPDATE (DANA HELVEY)

Main Street was the recipient of brand new replacement flags the week before July 4th, just in time for the festival of the year, Jonesborough Days! These vibrant old glories were flying high and looking absolutely beautiful.

Boone Street will be receiving brand new replacement flags in the next few weeks.

FLAG EXPANSION UPDATE:

The parking lot behind the County Courthouse is now home to approximately 45 'new' flags. It is quite the beautiful site to see, and we encourage the board to check it out! The flags in the Courthouse location are over a year old. These 'new' flags were washed and 'harvested' from Main Street. We could only do that because of the high quality of the Grace Alley flags. Prior to working with Grace Alley, flags had to be retired after 9 months, so having these exceptionally high quality flags is allowing us to expand in a fiscally responsible way.

In addition, as of July 2nd, the TN flags surrounding the Courthouse are brand new, and made in the USA, also by Grace Alley. These TN flags were special ordered and much more expensive than what we were previously buying on Amazon. However, the committee is confident they will last well over a year due to the exceptional quality of Grace Alley flags.

This places our flag count in downtown JBO at almost 200, and more is yet to fly, so stay tuned.

Jen will be working hard to adopt out all these new flags! The committee is so excited to welcome new patriotic adopters, and highlight them and/or their loved ones!



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A VERY SPECIAL SHOUT OUT:

Dana's personal goal was getting the above mentioned project to completion prior to Jonesborough Days. This was a big undertaking with a hard deadline, and a Dana vacation mixed in. The committee cannot thank Chris Kudera and his incredible staff at Parks and Recreation enough! They cheerfully and patriotically helped with flag assembly and installation, and all done with a smile. This project would have never been completed so efficiently and in this tight time frame without their help. The committee is incredibly grateful and appreciative for them. They deserve major accolades!

MISCELLANEOUS:

The Flag Committee was excited to grace the cover of the July issue of JONESBOROUGH LIVING MAGAZINE. But for the now famous comically over Al'ed cover photo, the feature story was a wonderful glimpse into the flag program, which we are all honored to steward. I gave Chris a few copies to distribute to those on the board who haven't yet seen it.

In conclusion, the Flag Committee is a star spangled success! I know I can confidently speak for everyone when I say it is our honor and pleasure to serve on this committee and contribute in a small way to the intense patriotism of Jonesborough.

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

DATE: July 13, 2026 **AGENDA ITEM #:** Consent Agenda 6.6

SUBJECT: Supervisor Reports

1. McKinney Center
2. Human Resources
3. Visitors Center
4. Fire Department
5. Jackson Theatre
6. Senior Center
7. Utilities
8. Parks & Recreation
9. Police Department
10. Building Inspector

Theresa Hammons, McKinney Center Director, Monthly Report – June 2026

The month of June is all about summer camps. It is busy, fast paced, and exciting. Due to the needs of campers and the instructors during this time we focus our attention on the camps. The other important things that we have been focusing on are prepping for Jonesborough Days, prepping for outreach activities, the 250th programming with the Jackson, and organizing the fall curriculum. We are also still working on the traffic box project, the fall market and other fall events that will be right around the corner.

PAST/ONGOING EVENTS

Summer 2026 – We had 94 students this summer during the 3 weeks of summer camps. We had over 20 on various waiting lists. Camps were successful and fun for all. We introduced 3 new instructors to our program this summer and hope they will stay on to teach fall classes.

Play-in-a-week camp had their performance on the last day of camp and there was an incredible number of people in the audience. It was a joy to see the kids on stage.

Fall 2026 - I've continued to meet and interview instructors for the fall semester. I have started collecting class and workshop descriptions from instructors and Bre has started inputting our regular classes into the online program. I am working on the budgets for classes. I am also meeting with instructors to discuss classes and new classes for the fall semester. We hope to finish the curriculum soon.

250th Programming with the Jackson Theatre – programming has started and will continue through October. The first session, “Embracing the Past” with Dr. Kennedy and the Ozone Rangers went well with 155 tickets reserved.

UPCOMING EVENTS

Community Chest – July 11 – I spoke with Sandy Countermine to reserve the McKinney Center on this day for their Jonesborough 101 program. Anne or I will be present to provide a tour of the building.

Film Screening – August 14 – I am working again with Frederick Murphy with History Before Us to screen his new film on this date which features a Jonesborough local, Paul Braxton.

McKinney Center Market – August 22 – We have received a respectable number of applications for this event. Anne has confirmed musicians. I am working on confirming food options. We have done a considerable number of media for this event and will continue to do so. This month I have gone through the submissions, and I have begun the jurying process.

BUDGET, BUILDINGS, AND GROUNDS

Building & Grounds

- Work on the windows is complete.
- The ADA Automatic Door project should start soon.
- The Broyles Building- The Street Fighters are still working, cleaning, and painting. I've had to purchase more paint and supplies for the crew this month so that they can continue their work.
- I ordered new light fixtures for the front interior of the building.

OTHER TASKS

- Prepare agenda and preside over Weekly Staff Meetings.
- Prepare agenda and preside over Advisory Committee Meeting.
- Attend Main Street meeting.
- Attend monthly meetings with the Marketing Team and prepare the agenda.
- Prepared and coded invoices.
- Sent Gina Course Storm deposit information from classes.
- Communicating with instructors about classes, promoting classes, etc.
- Coded invoices and receipts and turned in.
- Ordered supplies.

May 2026 Monthly Report, Anne G'Fellers-Mason Program Manager

StoryTown Radio Show/StoryTown Initiative

The May show this coming Monday (5/25) will be our annual Salute to Veterans with the Jonesborough Novelty Band. We have given 20 free tickets to the show to the Town to hand out at their Memorial Day event. We have sold 66 tickets so far.

- 1) We've raised \$4,050 in sponsorship money.
- 2) We have sold/reserved 59 season passes.
- 3) I have submitted the necessary reports for the Arts Access grant for FY 2026. Still no update on the Arts for All grant for FY 2027.

Story Collecting/Story Brigade

Our next Listening Day will be June 11 from 5:30-7:30 pm at the Jonesborough Senior Center. This will be our first time trying an evening time slot. We have a Listening Day booked from 9:00-12:00 on July 28th at the Johnson City Public Library.

250th Community Play – *The First and Last Town in TN*

The interim report for this grant has been submitted. The final report is due in April of 2027. I did receive permission from the Tennessee 250 Commission to use the remainder of our grant to help fund the America 250 programming we're partnering with the Jackson Theatre on.

Tales of Our 250: A Jonesborough History Variety Show

We have selected the following dates for the Jackson Theatre performances. PR is rolling out and Pay What You Can tickets are available now. Each program will include scenes from *The First and Last in Town in Tennessee*. Tim Herron will portray Paul Fink as a running narrator for the series.

June 25th from 7:00-8:30 – Embracing the Past (Dr. Kennedy, Ozone Rangers)

July 23rd from 7:00-8:30 – Forging a New Nation (Sycamore Shoals Re-enactors)

August 20th from 7:00-8:30, School performance at 10:00 am – The Road to Freedom (*Nancy w/Heritage Alliance, musical act pending*)

September 24th from 7:00-8:30 – Lost State of Franklin (Dr. Hardy from MTSU, Tipton-Haynes Historic Site)

October 22nd from 7:00-8:30, School performance at 10:00 am – A Nation Divided (Dr. Lee from ETSU, Regimental String Band)

Play in a Week Camp

Camp is full, with 17 students. My co-counselors and staff are confirmed. The campers' performance will be on June 6th at noon. Big thank you to the Wild Women of Jonesborough for partnering with local businesses and helping with lunch again this summer. This camp WILL NOT be eligible for the Arts Build Community grant after this summer. Since the Town receives a Support Grant for the Jackson Theatre, we can no longer apply for ABC grants.

Officer Hood Memorialized

Last year I did the play "*Can't Get Away with This*" that shared the story of Officer Hood, the only Jonesborough police officer to lose his life in the line of duty. Up until that time, the Jonesborough Police Department was not aware they had ever lost an officer. Since then, they got his name added to the National Law Enforcement Officers Memorial in Washington, D.C. Two officers went during National Police Week for the ceremony. I deeply appreciate the Jonesborough Police Department for working on this and for honoring Officer Hood's service.

Podcast

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

Total Downloads: 320 in the last thirty days

Social Media Posts

Facebook last 28 days

Page Followers: 1,781

Page Following: 440

Most interacted with Post – Boosted post for May show (18,784 views and 8,509 viewers), Wrap up post from April show (3,055 views, 1,198 viewers)

Views: 30,008

Reactions: 722

New Page Followers: 12

Interactions: 832

Shares: 95

Instagram last 30 days

Followers: 944

Views: 4,793 (48.4% followers, 51.6% non-followers)

Content Interactions: 246

Profile Visits: 60

Link Clicks: 1

May show announcement had 406 views. Story snippet from Marcy Hawley had 323 views.

YouTube last 28 days

Subscribers: 21

Views: 10

Watch Time: 0.6

New Subscribers: 0

Impressions: 334

Numbers for Month

StoryTown Volunteers – 2 for DC Podcast, 2 hours

Story Brigade – 4 Brigade Members, 10 Hours in Story Collecting

Interactions: Marketing Team – 2, JAMSA - 19, Summer Camp - 10, Jackson Related Mtgs - 6, May Production Mtg – 4, Media – 2, Advisory Committee – 7, Misc. – 7

Total for Month – 63

Total Volunteer Hours – 12

May 2026 Monthly Report, Skye McFarland

Outreach For the month of May, our in-person outreach has come from the first Farmer’s Market of the year and Career Day for Gear Up at ETSU at Jonesborough Elementary School. With these two events we reached about 150 people. Our social media has slowed down a little bit this month since we aren’t actively posting about Summer Camp, but we have an ad running for our upcoming market in August and we started posting about work being done at the Broyle’s Building and both posts have received a lot of attention. For the farmer’s market, I made sure that Martha and Nori produced a craft, had materials, and knew how to implement it on the day of. For the career day I made a PowerPoint presentation with notes so I could present for about 20 minutes and then take questions from the kids. Nori passed out flyers for the Radio Show this month. I have also worked with Johnson City to let us come to some of the Founders After 5 events in downtown Johnson City in June and July and we have picked four dates to attend. I have begun researching what crafts to do at each event. We have our Coalition for Kids Student Art Show on May 21st. Martha has framed and hung the artwork, and I worked to purchase refreshments and communicate with C4K and the Kiwanis club to make sure they are invited. We are working on preparing for next month’s Farmers Market, as well as preparing for Jonesborough Days Festival.

Facebook- Page Follows: 6,127
 New Page Follows: 72
 Instagram- Page Follows: 2,239
 New Follows: 18
 YouTube- Subscribers: 297
 Watch Time: 6.2 Hours
 New Subscribers: N/A

Month	Number	Digital	Paper	
January		55,894	60	
February		74,190	100	
March	1847	56,430	30	
April		62,579	5921	
May	149	64,600	40	
June				
July				
August				
September				
October				
November				
December				
	1,996	313,693	6,151	321,840

Volunteers The event we had in May that required volunteers was Ms. Brown’s End of the Year Program and the Radio Show. I work to communicate with volunteers by asking them to sign up, then following up with specific instructions on what they are to do. For Ms. Brown’s End of the Year Program, we needed food donations for our reception. I also email volunteers a few days before the event to remind them and make sure they do not have any questions. I am currently working to recruit volunteers for Summer Camp snack donations and for help with the Founders After 5 events in Johnson City coming up in June and July.

	McKinney	StoryTown	Total
January		4950	4950
February	49	600	649
March	47	3623	3670
April	25		
May	20		
June			
July			
August			
September			
October			
November			
December			
			9269

Marketing & Miscellaneous Videos: I created a reel with video clips about the cleaning up of the Broyle’s building that has received over 200 likes on Facebook, I created a video from the Dance performance at Ms. Brown’s End of the Year Program that I shared to our YouTube page and Facebook. I also created a slideshow of our online watercolor class’s work that was shared to our social media accounts. I worked with Adam Dickson to make some promotional videos for Jonesborough 101 with the Community Chest and have been posting those on their Facebook page, as well. I also created a slideshow of photos from the C4K art class to put on display during the student art show.

Photos: I attended the Washington County Teen’s Got Talent event on May 9th to take photos and videos for future use in marketing this event in the future. I took photos of Roxanne, our new guitar teacher, to promote her teaching. I took photos during a wedding of one of our rentals and worked to edit these photos for future marketing use of showing off how to use the McKinney Center as a rental space. I have also used time during this month to organize and delete photos, creating more space on my external hard drive.

Graphics: I have made graphics for Memorial Day closures, updated the Electrical Box Call graphic, worked on the Fall Catalog cover, created the June Radio Show poster, made Washington County Teen’s Got Talent ballots and a survey on google forms for the audience to vote, and new Listening Day graphics for the radio show.

This month I also ordered shirts for Summer Camp and tie-dye supplies for summer camp shirts. I have created a sign-up for our staff to work during summer camp lunches.

Breanna Walker-Schadler May Monthly Report- McKinney Center

Classes & Special Events:

Our Spring semester wrapped up in May. Earlene Hopkins finished teaching Gyrokinesis. Roxanne McDaniel and Rheva Myhre all taught private lessons. We had 4 private lesson students. We had 85 students in May.

We had our Ms. Browns End of the Year Student Art Show on May 7th 6-7pm. We had 221 people in attendance. We showed 2D and 3D art in the classrooms. Dance Discovery and Modern Dance did performances on stage in the auditorium. The May Radio Show sold 90 tickets. There were over 111 people in attendance including the audience, cast, and crew.

Rentals:

We had 8 rentals in the month of May. Jonesborough Elementary School ate lunch here on May 14th, it was comped as a community partner.

We had 602 rental visitors in May. Total rental income for May was \$2,877.50.

Front Desk:

I cover the front desk when Martha Blaser and Nori Shaw are unable to.

MBM Support:

We shifted our focus towards summer camp since the spring classes wrapped up. I submitted the payments for the teachers who taught in May. For summer classes, we have play in a week, two Artsploration sessions, and two pottery studio sessions. We reviewed the teacher payment excel and teacher payments for each summer camp and have prepared the letter of agreement. We ordered supplies for each class from Amazon and Dick Blick. We have 90 registrations, and all summer camps have been made.

Class proposals and descriptions for Fall 2025 are due to Theresa at the end of May. For the classes we have already received, I have begun putting them on the McKinney center calendar and putting them in course storm. Theresa is working on the budget for each class, and the prices on course storm will be updated after that. Skye will work on the physical catalog. Fall classes will be finalized by the end of June so the catalog can be handed out at Jonesborough Days.

I spent time throughout the month updating the May host schedule and completing the June host schedule. The June host schedule and weekly calendars were released on May 16th.

Donations:

We received \$350.00 in donations in May.

Norrah Shaw, June Monthly Report- McKinney Center

Outreach:

This June, one 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. Another way I contributed to outreach this month is by distributing Storytown posters to local businesses in Johnson City. The last way I contributed to outreach this month was the Jonesborough Farmer's Market. A volunteer and I represented the Mckinney Center at this event. We set up a tent and a table, and assisted children with making a summer themed craft. We also spoke to parents about upcoming classes and distributed flyers for upcoming events.

StoryTown:

This month, I produced June's episode of Voices of The Archives, featuring Dana Ensor. I chose this interview to share from our archives, then scripted and recorded audio for the podcast. During June, I also had two story-collecting interviews with different members of Jonesborough's community. I scheduled a time to meet with each interviewee, met with them, and collected their stories. Another Storytown event I assisted with this month was Listening Day, held at the Jonesborough Senior Center. We collected two stories to be stored in our archives. Another Storytown Event I assisted with was our monthly radio show. I assisted with sound effects for this event. I attended rehearsal before our performance, and the day I assisted with set up and concessions. The last StoryTown project I assisted with was helping post and market our monthly Radioshow podcast. I scheduled this podcast to be posted, as well as created and scheduled promotional social media posts.

Meetings:

During the Month of June, I attended four weekly staff meetings, a general Storytown meeting, a Radio Show production meeting, and an advisory committee meeting.

Front desk:

On Mondays, and when Martha 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 now, I gather their information and leave a note for Martha to reach out to them. I also assist anyone wishing to sign up for a class or purchase a ticket for an event.

Special Events:

This June, I assisted with four special events.

One special event I assisted with this month was one installment in the Jackson Theater's "Tales of our 250th" Series. During this event, I assisted with check-in and greeted guests. I also assisted with take-down and cleaning up once the event concluded. Some other "special events" I assisted with this month were our summer camp classes. During summer camps, I assisted with check-in, preparing and supervising snack times, supervising lunch breaks, and assisting with check-out. The last special event I assisted with was the Jonesborough Farmer's Market. A volunteer and I represented the Mckinney Center at this event. We set up a tent and a table, and assisted children with making a themed craft. We also spoke to parents about upcoming classes and distributed flyers for upcoming events.

Martha Blaser

Classes & Special Events:

In June, most of our focus was on summer camp. We had Play in a Week Camp from June 1-6, Artsploration and Pottery 101 from June 8-12, and Artsploration and Pottery 202 from June 22-26. I helped to check children in and out from camp each day. I assisted with preparing snacks for the kids and supervising during snack time when needed. For Pottery 101, I assisted Lindy, the new teacher, on Wednesday-Friday to provide additional support for the younger kids. I ate lunch with the all-day campers on days I had signed up for.

Front Desk:

I spend most of my shifts at the front desk. I answer phone calls about upcoming events, rentals, classes, and community events. I greet and assist anyone who comes into the center with any needs they have. I work to assist Bre in communicating to Roger about the classroom set-up for the day and anything needed for upcoming events. I assisted with rentals as needed when Bre was unavailable.

Outreach:

We went to the Farmer's Market on June 20th. Nori prepared a craft for the kids, and I helped them to get materials ready. Nori worked the Farmer's Market with a volunteer as I was unavailable that day. I have been planning for the rest of the Farmer's Market season.

I have been working with Skye to prepare for Jonesborough Days. I have assisted with preparing props for the parade float. I have also worked on making examples of the craft we will be providing and getting materials ready for the event.

From The Desk Of:
Michelle Stewart
Director of Human Resources



During the month of June 2026, the Human Resources Director continued to support Town operations through employee engagement, benefits administration, onboarding, and organizational compliance efforts.

Staffing & Onboarding

Successfully onboarded six new employees:

- Dalton Davis, Ken Bolthouse, Cameron Waters & James Bailey – Water Distribution
- David Honecutt – Equipment Operator II, Streets
- Jackie Ledesma – Receptionist
- Alex Green – Firefighter

Coordinated a smooth onboarding process and facilitated the introduction, with all directors of our new receptionist, Jackie Ledesma.

Current open positions include:

- Director of Streets
- Assistant Director of Streets
- Assistant Director of Wastewater
- Part-Time Water Treatment Operator I
- PSO
- Water Worker I

Recruitment & Workforce Support

Completed the Employee of the Month selection process to recognize outstanding employee contributions.

Benefits Administration

- Conducted two full days of Open Enrollment meetings, along with two additional make-up sessions to ensure accessibility for all employees.
- Successfully implemented the voluntary life enrollment with Companion Life which gave employees a guaranteed issue amount for themselves and their spouse at a reasonable monthly rate.
- Verified insurance coverage for those employees receiving the monthly stipend that are not enrolled as an employee on the Town health plan.
- Completed all Open Enrollment changes and confirmed each employee had the opportunity to make benefit elections prior to the deadline.
- Reminded employees with AFLAC cancer and wellness plans to take advantage of their wellness benefits.
- Completed the BCBST dependent child eligibility report.
- Notified employees that have older plans with unsupported companies (meaning there is a policy in place but no local agent or contact) that the employee should reach out to the company directly to inquire about their policies and drop them during open enrollment if desired.

Compensation & Payroll

Processed and completed all payroll updates associated with the 3% Cost of Living Adjustment (COLA) increase.

Compliance, Policy & Risk Management

- Participated in an unemployment appeal hearing representing the Town.
- Distributed the GPS Random Policy to employees to reinforce compliance and operational transparency.

Employee Communication & Engagement

- Provided all department directors with updated summaries of employee leave balances.
- Issued a reminder to employees regarding precautions related to elevated temperatures expected during the first week of July to promote workplace safety.
- Continued ongoing communication with employees on relevant matters, welcoming new team members and wishing department team members well.
- Distributed information on Town discounts available to employees.

Training & Professional Development

- Attended the *Building Better Communities* seminar at East Tennessee State University (ETSU).
- Received certificate from MTAS for successfully completing the Leadership Program.

Boards & Community Representation

Represented the Town of Jonesborough on the JRT Board.

In addition to the ongoing activities in my office that occur monthly, my office relocated upstairs this month. As always, I remain committed to supporting employees, ensuring compliance, enhancing communication, and strengthening operations across all Town departments.



Updates and Projects

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

Tourism/Marketing

Paul Harris and I are in the infancy stages of developing a tourism tour and began interviewing individuals to gather information and create a digital archive.

Tourism and marketing efforts throughout June focused heavily on promotion of Jonesborough Days, Music on the Square, Brews & Tunes, Wetlands Water Park, and summer travel experiences in Tennessee's Oldest Town. Staff coordinated media interviews, travel writer visits, tourism partnerships, and ongoing digital marketing initiatives to support visitation and local businesses.

Hosted and participated in multiple television and media opportunities, including segments promoting Brews & Tunes, Music on the Square, Yoga in the Park, and Jonesborough Days programming through local media partners.

Welcomed a travel writer to Jonesborough and coordinated regional tourism outreach opportunities and familiarization efforts.

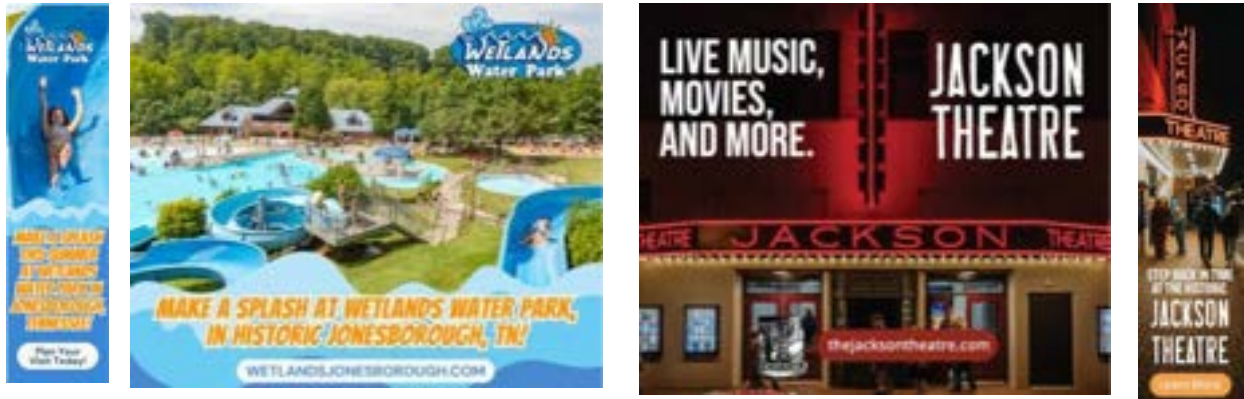
Participated in marketing meetings with the McKinney Center, Wetlands Water Park, and additional Town departments to coordinate summer programming and promotional efforts.

Continued participation with Northeast Tennessee tourism initiatives and attended the Northeast Tennessee Tourism Board meeting.

Digital Marketing Campaign Data:

- Target Cities: Greenville/Spartanburg/Asheville, Chatt., Charlotte, Knoxville
- Placement: Meta, display, and paid search
- Summer Family Fun Campaign
- Results: Data not available yet
- [\(Click here to view Family Fun ad samples, video, and photos\)](#)
- Jackson Theatre Campaign Run Dates: 3/01/26 – current
- Results: **1.8 million impressions**, 43,093 clicks, 3.7% CTR
- [\(Click here to view Jackson Theatre ad samples, video, and photos.\)](#)

Ad Examples:



Main Street and Downtown

Continued participation in Main Street Tennessee initiatives and attended the monthly Main Street Directors meeting to discuss downtown revitalization efforts, economic development opportunities, and statewide Main Street programs.

Hosted the monthly JAMSA Board meeting and continued coordination with downtown partners and businesses regarding upcoming events and initiatives.

Participated in the Arts Commission training and grant opportunities meeting.

Events

A significant portion of June was dedicated to planning and coordination for Jonesborough Days, Music on the Square, Brews & Tunes, and additional summer events and festivals.

Participated in multiple Jonesborough Days planning meetings including parade logistics, livestream coordination, public safety discussions, and operational planning with Town departments and event partners.

Staff coordinated Tennessee Statehood Day activities and assisted with promotional efforts and community partnerships surrounding the celebration.

Additional event work included vendor coordination, sponsorship outreach, marketing support, and operational planning for upcoming programming including the Wizardly World event and other summer initiatives.

Other

Continued planning and coordination efforts related to Visitor Center improvements and capital projects while supporting day-to-day tourism operations, community partnerships, and departmental initiatives throughout the month.

Monthly Report June 2026

Mitchell Calvin, Digital Media Manager

General

- 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
- Attended the BMA meeting and worked the livestream

Senior Center

- Updated the Monthly calendar
- Updated the weekly newsletter
- Updating the centers page on the website
- Adding event announcements to the centers page
- Tech class for the Senior Center members
- Updated the membership form for the new year

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
- Promoting the upcoming events on the newsletter

Marketing

- Attended Marketing meetings
- Attended Main Street Meeting
- Attended JAMSA Meetings
- Creating event pages for new events the team has created

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
- Promoting the upcoming events on the newsletter
- Updated the webpage to show P&R programs section

Jackson Theatre Website

- Working on troubleshooting and fixing bugs as they present themselves as we work on get the information up to date
- Promoting the upcoming events on the newsletter

Website ADA

- Talking with multiple companies about ADA accessibility for the town websites
- Researching best practices for website ADA compliancy
- Sitting in on webinars to learn more about programs and systems offered to municipalities

Jonesborough Days

- Emailed past vendors to sign up for craft vendor spots
- Working on vendor placement
- Created the Car Show form
- Created the banners/signs for the festival
- Updated the website with the bands playing the festival
- Added Doc's Front Porch lineup to the website

The Jackson Theatre 250 Tales

- Promoted the event on the newsletter
- Took photos at the event

Analytics May 2026

- The Civic website had 24,939 views for the month of May
- The Tourism website had 15,479 for the month of May
- We mailed out 32 Visitor Guides in April

Hannah Goodman
Marketing Manager
July 1, 2026

Monthly Report – June 2026

Content

I utilized my posting schedule to enhance the town's marketing efforts, including the following, all of which are listed in chronological order.

Historic Jonesborough

- Jonesborough Days Parade
- Shared Brews and Tunes and Yoga in the Park
- Garden Tour and Tea
- Jonesborough Days Fireworks
- MoonPie Eating Contest
- America's 250th Anniversary Kick Off
- Car Show JBO Days
- Craft Vendors JBO Days
- Food Vendors JBO Days
- StoryTown Father's Day Post
- General JBO Days
- Shared McKinney Center Call for Vendors
- Shared Jonesborough Days Vendors
- Shared Music on the Square Dog
- Watermelon Social
- Final Deadline for Parade Entries
- Shared Road Closures for JBO Days
- Car Show Post

Main Street Jonesborough

- Yoga in the Park
- The Garden Tour and Tea
- JBO Days Kickoff Dinner
- Shared StoryTown Radio
- JBO Days 2026 Parade
- Tractors at JBO Days
- MoonPie Eating Contest
- Shared “{Places we call Home” Article
- Patriot Park in JBO Days
- Main Stage Entertainment at JBO Days

Civic

- Solid Waste Holiday Schedule
- Employee of the Month
- Shared Parade Deadline
- Car Show Award – Fleet Maintenance

Parks and Rec

- World Bicycle Day
- Tiger Park Pickleball Court Lights
- Planters
- Track and Walking Trails
- Jonesborough's Little League
- 5v5 Soccer
- Trail Maintenance

- 5v5 Soccer
- Yoga in the Park
- 5v5 Soccer

Wetlands Waterpark

- Food Reel
- Senior Swim Night
- JBO Days Glow Party
- Season Passholders Benefits
- JBO Days Glow Party
- General Reel
- JBO Days Glow Party
- Weather Policy
- Delayed Opening
- Open Late
- JBO Days Glow Party Sold out
- Open on 4th of July
- Monday – General Post

Press Release

1. Music on the Square Hosts JC Jazz Collective in Downtown Jonesborough
2. Main Street Brews and Tunes Hosts Martha Spencer
3. Music on the Square Hosts Ashley Heath in Downtown Jonesborough
4. Main Street Brews and Tunes Hosts John Bills and The Academics
5. Heritage Alliance to Host History Trivia in June and July
6. Main Street Brews and Tunes Hosts The Bosses
7. Town of Jonesborough to Host 5v5 Soccer Tournament at Tiger Park on August 1
8. Jonesborough Days Announces Main Stage Line-up
9. Music on the Square Hosts Jenny and the Weazels in Downtown Jonesborough
10. Main Street Brews and Tunes Hosts KT Van Dyke
11. Jonesborough Soccer Association Announces Partnership with Town of Jonesborough Parks and Recreation and Sporting JC
12. The Watauga Valley Railroad Historical Society and Chuckey Depot Railroad Museum to Host Historic Jonesborough Train Show July 24 and 25
13. Jonesborough Days Announces Main Stage Line-up
14. Jonesborough Days hosts MoonPie Eating Contest and Watermelon Social
15. Jonesborough Days Road Closures, Traffic Impacts and Parking Restrictions
16. Main Street Brews and Tunes Hosts The Bosses
17. The Watauga Valley Railroad Historical Society and Chuckey Depot Railroad Museum to Host Historic Jonesborough Train Show July 24 and 25
18. Jonesborough Days hosts MoonPie Eating Contest and Watermelon Social
19. Main Street Brews and Tunes Hosts The Bosses

June 2026 Monthly Report

Tasks Completed & Updates

1. Events

Events

- Continued planning and coordination for the 56th Annual Jonesborough Days Festival
- Held a Jonesborough Days planning meeting on June 29
- Participated in the Jonesborough Days Parade Safety Meeting on June 30
- Met with multiple departments' staff regarding Jonesborough Days details and logistics
- Continued coordinating entertainment, vendors, sponsorships, parade details, and special event programming
- Continued planning and coordination for the new American-Made Classic Car Show
- Met with the Classic Car Show committee to discuss event logistics and planning
- Participated in multiple TV appearances promoting Jonesborough Days, Music on the Square, Brews & Tunes, Yoga in the Park, and other upcoming events
- Continued planning for Music on the Square and other summer events.

Marketing & Promotion

- Created and coordinated promotional materials for:
 - Jonesborough Days
 - American-Made Classic Car Show
 - Music on the Square
- Continued updating event pages, website content, and social media promotions.
- Worked on advertising assets and promotional campaigns for upcoming summer events and tourism initiatives.
- Participated in TV appearances promoting upcoming events

Music on the Square

- Continued coordinating weekly Music on the Square concerts
- Worked with performers, volunteers, sponsors, and food trucks each week
- Continued assisting with event setup, logistics, and operations throughout the concert series
- Continued working with local businesses and community partners to promote attendance and community involvement.

Jonesborough Days

- Continued extensive planning for the 56th Annual Jonesborough Days Festival.
- Worked with Town departments and community partners to finalize logistics and operational plans
- Continued recruiting and coordinating vendors, sponsors, entertainers, volunteers, and community organizations
- Finalized planning for:
 - Main Stage Entertainment
 - Doc's Front Porch Programming
 - Patriot Park Activities
 - Jonesborough Days Parade
 - Fireworks
 - Heritage Fair
 - Craft Vendor Market
 - American-Made Classic Car Show
- Continued preparing event schedules, staffing plans, vendor communications, and operational timelines leading into the festival

Jonesborough Fire Incident Count (NERIS)

Dataset: Fire Incidents (NERIS)

Date of Export: July 01, 2026 at 10:44:45

Created: December 22, 2025 at 18:19:48

Last Updated: June 28, 2026 at 12:17:28

Count of Total Incidents

Count of Total Incidents



Incidents by Shift

Incidents by Shift



Incidents by District

Incidents by District

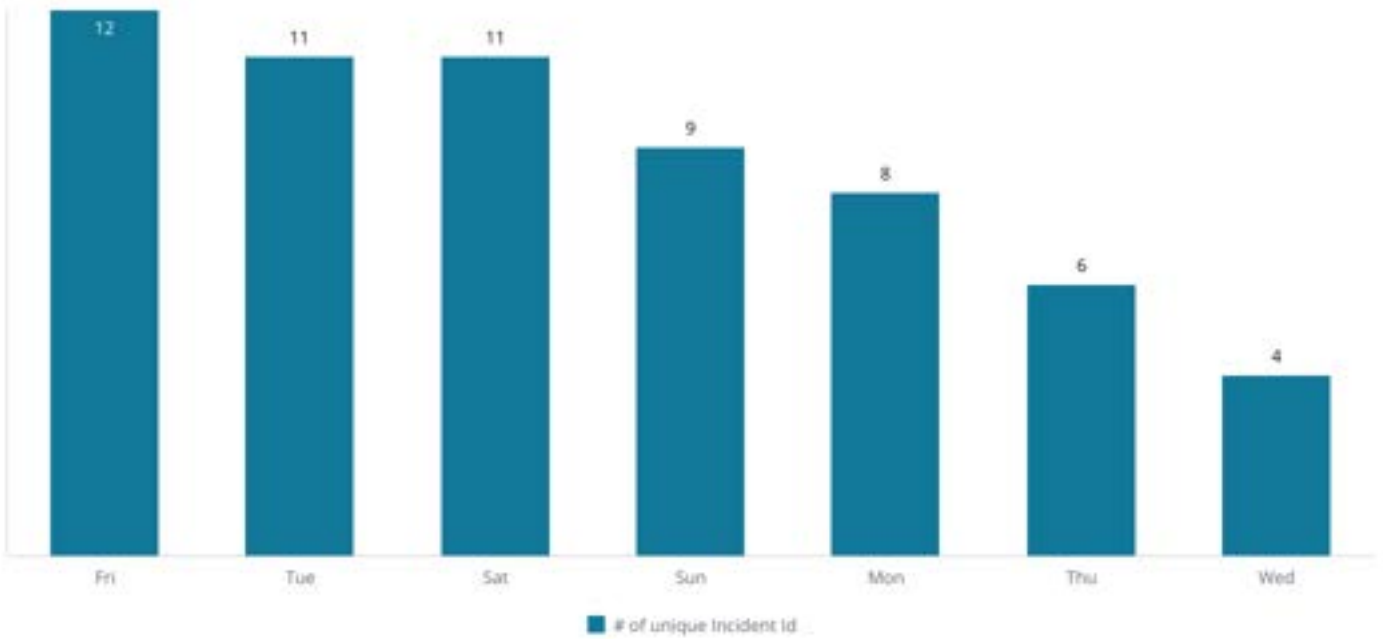


Fire Incident Count (NERIS)

Count of Incidents by month, day, hour of day, station, shift,
and unit

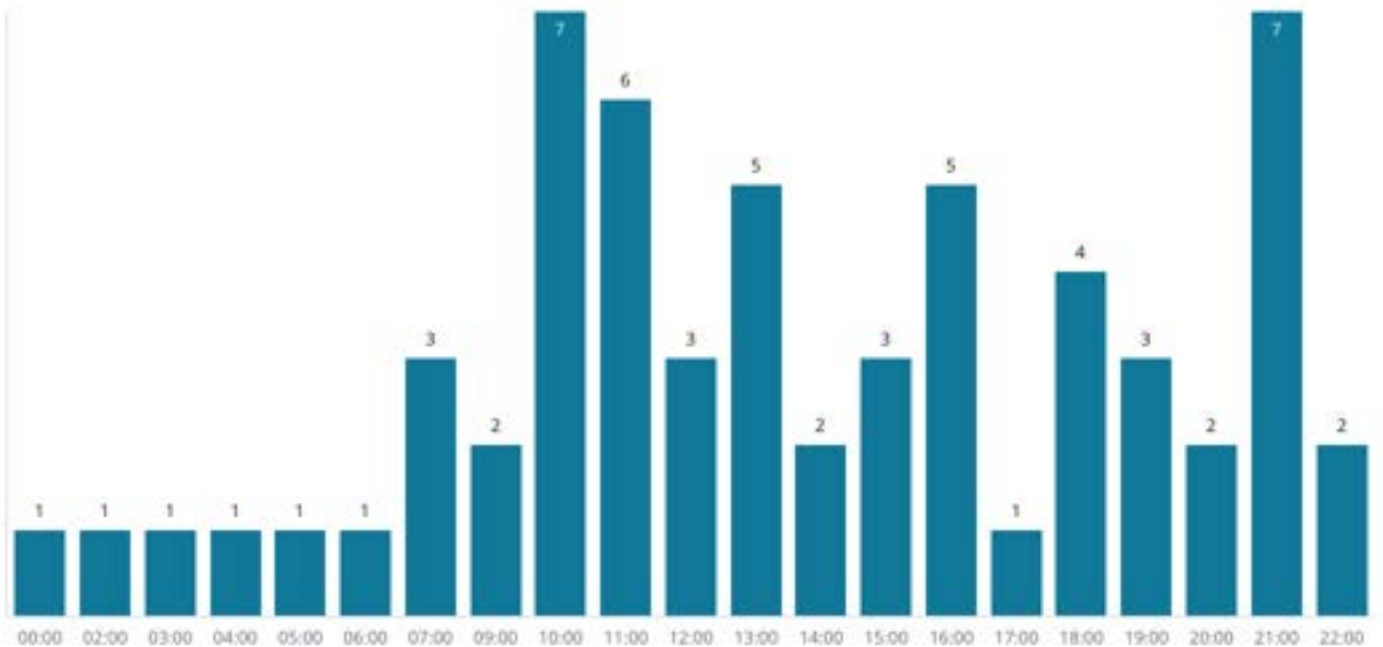
Incident Count by Day of Week

Incident Count by Day of Week



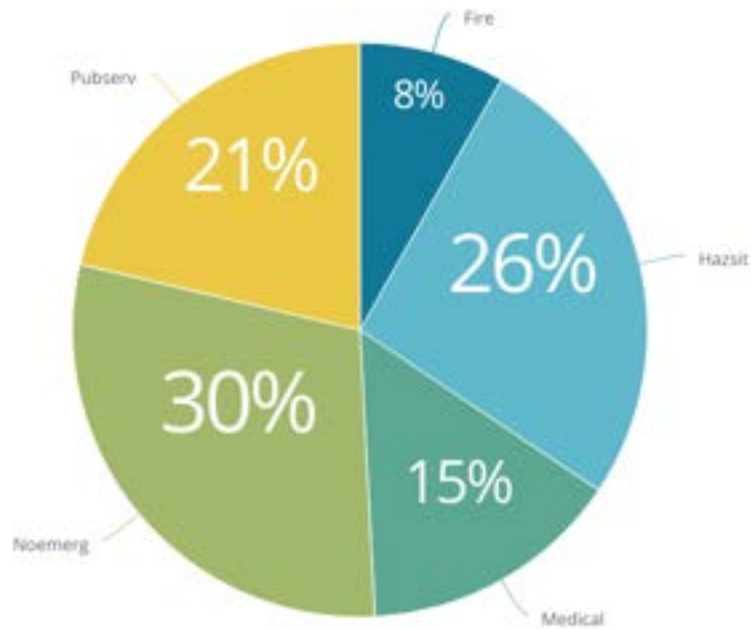
Incident Count by Hour of Day

Incident Count by Hour of Day



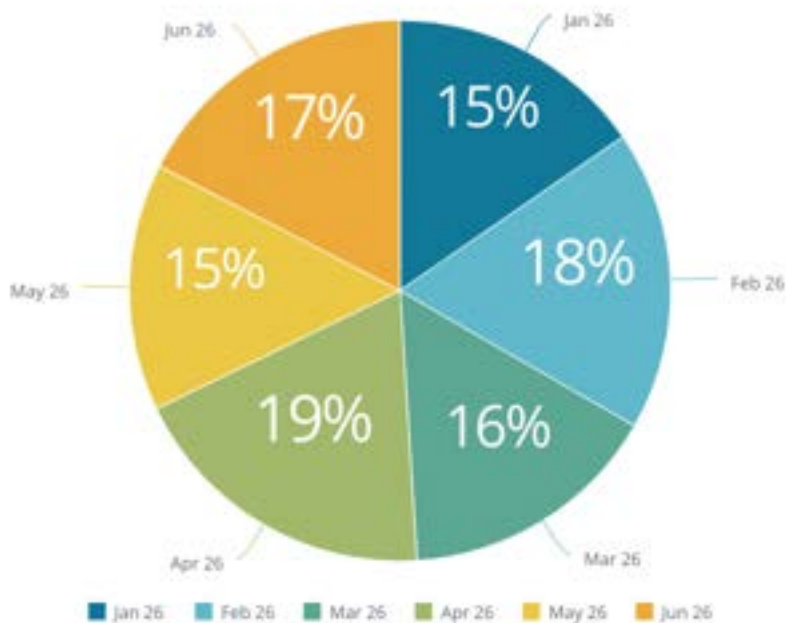
Percent of Incident Responses by Incident Type

Percent of Incident Responses by Incident Type



Incident Count By Month (This Year)

Incident Count By Month (This Year)



Incident Count By Month (This Year)

Months in Core incident onset date/time	Count of Incidents
January 2026	54
February 2026	63
March 2026	55
April 2026	66
May 2026	52
June 2026	61
Count of Incidents	351



Jackson Theatre- Operations Manager

Monthly Report for June 2026

Programming:

- We hosted 8 live events in June on the Ballad Health Stage, we had:
 - A rental event with the International Storytelling Center where we hosted a storyteller for a local Boys & Girls Club.
 - We hosted a partnership event with the International Storytelling Center, hosting China to Appalachia at the Jackson Theatre on June 6th.
 - A rental event with humorist, storyteller, and musician, Sean of the South, at the Jackson Theatre on June 11th.
 - A rental event with Appalachian RC&D as the end to the annual Farm Tour event. They held an author/book discussion, a documentary film, and a 5-piece band as the finale to the event on June 13th.
 - We hosted a book signing and discussion with Senator/Governor Lamar Alexander on June 18th.
 - We hosted the 1st of 5 events in partnership with the McKinney Center for “Tales of our 250th” at the Jackson Theatre on June 25th. This series will run through October 22nd and will also feature 2 student performances.
 - A rental event with Ballad Health & Jackson’s Prime presenting a concert with The Nelons and Weeks Revival at the Jackson Theatre on June 26th.
 - We hosted Rodney Crowell in concert on June 27th.
- In addition to these live events, we hosted a Johnson City Doughboys Night at the Jackson Theatre. The Doughboys sponsored “Angels in the Outfield” and gave away promotional items as well as pocket schedules for their season.
- Gift certificate sales are still going very well; **we have sold \$5,654.00 in gift certificates and redemptions are at \$1,613.00.**
- **We have raised \$4,372.00 in our online donation campaign.**
- Booked all movies shown at Jackson in February.
 - June 3rd- What About Bob?
 - June 4th- Labyrinth
 - June 5th- Taxi Driver
 - June 7th- A Minecraft Movie
 - June 10th- Monty Python and the Holy Grail

- June 12th- A Free Soul (Speakeasy Cinema)
- June 14th- Love in StoryTown
- June 21st- The Karate Kid
- June 22nd- A Great Awakening (sponsored by T. and Jennifer McLeod)
- June 24th- The Producers
- June 28th- The Karate Kid II
- Continue to work on music and live performance programming for 2026.
 - July 11th- 3pm- Meet Abraham Lincoln (Interpreter)
 - July 11th- 7pm- An Evening with Abraham Lincoln
 - July 23rd- Tales of our 250th
 - July 25th- Lee Roy Parnell in concert
 - August 8th- 2pm- Meet the Washington's (Interpreter)
 - August 8th- 6pm- Dinner with George & Martha: Be Our Guest "In the Room Where it Happens" Dinner, Music and Interpreters
- The "Pay What You Can" movies continue to go well, with on average, two events per month that are PWYC.
- Continue to work on programming movies and speakers to celebrate the nation's 250th.
- **Donation/Sponsorship revenue total for this fiscal year ended with \$66,397.38.** We also received funds from the PEP Grant and TN Arts Commission Grant.
- **The total concession, alcohol, and merchandise sales revenue for this fiscal year ended at \$160,446.48.**

Rentals/User Group Agreements for June 2026:

- Rental event with Appalachian RC&D for an accessory event to their annual Farm Tour.
- 4 dates rented by Christ Church of Jonesborough for church services on Sundays from 9am-1pm.
- Rental with Jackson's Prime as they presented The Nelons and Weeks Revival in concert.
- 5 dates rented by T and Jennifer McLeod for Restoring the Foundations series.
- **Rental revenue for this fiscal year is \$48,935.61.**

Marketing:

- I continue to work with Jessica Sanders, contract employee, on all social media posts, posters, table tent graphics, press releases and graphics. We meet twice a month to cover the marketing items needed.

- Continue to work with Jessica Sanders on a comprehensive marketing plan for the department.
- Completed an ad for the 2026-2027 NETTA Visitors Guide which is distributed throughout NE Tennessee.
- Continue to work with WETS to promote 2026 events at the Jackson Theatre.
- Continuing to work with Six Rivers Media on monthly ads in the Erwin Record as well as the monthly mailer to new citizens to Washington County.
- Working with Lamar Advertising on 6 billboards in July and August to advertise “Lee Roy Parnell” and “Dinner with George & Martha”.
- Completed a ½ page ad in the Johnson City Press 250th edition, advertising our Meet Abraham Lincoln events, Tales of our 250th, and Meet the Washington’s events.

Building Info:

- Continue to work with Rick Duvall on the 2nd floor/Stage Door HVAC needs.
- Working on scheduling our annual sprinkler inspections.
- Continue to work on elevator inspections and approvals.
- Completed our yearly health department inspection.

Additional Info:

- Supplied agenda/materials for the January Jackson Theatre Board meeting on June 10th. The meeting was cancelled due to several vacations, but board members received necessary items by email.
- Attended the June Director’s Meeting held at the Senior Center on June 10th.
- Worked with Jackson staff to provide refreshments and finger foods for the Lamar Alexander Book Signing at the theatre.
- Attended a meeting with Jonesborough Living magazine to discuss the possibility of hosting an editorial page or contributing items for monthly print.
- Attended a meeting with our new administrative office staff, Jackie, to discuss our programming and mission at the Jackson Theatre.
- Attended the “Tourism Week Make-And-Take Event” hosted by the JBO Department of Tourism at the Visitors Center. We handed out popcorn, schedules and free Jackson Theatre stickers.
- Continue to work on fundraiser for August 8th, Dinner with George & Martha: Be Our Guest “In the Room Where it Happens” as we are set to host an 18th century style dinner with recipes from Mount Vernon, 18th century cocktails/mocktails, a regional fife and drum corps band and tales of the Washington’s.

Date: 7/2/2026
 To: Amber Crumley (for BMA meeting)
 From: Lori Powell
 Re: Assistant Operations Manager Report – period 6/1/2026

- Marketing and Community Outreach: Current Edition of The Jackson Journal

SUMMER 2026 **VOL. 21**

THE JACKSON JOURNAL

CELEBRATING AMERICA 250: 1776 - 2026

Dinner with George & Martha
 Step back in Time with George & Martha Washington on Saturday, August 8.

The Jackson Theatre will host Dinner with George & Martha: In Their Own Words "In the Room Where It Happened", an immersive evening celebrating early American history through dining, music and storytelling. Guests will enjoy an 18th-century-inspired dinner featuring recipes from Mason Verren, period music by Master Grammie Monk, a traditional 18th and 19th-century, a cash bar featuring 18th-century-inspired cocktails and a selection of beverages, and a special presentation by George and Martha Washington offering a glimpse into the lives, leadership and personal stories of America's first presidential couple.

Dinner opens at 6 p.m., with music beginning at 6:30 p.m. and the Washingtons taking the stage at 7:15 p.m. Each dinner ticket includes one complimentary drink ticket for an alcoholic beverage, with additional beverages available for purchase. Dinner will be held outdoors in the alley beside The Jackson Theatre which will be resurfaced with period dinner to create a memorable cultural setting.

Tickets for Dinner with George & Martha are \$76. Purchase tickets at THEJACKSONTHEATRE.COM

Sponsored by the Historic Jacksonville Arts Foundation and McLeod Virginia.

LIVE EVENTS ON THE BALLAD HEALTH STAGE

TALES OF THE JACKSON 250
 Tales of the Jackson 250 is a celebration of the Jackson 250 and the American 250. Meet the Washingtons.

Lee Roy Farwell
 July 23 at 7:00 pm

Become a Marquee Supporter Member Today! Scan to learn about member perks and price levels.

Interested in hosting a Rental Event? Contact us at: thejacksontheatre@jacksontheatre.org or 352.786.4800

STAY UP-TO-DATE ON WHAT'S HAPPENING AT THE JACKSON SCAN TO SIGN UP FOR OUR E-NEWSLETTER

NOW SHOWING AT THE JACKSON

SPEAKEASY
 1920s Style Dinner and Entertainment

JULY MOVIES

AUGUST MOVIES

JACKSON THEATRE BOX OFFICE HOURS
 WEDNESDAY - FRIDAY 12 PM - 5 PM
 & 1 HOUR PRIOR TO SHOWTIME

PURCHASE TICKETS ONLINE ON AT OUR BOX OFFICE
 LOCATED AT 111 N. MAIN ST.
 JACKSONVILLE, FL 32202

VISIT OUR WEBSITE AT THEJACKSONTHEATRE.COM OR CALL US AT 423-786-4800

- Ticketing:** Entered Lincoln event and August movies in Thundertix, Google calendar and Jackson website. Submit the daily Thundertix deposit reports to Town's Financial Deposit. Reporting for Gift Certificates.
- Volunteer coordination;** Follow up emailing and recruiting, we currently have 73 people signed up on our volunteer list. Sign up for events here: [VOLUNTEER SIGN UP FOR JACKSON THEATRE SHOWS.xlsx](#)
- Total visitor counts for June 2,407**

- **Constant Contact:** (email mailing list) we have currently have 2,780 signed up to receive our e-newsletter.
- **Day to Day operations:**
 - Created July host work schedule.
 - Attended programming and marketing meetings throughout the month
 - Worked shows/rentals on 6/6, 6/12, 6/18, 6/22, 6/25
 - Concession/Merch (Clover) deposit reporting: Concessions, merchandise, rentals and donations: **gross revenue for June \$10, 803.68**
 - Continue to oversee alcohol sales and inventory spreadsheets for tax reporting
 - Ordered concession supplies and movies for August along with items needed for our August fundraiser.
 - Purchased refreshments for the June 18th Lamar Alexander event.
 - Site visit with American Red Cross went great, they are excited to work with us for the August 10th blood drive. We already have 10 donors signed up. We need 35 more to hit our quota. More appointments can be added, if we get to 45. To sign up, visit here:
<https://www.redcrossblood.org/give.html/drive-results?zipSponsor=jacksontheatre>
 - Made up vouchers for Town Bingo
 - Printed 2,000 programs for Jonesborough Days

Supervisors Report June 2026

Senior Center

All hands were on deck as we processed and renewed memberships for more than 2,500 members during our membership drive, which was held June 22–30.

Our June cooking class featured homemade pizza and a fresh summer salad. Our hiking group, the Red Liners, enjoyed a trip to Channels in Virginia. We also completed our Walk Across America Challenge, with all 55 participants crossing the finish line. Our top participant completed the challenge in just two weeks. This year, we also introduced a Super Challenge for our ultra-competitive member, walking to San Francisco and back to Jonesborough.

We are thrilled that our first weeklong trip using a travel agency was such a success. We accompanied a group to Mackinac Island, Michigan, and received overwhelmingly positive feedback. Participants enjoyed the outings, shows, dinners, and time to explore one of the country's most beautiful destinations. Several members shared that the trip was a true bucket-list experience. We are proud to offer enriching travel opportunities that reflect our members' interests, and we look forward to planning our next big adventure.

Lincoln Park

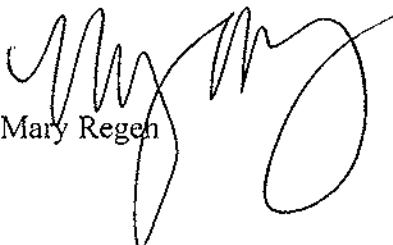
Mulch was added to the landscape beds at Lincoln Park, and we extend a special thank-you to the Washington County inmate crew for spreading 22 pallets of mulch. We are grateful to all our community partners who help keep the Senior Center and Lincoln Park looking beautiful.

The University of Tennessee Extension Master Gardeners continue to maintain the raised beds at Lincoln Park and harvest fresh produce. This produce is a wonderful addition to our meal program and is also shared with our members. Any surplus vegetables are made available to senior members to enjoy.

The Education Building at Lincoln Park continues to provide an excellent meeting space for classes, surrounded by the beauty of the park. We have relocated our pickleball group from Stage Road Park to Tiger Park to accommodate its tremendous growth, as the additional courts better support the increasing number of participants.

Our Bocce Ball, Shuffleboard, Cornhole, Lincoln Loopers, and Parkour Silver programs continue to be well attended. We have adjusted activity times to better accommodate the summer weather.

Respectfully,



Mary Regen





Utilities June 2026 Monthly Report

From: Utility Manager, Kevin Brobeck

To: Jonesborough Board of Mayor and Aldermen

Utility operations throughout June remained focused on infrastructure improvements, system reliability, regulatory compliance, and coordinated long-term planning. Weekly Director Meetings and the continued implementation of the monthly Operational Meetings, which bring together directors, assistant directors, and supervisors across the division, strengthened communication, accountability, and project coordination throughout the organization. Staff also continued participating in weekly FEMA and TEMA meetings to advance Hurricane Helene recovery efforts, reimbursement initiatives, and critical infrastructure projects. Significant progress was made on major capital improvements, including the M. Kyker, Armentrout, Rockhouse, Hwy 81, Charlie Hicks, and Bumpus Cove projects, while ongoing Cartegraph and Comcate implementation efforts further enhanced asset management, work order tracking, and interdepartmental collaboration. Through these combined efforts, the Utilities Department remains committed to delivering safe, reliable services while responsibly planning for future growth and long-term system resiliency.

Departments continued expanding the use of Cartegraph and preparing for future Comcate implementation throughout June to strengthen asset management, customer service coordination, and operational accountability. Comcate is a customer request management platform that will allow Town Hall staff to route service requests, concerns, and inquiries directly to the Utility Department for tracking and resolution. Staff participated in ongoing training, workflow development, and system refinement efforts to ensure a smooth transition as personnel become more familiar with the platform. These initiatives continue to improve interdepartmental communication, enhance work order management and asset documentation, and support a more efficient and responsive approach to utility operations.

The Water Quality Department continued to support utility operations by focusing on meter maintenance, customer service response, and cross-connection oversight throughout June. Staff worked closely with Distribution, GIS/GPS, and Water Treatment personnel to address customer concerns, support leak response efforts, maintain accurate water usage measurement and billing integrity, and continue implementation efforts associated with Cartegraph and Comcate workflows.

Key Activities and Accomplishments for the Month Include:

- Performing meter readings for Billing Cycles 1-4, totaling 14,086 meters. This ensures and maintains accurate usage records for billing support.
- Cut off lists for customers were worked due to non-payment. This included 199 customers cut off due to non-payment.
- A total of 27 new taps were entered into Local Gov (LGC) for billing.
- Attended weekly meetings throughout the month of June with OpenGov regarding Cartegraph and Comcate.

- Meter rechecks were performed in multiple areas, totaling 86. Rechecks are performed due to leak alerts, high usage concerns, various customer requests, and to assist with locating and marking meters for improved visibility.
- Staff responded to a high volume of customer inquiries relating to leaks, high bill/water usage, service availability, and meter concerns. The total number of customer concerns for the month was 371 compared to last month's total of 282.
- The Cross Connection Specialist remained focused on protecting system integrity, supporting backflow compliance, and assisting with customer service and meter related operations throughout June. Staff continued coordinating annual backflow testing, irrigation inspections, leak investigations, GPS mapping activities, and customer assistance related to water usage concerns.
 - Assisted with customer cut-on and cut-off activities, including non-payment accounts, and restoring service following payment.
 - Assisted customers with leak investigations, high-usage concerns, and meter related questions, including on-site explanations of usage calculations and completed repairs.
 - Performed meter adjustments, cleanups, and troubleshooting activities to support accurate readings and long-term asset management.
 - Continued annual backflow certification efforts, coordinated testing with customers and businesses, and unlocked irrigation meters for required inspections.
 - Conducted GPS verification and mapping for more than 288 meter locations to improve accuracy within the OpenGov/Cartegraph system.
- The Valve Maintenance Specialist remained focused on maintaining distribution system performance and responding to customer needs throughout June through proactive maintenance, flushing activities, and field support operations.
 - Flushed 200 locations system-wide to address customer concerns related to water quality, pressure, and air in the lines.
 - Completed valve maintenance, inspections, and operational checks on 73 valves throughout the Distribution system.
 - Located and marked numerous mainline and blowoff valves to support emergency response, maintenance activities, and GIS/GPS documentation.
 - Assisted Distribution with leak repairs, valve locating, and infrastructure projects, including the M Kyker road tie-in and multiple service-line repairs.
 - Conducted pressure and flow tests for customers and engineers in several service areas, resolving concerns and providing same-day results.
 - Collected water samples and performed flushing activities in response to customer complaints and operational needs.
 - Assisted GIS/GPS personnel with field verification and asset mapping activities.

The Water Distribution Department made significant progress on infrastructure improvements and routine maintenance activities throughout June while maintaining a strong commitment to customer service and system reliability. Ongoing waterline projects, pressure management initiatives, and timely response to repairs helped strengthen the Town's distribution network and support future growth.

Key Activities and Accomplishments for the Month Include:

- Repaired a total of 33 main line and service line leaks.
- Installed a total of 10 new service taps, including ¾-inch and 1-inch services, to support residential and commercial growth throughout the Town.
- Completed 377 Tennessee One Call utility locates in support of proposed work activities by utility and communication providers.
- Completed the Armentrout Road tie-in at Matthews Mill Road with 40 feet of 6-inch ductile iron pipe and initiated the disinfection process for the newly installed main prior to placing it into service.
- Installed new 2-inch blowoff assemblies at 420 W. Jackson Boulevard and 152 Hensley Loop, in addition to repairing the existing blowoff on Roy Green Road. These enhancements improve the departments ability to perform routine flushing, address customer water quality concerns, and maintain healthy water movement within dead-end sections of the distribution system.
- Repaired pressure reducing valves (PRVs) at Troyer's and D. Ward Road to maintain appropriate operating pressures and improve system performance.
- Completed 10 cleanup activities associated with previous construction, maintenance, and repair projects.
- Abandoned an aging 2-inch PVC main on M. Kyker Road after all customer services were successfully transferred to the new 6-inch main waterline.
- Performed two pressure and flow tests to investigate customer concerns and verify system performance.
- Assisted the Parts Department with inventory organization, material counts, and warehouse cleanup activities to prepare for the upcoming yearly audit.
- Continued progress on major infrastructure projects, including completion of the M. Kyker Road waterline extension and the ongoing work on Dulaney Road.
- County construction crews installed approximately 1,160 linear feet of ductile iron water main during June, completed the M. Kyker Road project, performed a 16-inch by 6-inch wet tap for the Dulaney project, installed a new fire hydrant, and began waterline construction activities on Dulaney Road.
- County crews also supported material transport and staging activities for ongoing infrastructure improvement projects.

The Water Treatment Plant (WTP) continued to provide safe, reliable drinking water throughout June while maintaining full compliance with all State and Federal regulatory requirements. Staff remained focused on water quality monitoring, emergency preparedness, infrastructure maintenance, operator development, and long-term capital improvements while supporting ongoing Hurricane Helene recovery efforts and preparing for future regulatory changes.

Key Activities and Accomplishments for the Month Include:

- Processed approximately 78.9 million gallons of water during June, with an average daily production of 2.82 million gallons per day.
- Water Treatment Operator Morgan Johnson successfully passed the Water Treatment Level IV certification exam on 06/05/26.

- Monthly Operations Reports (MOR) were completed and submitted to the state on 06/05/26. This report is a compliance document that outlines water quality, production, chemical usage, and operational details for the previous month. The report shows that all safe drinking water standards were met.
- Routine water quality monitoring including Bacteriological, TOC/DOC, and fluoride sampling all confirmed the continued delivery of safe drinking water.
 - The first round of Bacteriological samples was collected the week of 06/04/26 and the second round collected the week of 06/09/26. We are required to collect a total of 40 Bacteriological samples per month. All 40 samples that were tested came back negative for bacteria. This sampling is done to check for the presence of bacteria, which can indicate contamination and the potential presence of harmful pathogens in the water.
 - Monthly samples for the Total Organic Carbon (TOC) and Dissolved Organic Carbon (DOC) were also collected the week of 06/08/26 and sent to Waypoint Analytical. These samples are sent in to measure the amount of organic material in a water source. The results for this month were well below maximum mandated levels.
 - Monthly fluoride samples from the distribution system were taken and submitted to Waypoint Analytical for analysis on 06/08/26. Fluoride is added to help prevent tooth decay by strengthening tooth enamel which makes teeth more resistant to cavities. The Environmental Protection Agency (EPA) requires that fluoride levels in water do not exceed 2.0 parts per million. The test results resulted in a fluoride residual of 0.59 parts per million compared to last month which was 0.50 parts per million.
- Operations remained in compliance with all State and Federal regulatory requirements while continuing to meet system demand throughout the month.
- Successfully completed startup, load testing, and commissioning of the Rockhouse Booster Station generator project, providing the capability to operate the Water Treatment Plant and remote facilities during extended power outages.
- Attempted startup and commissioning activities for the new Charlie Hicks and Bumpus Cove Booster Stations. Testing identified several items requiring correction prior to final commissioning. At Charlie Hicks, electrical equipment was configured for 480-volt service; however, the facility is currently receiving 240-volt power, requiring modifications to the station wiring. At Bumpus Cove, piping connections were installed in reverse, causing the system to pull water from the reservoir rather than pump water to it as designed. GRW, the Town's engineering consultant, is actively coordinating with GRC and the equipment manufacturer to implement the necessary corrections and bring both facilities into full operation.
- Participated in TDEC training on 06/26/26 regarding EPA's upcoming Lead and Copper Rule requirements for schools and childcare facilities, with mandatory program implementation scheduled to begin in 2028.
- Multiple maintenance activities were performed throughout the month of June, including:
 - Cleaned the small sedimentation basin to remove accumulated sand and silt resulting from damage to the Raw Water Intake screens caused by Hurricane Helene. The Town continues coordinating with FEMA regarding funding for permanent intake repairs

- Cleaning electrical cabinets at Rockhouse Booster Station.
- Greasing pumps and adjusting pump packing during the scheduled June 11 maintenance shutdown.
- Installing a new internal roll-up door within the maintenance shop to secure the Maintenance Manager's office and tool storage area.
- Continuing routine inspections, preventive maintenance, and operational checks to ensure reliable plant performance and regulatory compliance.

The Utilities Maintenance Department continued supporting critical infrastructure, preventative maintenance, and system modernization efforts throughout June. Staff focused on improving reliability at booster stations, enhancing emergency preparedness, developing in-house maintenance capabilities, and supporting operational efficiency initiatives across the Town's utility systems.

Key Activities and Accomplishments for the Month Include:

- Rockhouse Booster Pump Station
 - Assisted Cummins with startup, commissioning and telemetry alarm programming for the new generator system.
 - Performed preventative maintenance requiring a full station shutdown, including bearing grease replacement on all three pumps and motors, electrical cabinet cleaning, and inspection and tightening of electrical terminations.
- Hwy 81 Booster Pump Station
 - Completed full SCADA integration and telemetry monitoring capabilities, allowing all station alarms and operational data to be viewed remotely.
 - Adjusted the low-suction pressure shutdown settings following a major leak at the suction end of the pump station to improve system performance during future leaks.
- Charlie Hicks and Bumpus Cove Booster Stations
 - Prepared both facilities for startup activities by relocating and integrating existing telemetry equipment from the old stations, reducing future installation time and costs.
- Raw Water Intake and Water Treatment Operations
 - Replaced the failed carbon feeder motor and procured an additional backup motor to maintain reliable treatment operations and improve system redundancy.
 - Assisted with cleaning the Water Treatment Plant's small sedimentation basin as part of ongoing maintenance efforts associated with Hurricane Helene impacts.
 - Continued calibration efforts on plant filter flow meters and initiated replacement planning after identifying age-related wear affecting operational efficiency.
 - Reviewed and approved electrical and instrumentation submittals for the new Water Treatment Plant expansion project in coordination with engineers and contractors.
- Developed an in-house single-phase power lift station control panel concept for Wastewater operations, providing a cost-effective solution that enhances long-term maintenance support and operational flexibility.
- Performed preventative maintenance on Woodlawn Booster Station pumps and motors and identified the need for future replacement of bearing seals and motors to accommodate Variable Frequency Drive operations.

- Continued development of a comprehensive preventative maintenance program for the Water Treatment Plant, remote pump stations, and storage facilities, incorporating both mechanical and electrical assets.
- Assisted with installation of a new roll-up door within the Utilities Maintenance Shop to improve security for tools, equipment, and work areas.
- Obtained annual maintenance proposals for the Town's generator fleet to support long-term reliability and preventative maintenance planning.

GIS/GPS operations continued supporting system documentation, infrastructure planning, and capital improvement coordination throughout June. Staff remained focused on enhancing the accuracy of utility asset mapping through ArcGIS Online (AGOL) updates and GPS field verification, strengthening long-term asset management, emergency response capabilities, and operational decision making across the utility system.

Key Activities and Accomplishments for the Month Include:

- Conducted GPS field verification and ArcGIS Online mapping updates for waterline isolation valves, fire hydrants, fire hydrant shutoff valves, blow-off valves, and air release valves throughout multiple service areas within the Town's water distribution system.
- Completed mapping and verification of existing water infrastructure along Bailey Bridge Road, Gravel Hill Road, Taylor Bridge Road, May Drive, Treadway Trail, Red Foxx Court, Mount Wesley Road, Mashburn Road, Al Sliger Road, L.C. McKee Road, B Chase Road, Charlie Parker Road, Keebler Lane, Smithdale Boulevard, Bulldog Miller Road, Mayberry Road, Horseshoe Bend Road, Leesburg Road, Woodruff Lane, Cedar Ridge Lane, Scott Hills Road, Archer Road, Earnest Elliott Road, and additional service areas throughout the Town.
- Continued GPS documentation of newly installed infrastructure associated with the M. Kyker Road, Armentrout Road, and Hartsell Road waterline extension projects, including ductile iron water mains, fire hydrants, air release valves, blow-off valves, and associated town assets.
- Verified and documented critical water system assets ranging from 2-inch through 6-inch waterlines to improve mapping accuracy, maintenance planning, and emergency response capabilities.
- Continued coordination and field support activities for ongoing utility infrastructure improvements and capital projects throughout the month, ensuring newly constructed assets were incorporated into the Town's GIS and asset management systems.

The Wastewater Department continued strengthening system resiliency and operational performance throughout June through proactive maintenance, infrastructure investments, and responsive customer service. Staff maintained regulatory compliance, advanced key capital improvement projects, and effectively addressed both routine operational needs and unforeseen events across the collection and treatment systems.

Key Activities and Accomplishments for the Month Include:

- CIPP Project (M&M Pipe Servies): Project 95% complete, with final completion activities anticipated in the coming weeks.

- A-Station Project (Franklin Underground): Project 50% complete, with gravity sewer installation continued in the Angle Street and West College area.
- All industries remained in compliance with industrial pretreatment permit requirements throughout the month.
- Conducted maintenance and repair activities at multiple pump stations, including WCIP, Farm Bureau, Boones Creek, Persimmon Ridge, Hilbert Circle, Marvin Carter, Bushhog, Spring Street, Telford, Rocky Hollow, and Blalock station. Work included replacement of check valves, discharge piping, grinder pumps, and routine operational inspections.
- Responded to service calls, maintained septic tanks, cleanouts, and customer connections throughout the system, including work on Locust Street, May Drive, Payne Road, Fourth Avenue, Lawing Avenue, Chimney Top Lane, Mountain View Court, West Main Street, East Main Street, Union Church, Hales Court, and South Cherokee.
- Installed a sewer tap for the new Taco Bell location and began installation of a new STEP Unit with approximately 300 feet of service extension on Fourth Avenue from the nearest manhole.
- Completed downtown sewer cleaning activities in preparation for Jonesborough Days to support increased community activity and maintain reliable system performance.
- Conducted routine 811 locates, pump station inspections, grounds maintenance, and system monitoring activities throughout the month, responding to 390 locate requests with 173 requiring action.
- Completed quarterly sampling and numerous operational and maintenance activities at the Wastewater Treatment Plant.
- Employees responded to several emergency events during the month which include:
 - A force main failure at the A Station on 06/17/26, which resulted in a sanitary sewer overflow. Corrective actions were taken immediately, and the failure was promptly repaired.
 - A temporary power outage at the WWTP on 06/18/26 resulted in a one-day Total Suspended Solids (TSS) permit exceedance after increased flows overwhelmed the clarifiers. This caused a short-circuiting condition and a daily TSS concentration violation. Corrective actions were implemented immediately, and normal operations resumed.
 - The Stage Road Pump Station lost a phase of power on 06/21/26, resulting in a sewage release. Pump-and-haul operations were implemented until BrightRidge completed the necessary electrical repairs.
 - A significant weather event occurred on 06/28/26, generating multiple high-level alarms throughout the system. The event caused four overflows within the collection system in the vicinity of Persimmon Ridge, Spring Street, and A Station. The WWTP also experienced four bypass events during the storm. Staff worked continuously to restore normal operations and minimize system impacts.


Our Purchasing Clerk continued supporting utility operations through procurement coordination and inventory management throughout June. Efforts remained focused on maintaining material availability for ongoing infrastructure projects, preparing for annual inventory audits, and providing timely purchasing support to all utility divisions.

Key Activities and Accomplishments for the Month Include:

- Coordinated bidding activities for the Tommy Campbell Road and Dulaney Road county construction projects and processed associated requisitions for required materials and supplies.
- Obtained vendor quotes and prepared project materials for upcoming line extension work and future utility infrastructure improvements.
- Processed and coded invoices to maintain accurate financial records and ensure timely vendor payments.
- Ordered and distributed janitorial supplies for multiple utility departments to support daily operations and facility maintenance.
- Conducted inventory reviews and verified material availability to ensure crews had the necessary parts and supplies for maintenance, repairs, and construction activities.
- Assisted with preparations for the annual inventory audit, including inventory counts, documentation, and organizational activities to support accurate reporting and accountability.
- Continued coordinating purchasing activities and requisition processing for ongoing and upcoming utility projects throughout the Town.

In closing, the Utilities Department remains firmly committed to accountability, operational excellence, and responsible stewardship of the Town's infrastructure. Through coordinated efforts across all divisions, staff continued to make measurable progress on critical infrastructure improvements, asset management initiatives, and FEMA and TEMA recovery efforts associated with Hurricane Helene while maintaining a high level of preparedness to address both routine demands and unforeseen events. Continued investment in employee training, safety, and technology platforms such as Cartegraph and Comcate further strengthens operational efficiency and long-term planning. This unified, department-wide approach ensures the consistent delivery of safe, reliable utility services to our customers and supports community growth while responsibly managing the Town's utility assets now and into the future.

Thank you,
Kevin Brobeck
Utilities Manager



Town of Jonesborough
Water Quality Department
Monthly Report
JUNE 2026

<u>Meters Read:</u>	<u>Meters Cut On/CBOP</u>	<u>Meters Cut Off:</u>	<u>Meters Rechecked:</u>
14,086	252	74	86

<u>Meter Maintenance:</u>	<u>Non-Payment:</u>	<u>Customer Inquiries:</u>
Meters Marked - 21	199	371
Meters Serviced- 135		
Locations Entered in Harmony- 27		

<u>Water Line Flushing:</u>	<u>Service Line Leaks:</u>	<u>Reports & Spreadsheets:</u>
200	21	1,210

<u>Valve Maintenance:</u>	<u>Dispatch & Service Calls:</u>	<u>Water Line Locates:</u>
Valves exercised- 73	1,117	20

Total Actions Taken:
17,892



TOWN OF JONESBOROUGH

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

Monthly Report June 2026

Water Distribution

Complaints - 3 _____ **2- Total Complaints Last Month**

Taps Installed - 10 _____ **25 - Total Taps Last Month**

Tennessee One Call - 377 _____ **346 - Total Last Month**

This Month there were 377 locations marked on our Water System for proposed work such as Telephone Co, Gas co, Cable co, and Power Board.

Water Leaks Total- 33 _____ **25- Total Last Month**

Down Meters Installed Total - 0 _____ **0 - Last Month**

Meter Boxes Replaced: 6 _____ **Last Month Total: 6**

Yard Work Clean Total - 10 _____ **40 - Total Last Month**

1. Yards to sow (131 to sow)

For the month of June Town Crew

The Town Crew have concentrated their efforts on repairing all leaks and completing all taps that have come in in a timely manner.

Upcoming Line Extensions County Crew

- Hartsell Rd- 4500 Feet 6" DI Completed
- Rocky Hollow Rd Completed
- M. Kyker Rd Completed
- M. Kyker/Miller rd. to Cloyd rd. Awaiting Approved Plans
- Adams and Corby Rd.
- Dulaney Rd

For the month of June County Construction Crew

County Construction June Report

During the month of June, the County Construction crew installed a total of 1,160 linear feet of ductile iron pipe between the M. Kyker Road and Dulaney projects. On the M. Kyker Road project, the crew completed the final six service line bores and tied them into the existing meters, allowing the existing 2" PVC water line to be abandoned. They also connected the new 6" ductile iron main to the existing 4" PVC line, installed a fire hydrant, and removed the existing 4" x 2" glued tee that had served the abandoned 2" line.

After completing final cleanup on M. Kyker Road and while awaiting the 16"x6" tapping saddle for the Dulaney project, the crew assisted Scott with inventory. Once the necessary parts arrived, the crew completed a 16" x 6" wet tap on the existing 16-inch ductile iron water main, installed a fire hydrant, and began laying pipe on the Dulaney project.

Overall, during the month of June, the crew successfully completed the M. Kyker Road project, assisted with inventory, and made significant progress on the Dulaney project.

Jonesborough Water Treatment Facility

Monthly Report

June 2026

As of June 29th 2026, the total amount of water processed was 78.9 million gallons, with a daily average of 2.82 million, a maximum of 3.04 million, and a minimum of 2.61 million.

This month, Monthly Bac T samples were finished and all samples tested negative. The plant operated within all established parameters. All in-house laboratory test results, as well as all external laboratory test results, were well within the appropriate standards and regulations. The Monthly Operations Report (MOR) was completed and turned into TDEC (State). Rockhouse generator is fully operational, completing the WTP generator project. Now the Water Treatment Plant and Remotes site can still operate during a power outage. We collected samples testing for disinfection byproducts (DBP's) on 06/03/26. The results of the samples taken fell well below regulatory limits indicating full compliance and effective treatment practices. We cleaned the Small Sedimentation Basin on 06/15/26. Attempted start-ups of the new booster stations at Charlie Hicks and Bumpass Cove. Both stations had issues. Charlie Hick was wired incorrectly and Bumpass Cove was plumbed incorrectly. GRW (the engineering firm), GRC (the contractor), and Clay Greene (the manufacturer) are working on a solution to these issues. Precision Door installed a new roll-up door on the interior of the Maintenance shop to secure the Maintenance Manager's tools and office from the rest of the shop.

If you have any questions, please do not hesitate to contact me at: 423-791-3837

Seth Van Wyck
Director of Water Treatment

Utilities Maintenance Dept.

Month of June 2026

Assisted Cummins with generator startup for Rockhouse Booster Pump Station. We had Cummins assign and program generator alarms for our telemetry.

Prepared Bumpus Cove and Charlie Hicks Booster Pump Stations for relocating existing telemetry from the old stations to the new stations to save time during the upcoming startup.

We completed providing full telemetering for Hwy 81 Booster Pump Station where all available station monitoring and alarms are visible remotely on SCADA.

Procured an annual maintenance quote for all of the new Water Dept. generators from Stowers CAT.

The Raw Water Intake carbon feeder motor completely failed and needed to be replaced. We ordered two new motors, one as a backup, and replaced the motor to render the carbon feeder fully operational.

I developed a new single phase power lift station control panel concept for Wastewater and provided a quote to purchase material, build and integrate into Wastewater's existing and new upcoming single phase power lift stations. This plan provides complete in-house build and support from the Utilities Maintenance Dept. as well as the highest quality material at the most comparable price to any outside contractor.

We performed a full preventative maintenance on Rockhouse Booster Pump Station, which required a full shutdown. Maintenance included full bearing grease replacement on all three pumps and pump motors and a full electrical cleaning (removal of dust and debris from all electrical components, especially highly sensitive electronics that require unobstructed airflow for cooling), torquing and tightening procedure on all wire terminations.

We performed preventative maintenance on Woodlawn Booster Pump Station pumps and motors, which consisted of bearing grease change. After changing the bearing grease, which is required every 6 months, we found that the bearing seals on all three pumps are blown and need to be replaced. We are actively trying to obtain a quote for new bearing seals and new motors. The motors must be replaced soon due to the recent Variable Frequency Drive installation, which requires the motors to be Inverter Duty rated and also due to the bearing seals being blown on these as well.

Assisted in performing the cleaning of the Water Treatment Plant's smaller Sedimentation Basin.

I am actively working on developing a detailed preventative maintenance schedule for the Water Treatment Plant and remote pump station and storage sites which will include all assets, mechanical and electrical.

We are working on calibrations for the Water Plant's filter flow meters and discovered there is damage and wear to the existing flow meters. We are working on getting a quote to replace these to improve Plant operation efficiency. We are also working towards other operational efficiency goals as well.

Received and assisted in the installation of the new Utilities Maintenance Shop roll up door to maintain improved security for the tool area.

We adjusted the low suction pressure pump station shut off for Hwy 81 Booster Pump Station. This came about due to a major leak at the suction end of the newest pump station. The adjustment was made to improve the pump station performance during a leak in the future.

We reviewed all electrical and instrumentation product submittals for the new Water Treatment Plant and were satisfied with the choices from the Electrical contractor and System Integrator. All submittals have been approved by the engineer.



TOWN OF JONESBOROUGH

123 BOONE STREET
JONESBOROUGH, TN 37659
TELEPHONE (423) 753-1030
WEBSITE: WWW.JONESBOROUGHTN.ORG

To: Kevin Brobeck

From: Craig Persinger

June 2026 Monthly Report GIS/GPS & Inspections

Week of 6/01/2026.

GPS Survey & ArcGIS Online (AGOL) Mapping for Critical Areas: GPS the existing 4-inch & 6-inch waterline isolation valves, FH's, FH shutoff valves at the intersection of Bud Ball Rd & Bailey Bridge Rd. GPS the existing 6-inch waterline isolation valves, FH's, FH shutoff valves & BOV's along Gravel Hill Rd from Lod State Rte. 34 to Bailey Bridge Rd. GPS the existing 6-inch waterline isolation valves, FH's, FH shutoff valves and BOV along Jonesborough Waterplant Rd. GPS the existing 3-inch & 6-inch waterline isolation valves, FH's, FH shutoff valves & BOV along Taylor Bridge Rd from May Dr down to Treadway Trail. GPS the existing 3" & 6" water valves, FH's, FH shutoff valves & BOV's along May Dr from tie-in at Treadway Trail to Taylor Bridge Rd tie-in. GPS the existing 6" & 8" water valves, FH's, FH shutoff valves & BOV's along Treadway Trail from Conklin & Bacon Branch to Taylor Bridge Rd.

Week of 6/08/2026

GPS Survey & ArcGIS Online (AGOL) Mapping for Critical Areas: GPS the existing 4-inch & 6-inch waterline isolation valves & BOV on Red Foxx Ct from tie-in at Telford New Victory back to BOV in cul-de-sac. GPS the new 6-inch DIP waterline isolation valves, FH's, FH shut-off valves, air release valves (ARV) & BOV's along M Kyker Rd from Miller Rd to tie-in to the existing 4-inch water at Telford New Victory. GPS the new 6-inch DIP waterline isolation valves, FH's, FH shut-off valves along Armentrout Rd from tie-in at 11E (Hwy 321) to tie-in at Matthews Mill. GPS the new 6-inch DIP waterline isolation valves, FH's, FH shut-off valves & BOV's along Hartsell Rd, including Maverick Rd, from tie-in at Mayberry Rd to tie-in at Bulldog Miller Rd. GPS the existing 4-inch & 6-inch waterline isolation valves, FH's, FH



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shut-off valves & BOV's along Mount Wesley Rd from May Rd to tie-in at Conklin Rd. GPS the existing 3-inch waterline isolation valves along Mashburn Rd from tie-in at Mt Wesley to tie-in at Al Sliger Rd. GPS the existing 3-inch & 6-inch waterline isolation valves, FH's, FH shut-off valves & BOV's along Al Sliger Rd from tie-in at Treadway Trail to tie-in at Lc McKee Rd. GPS the existing 2-inch (Barnes Rd) & 4-inch waterline isolation valves, FH's, FH shutoff valves & BOV's Lc McKee from tie-in at Al Sliger Rd to tie-in at Conklin Rd. GPS the existing 6-inch & 8-inch waterline valves along B Chase Rd from tie-in at Bacon Branch to tie-in at Bulldog Miller Rd.

Week of 6/15/2026

GPS Survey & ArcGIS Online (AGOL) Mapping for Critical Areas: GPS the existing 2-inch & 6-inch waterline isolation valves, FH's, FH shutoff valves & BOV's along Hwy 81 S from Charlie Parker Rd to the new Hwy 81 S bridge. GPS the existing 2-inch waterline valves, & BOV along Bradford Loop from Hwy 81 S to Taylor Bridge. GPS the existing 2-inch & 6-inch BOV's along Hensley Loop from tie-in at Conklin Rd to BOV and from tie-in at Lc McKee Rd to BOV. GPS the existing 6-inch waterline isolation valves along Charlie Parker Rd from tie-in at Hwy 81 S to tie-in at Hwy 67. GPS the existing 2-inch & 6-inch waterline isolation valves, FH's, FH shutoff valves & BOV's along Keebler Ln, Smithdale Blvd East & West to tie-ins at Old State Rte. 34.

Week of 6/22/2026

GPS Survey & ArcGIS Online (AGOL) Mapping for Critical Areas: GPS the existing 8-inch waterline valves, FH's, FH shutoff valves & BOV's along Bulldog Miller Rd from tie-in at Mayberry Rd to tie-in at Ridgecrest Rd. GPS the existing 2-inch & 3-inch waterline valves, FH's, FH shutoff valves & BOV's along Mayberry Rd from tie-in at Bulldog Miller Rd to tie-in at Hwy 81 S. GPS the existing 3-inch & 6-inch waterline valves, FH's, FH shutoff valves & BOV's along Horseshoe Bend Rd & Leesburg Rd to tie-ins at Hwy 81 N.



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Week of 6/29/2026

GPS Survey & ArcGIS Online (AGOL) Mapping for Critical Areas: GPS the existing 2-inch & 6-inch waterline valves, FH's, FH shutoff valves & BOV's along Woodruff Ln & Cedar Ridge Ln to tie-in at Conklin Rd. GPS the existing 2-inch & 6-inch waterline valves, FH's, FH shutoff valves & BOV's along Scott Hills Rd (2") and Archer Rd (6") from tie-in at Scott Hills to tie-in at Hwy 81 S. GPS the existing 6-inch waterline valves, FH's & FH shutoff valves along Hwy 81 S from Earnest Elliott Rd to intersection of Bumpus Cove Rd & Hwy 81 S. GPS the existing 6-inch waterline valves, FH's, FH shutoff valves & BOV along Earnest Elliott Rd from tie-in at Hwy 81 S to BOV.



TOWN OF JONESBOROUGH

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FAX (423) 753-1074

Wastewater – June 2026 Monthly System Operations Summary

Date: June 30, 2026

Customer Calls:

Total: 8 Resolved: 8

TN811: Taken: 390 Required Action: 173

Sewer Taps:

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

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

Projects Completed:

1. Shamrock Sewer Investigation
2. Woodrow/S Cherokee – Manhole Cover Replacement

Projects Underway:

1. CIPP – E. Main – Forest Circle
2. A Station Project – 3rd to A Station
3. Stormwater @ Angle Street

System Maintenance:

Line Cleaning: 3000'	Line Inspections: 0'	System Repairs: 3
Station Repairs: 4	Station Cleaning: 6	STEP Unit Repairs: 0

Overflows/Releases/Bypasses:

6/17/26 – Overflow - A Station – Force Main Break
6/21/26 – Release – Stage Road – Power Loss (Brightridge)
6/28/26 – Overflow – MH B110 – I&I
 Overflow – MH B168 – I&I
 Overflow – A Station – I&I
 Overflow – Spring Street – I&I
 Bypass x 4 – Headworks, Clarifiers x2, Effluent Flume – I&I

Town of Jonesborough
Environmental Services
Department Monthly Report

June 1, 2026
thru
June 25, 2026

Wastewater Plant: The WWTP is operating well. The Diesel Redundancy Pump operated in June. In June, Jonesborough experienced 11 days with precipitation, totaling 7.02 inches. The need for further I&I work is still apparent. The previous year's data indicates a daily inflow rate of 32%. In June, this rate was 32%, equating to an average of nearly 207,000 gallons per day.

Wastewater Plant Compliance – June 2026

Parameter	Result	Limit	Violation Y/N
CBOD Monthly	6mg/l – 38lb/d	21mg/l – 167lb/d	N
CBOD Weekly	8mg/l – 57lb/d	25mg/l – 208lb/d	N
CBOD Daily	16mg/l – 92%Rmv	30mg/l – +40%Rmv	N
Ammonia Mo.	1.3mg/l – 6.8lb/d	8mg/l – 67lb/d	N
Ammonia Wk.	1.5 mg/l – 7.6lb/d	12mg/l – 100lb/d	N
Ammonia Day.	2.1mg/l	16mg/l	N
TSS Monthly	12mg/l – 83lb/d	30mg/l – 250lb/d	N
TSS Weekly	35mg/l – 281lb/d	40mg/l – 304lb/d	N
TSS Daily	97mg/l – 62%Rmv	45mg/l – +40%Rmv	N
E. coli Monthly	4/100ml	126/100ml	N
E. coli Daily	9/100ml	198/100ml	N
Chlorine	0.16 mg/l	2.0mg/l	N
Sett. Solids	0.1ml/l	1.0ml/l	N
Diss. Oxygen	6.6 mg/l	6.0mg/l Minimum	N
pH	7.5su/7.9su	6su – 9su min/max	N

Please note that the information provided in the compliance table is accurate through 6/25/26

Activity Tracking:

	Current Month	Previous Month	% Change
Tasks Generated	447	404	+10%
Tasks Completed	366	473	-23%
Work Hours Recorded	1163*	1604.15	-27%

Please note that the information provided in the compliance table is accurate through 6/25/26
*Recorded hours are based on completed work – Open tasks/projects are not represented.

Industrial Pretreatment: All industries are currently in compliance with their industrial pretreatment permits.

NPDES Permit: The WWTP is non-compliant with the Daily TSS mg/L limit due to an electrical issue that caused clarifier surcharging.

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

Cobern O. Rasnick
Director of Environmental Services

Parks and Recreation June 2026

Wetlands Waterpark

June was an outstanding month for Wetlands Waterpark, with continued growth in attendance, revenue, guest services, and programming. The facility generated \$244,086 in net sales during the month, representing a 19.81% increase compared to June 2025. Our new Sweet Shack completed its first full month of operation and generated \$20,527 in sales, while the Café continued to perform exceptionally well, selling more than 14,000 items and generating over \$58,000 in revenue.

Attendance remained strong throughout the month, with more than 16,000 guests visiting the facility. Wetlands also hosted seven daytime birthday parties, accommodated 24 facility rentals, and rented 82 of our 120 cabanas, demonstrating continued demand for our premium guest amenities. During the month, Wetlands also partnered with WJHL to host the annual “It’s Your Lucky Daytime” event, providing the public with a free day of swimming and introducing many first-time visitors to the facility.

Aquatics programming continued to be a tremendous success. Staff completed three swim lesson sessions, providing water safety instruction to 30 children. Each session sold out, with waiting lists established for every week, demonstrating the growing demand for swim instruction within our community. These programs continue to be an important part of our mission by promoting water safety while providing quality recreational opportunities for local families.

Wetlands also experimented with two extended-hour events on June 24 and June 30 to provide additional opportunities for families to enjoy the facility. While attendance was positive, each event generated approximately \$250 in revenue, which was not sufficient to offset the additional staffing and operating costs. Staff will continue evaluating the effectiveness and financial viability of future extended-hour events.

During June, staff prepared for the annual Health Department inspection by completing several maintenance improvements, including replacing damaged pool depth markers, repairing a section of the perimeter fence, and replacing several skimmer basket lids. Following these improvements, Wetlands received a perfect 100% inspection score. The new Sweet Shack also underwent its initial Health Department inspection and received a 100% inspection score.

Overall, June was one of the strongest months Wetlands Waterpark has experienced and is a direct reflection of the leadership and dedication of the entire team. Director Nick Bogle has done an exceptional job leading daily operations and continually looking for ways to improve both the guest experience and operational efficiency. Seasonal Managers Sadie and Sarah-Grace have embraced their leadership roles and have done an outstanding job managing staff, monitoring daily performance, and creating a positive work environment. Most importantly, every member of the Wetlands staff deserves recognition for the pride they take in their work. From lifeguards and admissions staff to maintenance, concessions, and the Sweet Shack, their commitment to customer service, safety, and teamwork has been evident every day. The success Wetlands continues to experience is a direct result of the effort and professionalism demonstrated by the entire team.

Open Spaces Division

June was focused on maintaining the significant landscaping improvements completed throughout the spring while also preparing many of the Town's public spaces for Jonesborough Days and the busy summer season. A considerable amount of staff time was dedicated to watering, fertilizing, and establishing newly installed trees, shrubs, and landscaping throughout Town.

Staff completed the installation of all trees, shrubs, and designated landscape beds at BrightRidge Park. Work included edging landscape areas to reduce runoff, installing geotextile fabric, and applying mulch throughout the site. Because the landscaping is still becoming established, staff routinely watered and fertilized the area multiple times each week to promote healthy growth. The native perennial plantings have not yet been installed, as the team is intentionally completing the project in phases to allow each stage of the landscape to establish properly before introducing additional plant material. This phased approach is expected to improve long-term plant health and overall success of the project.

The division continued caring for the newly planted trees at Tiger Park while also maintaining the downtown planters through regular watering and fertilization to encourage continued blooming throughout the summer. Staff also maintained the landscaping at Wetlands Waterpark by deadheading annuals, maintaining planters, and applying blooming fertilizer to keep displays vibrant during the warmer temperatures.

Additional beautification efforts included mulching at WC Rowe Park and the Chuckey Depot Museum, assisting with the installation of new downtown flags in preparation for Jonesborough Days, and completing cleanup efforts along Dogwood Lane by removing large dead limbs and controlling weeds.

Significant maintenance was also completed at Stage Road Park, where staff cleared overgrown vegetation around the food forest and stream corridor, removed a large dead oak tree, and replanted a replacement tree. At Persimmon Ridge Park, crews cut back excessive vegetation along the trail system to improve accessibility and visibility for park users.

In addition to field work, staff represented the Parks and Recreation Department at the GEAR UP Career Fair for rising Tennessee high school freshmen, providing information about careers in parks, recreation, horticulture, and public service.

Maintenance Division

With schools out for the summer and Wetlands Waterpark fully operational, staff shifted much of their focus toward completing backlogged maintenance projects, beautification efforts, and preventative maintenance throughout the Town's parks and facilities. Although the regular Little League season has concluded, staff continue to prepare and maintain the ballfields at Persimmon Ridge Park as several local Little League teams advance to state tournament play and continue using the fields for practices.

At Stage Road Park, staff completed the installation updated playground mulch to keep at the minimum required depth. Crews also replaced the Little Free Library located adjacent to the playground and addressed excessive weed growth along the wooden fence bordering the property. Significant cleanup efforts were also completed throughout Barkley Creek Park, where damaged bridge boards were replaced and overgrown brush and weeds along the entrance drive were cleared to improve both appearance and accessibility.

Downtown maintenance remained a priority throughout the month as preparations were made for Jonesborough Days. Staff maintained sidewalks and flower beds by controlling weeds and assisted the Flag Committee with installing new flag brackets throughout the courthouse parking area while replacing many of the existing downtown flags.

The maintenance team refurbished the metal tables and chairs from the ISC Plaza by pressure washing and repainting them prior to the start of the Brews & Tunes concert series. The refreshed furniture has been well received by both residents and visitors.

A significant amount of time was also dedicated to preparing the Chuckey Depot Museum grounds for a professional photo shoot. Staff trimmed and shaped trees and shrubs, weeded and treated landscape beds, refreshed mulch throughout the property, and pressure washed both the building and surrounding sidewalks.

Director Activities

A significant amount of time was dedicated to preparing for the launch of the new Jonesborough Soccer Association season, which begins in August. I worked closely with the Jonesborough Soccer Association Board, Nick Bogle, and Sporting JC staff to develop the framework for the league. This included creating a coaching manual, developing player and coach resources, preparing a comprehensive FAQ, obtaining uniform quotes, and finalizing many of the operational details necessary for a successful inaugural season under the new partnership.

I partnered with the Jonesborough Civitan Club to host the first annual pickleball tournament. While the tournament generated approximately \$360 in profit for the Civitan Club, the primary goal was creating a community-focused event while showcasing the Town's pickleball facilities. Based on the positive response from participants, additional tournaments are already being planned. The Civitan Club has expressed its commitment to continuing to donate proceeds back into Town organizations and community initiatives, and they continue to be an outstanding partner for Parks and Recreation.

I continued working with Town Administrator Glenn Rosenoff, Operations Manager Craig Ford, and Administrative Assistant Brandi Miller on the Shared Use Agreement between the Town of Jonesborough and Washington County Schools. We met with school officials during the month to review the agreement, and I am confident we are in a good position to have the document finalized in the near future.

I attended a leadership conference at East Tennessee State University alongside Human Resources Director Michelle to learn additional strategies for building and sustaining a healthy workplace culture.

I coordinated with BrightRidge and Sharp to complete the installation and transition of fiber service at Wetlands Waterpark. Through careful planning between all parties, the transition was completed with minimal disruption to daily operations.

I also attended the monthly Parks and Recreation and Wetlands marketing meeting. This month's meeting was held at Wetlands Waterpark, providing the marketing team an opportunity to experience the facility during peak operations. Hannah continues to do an outstanding job highlighting the many programs, parks, and events offered by Parks and Recreation and Wetlands.

During the month, I attended a called meeting of the Heritage Alliance Board of Trustees to obtain approval of the new Chuckey Depot lease agreement. I also attended the Chuckey Depot Advisory Board meeting, where I assisted with securing Jonesborough Elementary School for the upcoming train show, connected the board with Hannah to assist with marketing efforts, and coordinated several maintenance requests with our maintenance staff.

Nick Bogle and I also held our kickoff meeting for the national 5v5 Soccer Tournament that will be hosted at Tiger Park on August 1. The event is expected to attract teams from outside the region, and I have coordinated with the Tourism Department to help maximize overnight lodging opportunities and the economic impact for the community.

I had the opportunity to provide our new Town Receptionist, Jackie, with a comprehensive tour of our parks, facilities, and operations to help familiarize her with the services Parks and Recreation provides throughout the community. I believe she will be a tremendous asset to the Town.

Recreational Concepts completed its annual playground safety inspections at Tiger Park during June. I coordinated for our maintenance staff to participate alongside the inspectors so they could gain additional knowledge on proper inspection techniques and best practices. The experience provided valuable training that will benefit future in-house playground inspections.

I continued working with Open Spaces Coordinator Sunny Ezell and Operations Manager Craig Ford on plans to improve landscaping within the Town's roadway medians. These discussions will continue as we evaluate future improvements and maintenance strategies.

I also worked with Chris Pape, Planning Analyst for Washington County, on several GIS mapping projects that will improve the management of our park system. This included developing updated boundary maps for Mill Spring Park and Persimmon Ridge Park to satisfy TDEC requirements. Additional mapping projects are underway to inventory park assets, including trash receptacles and dog waste stations, update trail maps for Persimmon Ridge Park, and ultimately develop a comprehensive trail system map for the Town.

Finally, I worked closely with the Tourism Department throughout the month to coordinate Jonesborough Days. Multiple planning meetings were held to ensure Parks and Recreation was prepared to support another successful community event.



Jonesborough Department of Public Safety June 2026 Monthly Report

- CITATIONS & ARRESTS

Offenses	Count
Larceny/Theft	3
Assault	1
Fraud	1
Embezzlement	1
Vandalism	2
Miscellaneous (TIBRS Group B)	3
Miscellaneous (Department Only)	10
Total:	21

Memos	Count
Animal Destruction	1
Assisting Other Agency	3
Code Enforcement	2
Community Relations	5
Crisis Intervention Report	2
Event After Action Report	5
Field Interview	4
K9 Deployment	4
Lost/Stolen License Plate	1
Miscellaneous Information	14
No Tow Form	1
Officer Assistance Form	12
Property Damage/Misc	5
Sensitive Information Report	1
Trespass Warning	5
Total:	65

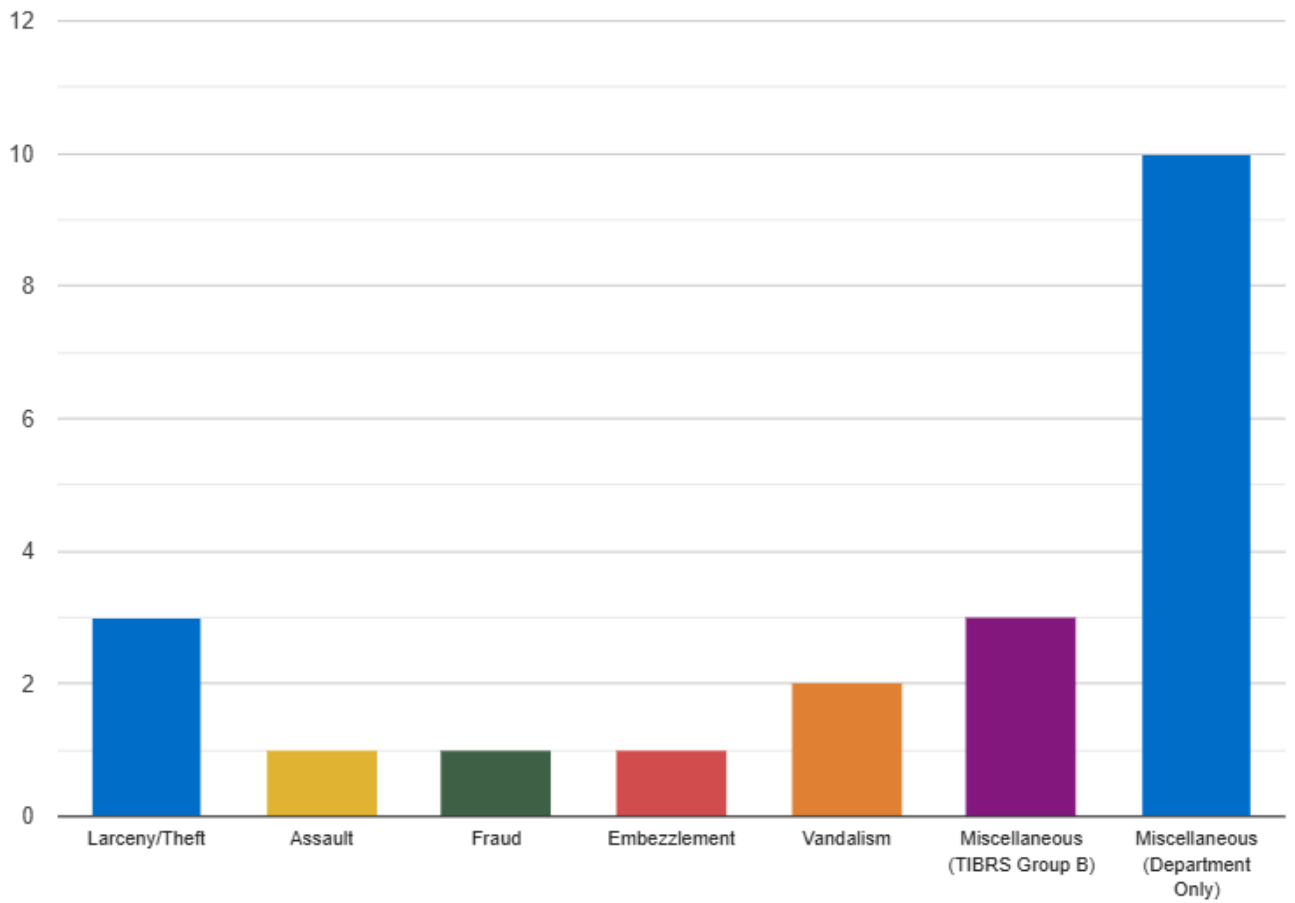
Arrests	Count
Adult (On-View Arrest)	7
Adult (Summoned/Cited)	18
Total:	25

Crashes	Count
Injury possible	2
Property damage (over \$ threshold)	15
Property damage (under \$ threshold)	9
Total:	26

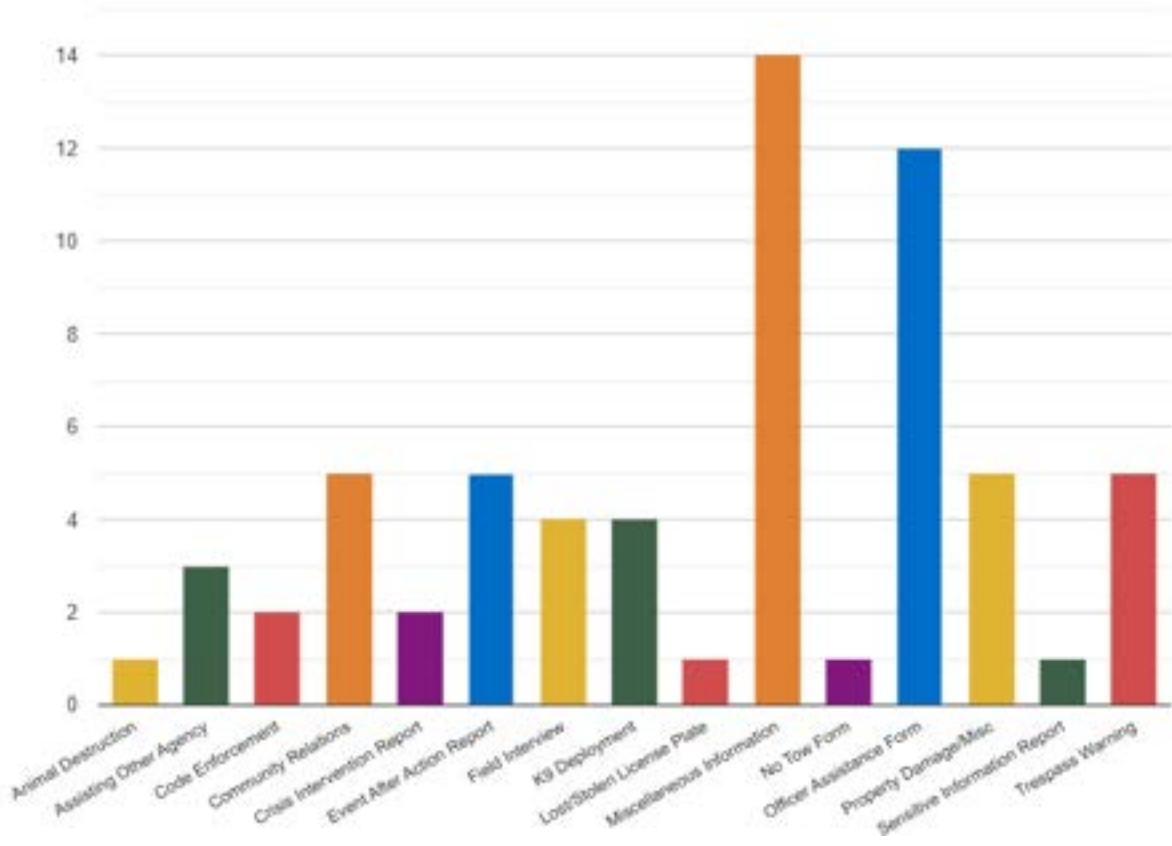
Non-Investigatory Crashes	Count
Property damage (under \$ threshold)	1
Total:	1

Tickets	Count
Traffic (Municipal Court)	150
Traffic (Washington County Juvenile Court)	4
Traffic Charges (Municipal Court)	283
Traffic Charges (Washington County Juvenile Court)	5
Ordinance (Municipal Court)	3
Parking (Municipal Court)	2
Tow	8
Warning	114
Total:	281

Incidents - 06/01/2026 - 06/30/2026



Memos - 06/01/2026 - 06/30/2026

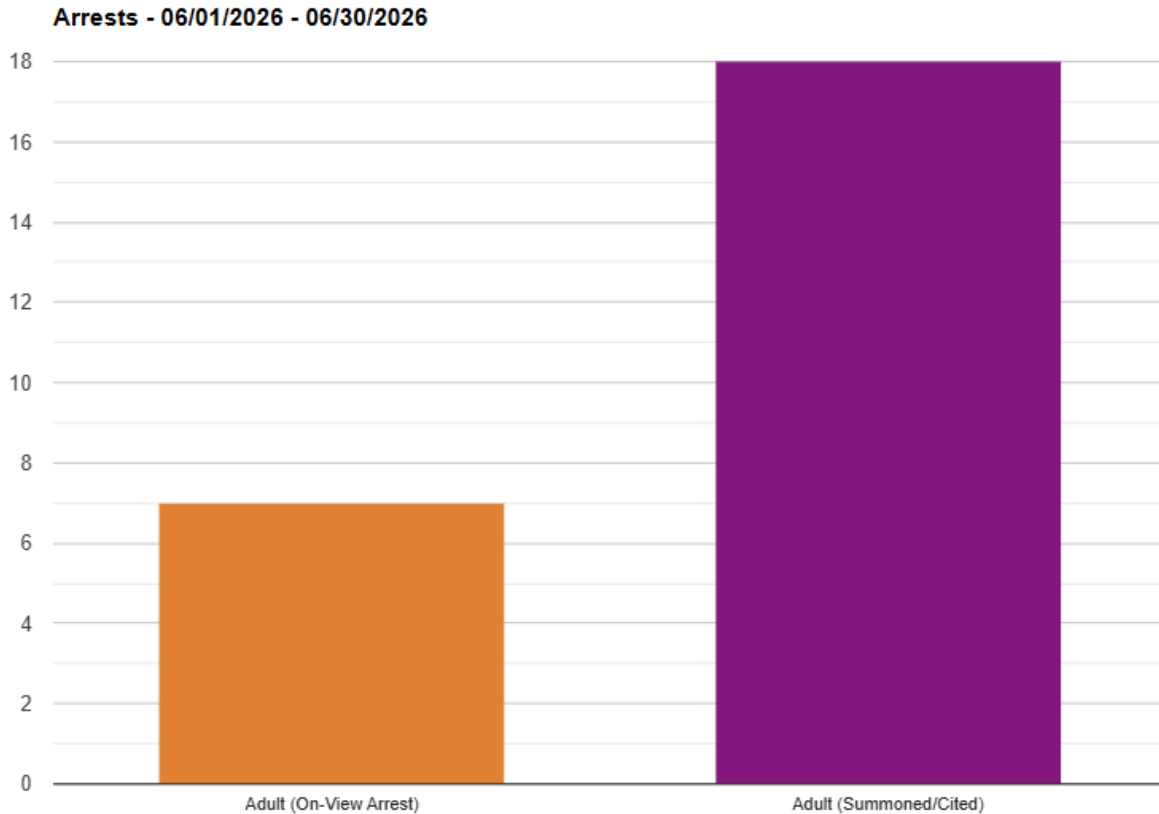


- **TRAFFIC**

- *A total of 166 traffic tickets were written in the month of June.*

- **CRIMINAL INVESTIGATIONS**

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



- **MOTOR VEHICLE CRASHES**

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

- **CANINE**

K9 Hours

- K9 Falco –Falco had 16 training hours and 2 deployments.
- K9 Cygan –Cygan had 16 training hours and 0 deployments.
- K9 Daryl – Daryl had 18 training hours and 2 deployments.

- RESERVES

Reserve Officer	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date
Beagle, William	8	16.5	0	25	14	0							59.5
Charlton, James	44	13	16	25	20	12							129
Collins, Robin	10	0	8	21	15	8							62
Greenway, Chester	20	0	0	0	0	0							20
Hough, Richard	6.5	0	0	8	0	0							14.5
McCracken, Logan	4	0	0	0	0								4
Rice, Jesse	0	0	7	8	0	0							15
Witt, Paul	8	8	13	45.5	20	0							94.5
Wood, George	8	10	0										18
TOTALS:	104.5	46.5	44	127.5	78	20	0	0	0	0	0	0	420.5

- CODE ENFORCEMENT

There were (3) ordinance violations issued during the month of June.

- DISPATCH TRANSACTIONS FOR JCPD

For June, our dispatchers assisted Johnson City Police Department with approximately (21) transactions.

- OTHER CALLS FOR SERVICE

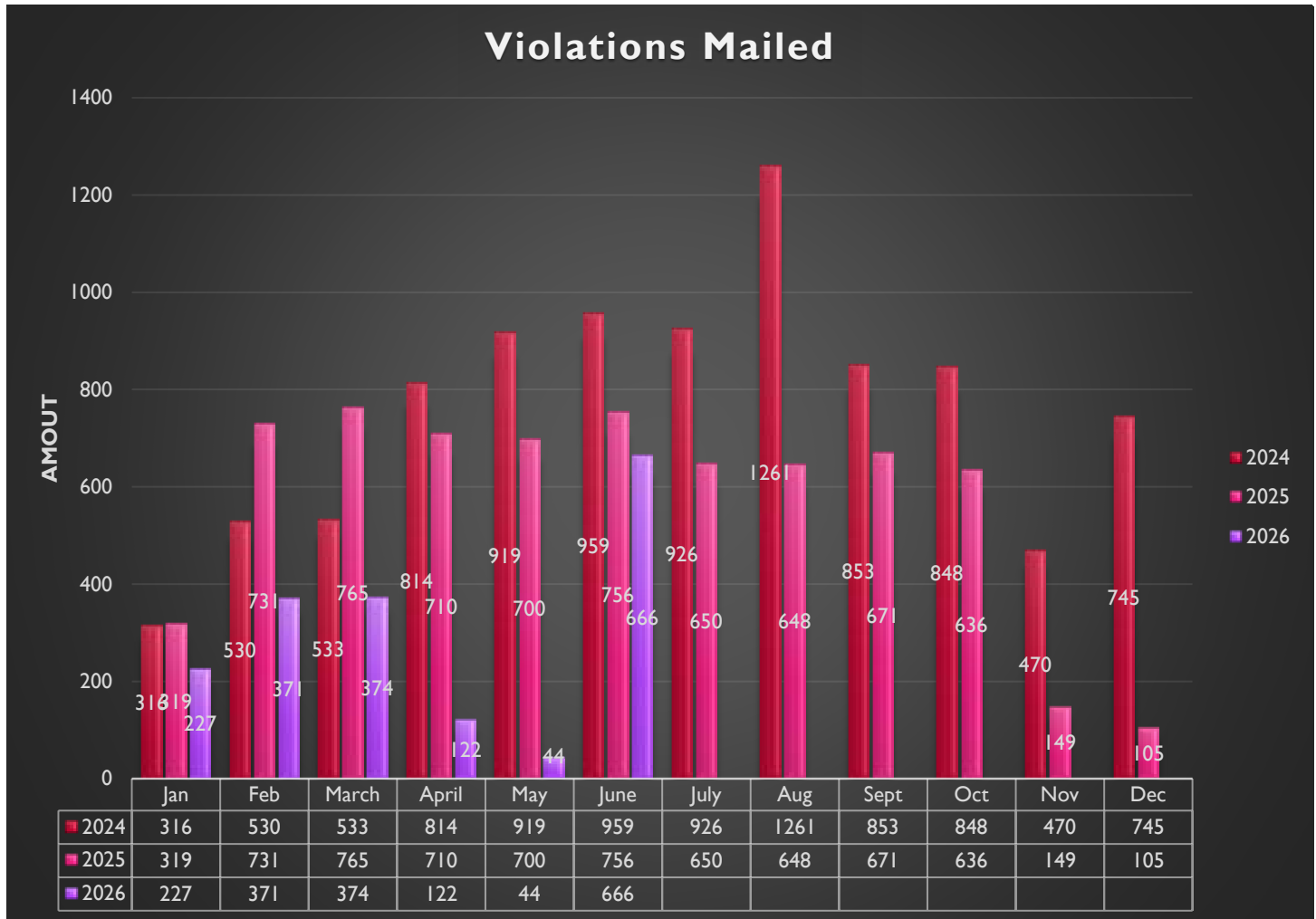
There were (1686) CAD Entries for the month of June.



June 2026 Redflex Report

From June 1st through June 30th the traffic cameras registered a total of **(916)** violations with **(41)** violations remaining for processing. Of the total violations, Redflex and Jonesborough officers rejected **(209)** resulting in **(666)** 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 **(291)** violations followed by Forrest at Jackson – Food City (Southbound) with **(209)** violations.



2026
BUILDING PERMITS REPORT

	<u># PERMITS</u>	<u>AMOUNT</u>	<u>FEES</u>	<u>NEW HOUSES</u>	<u>COMMERCIAL</u>	<u>RENOVATIONS PLUMBING MECHANICAL MISCELLANEOUS</u>	<u>ADDITIONS</u>	<u>SIGNS</u>
January	38	8,121,653.67	68,412.87	25	3	9	1	0
February	17	1,412,658.50	11,988.29	1	2	13	1	0
March	49	7,289,244.87	61,565.73	27	4	17	0	1
April	51	7,211,476.84	61,902.77	23	4	21	1	2
May	24	2,417,790.34	23,289.92	6	1	15	1	1
June	6	525,025.00	4,768.12	2	0	2	0	2
July								
August								
September								
October								
November								
December								
TOTALS	185	\$26,977,849.22	\$231,927.70	84	14	77	4	6

	<u>Monthly Total</u>	<u>Year-To-Date</u>
New House Permits	505,000.00	\$22,265,622.00
New House Permit Fees	4,292.50	\$191,164.18
Commercial Permits	11,525.00	\$2,408,347.00
Commercial Permit Fees	403.37	\$20,636.56
Renovations, Additions Permits	8,500.00	\$2,303,880.22
Renovations, Additions Permit Fees	72.25	\$20,126.96

JONESBOROUGH BUILDING PERMITS

COMPARISON SHEET

YEAR - 2025				YEAR - 2026			
MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE	MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE
January	33	6,498,570.94	55,963.25	January	38	8,121,653.67	68,412.87
February	8	1,820,062.31	16,087.09	February	17	1,412,658.50	11,988.29
March	13	1,608,839.08	13,717.34	March	49	7,289,244.87	61,565.73
April	13	1,478,238.21	12,799.09	April	51	7,211,476.84	61,902.77
May	13	1,493,560.00	13,318.10	May	24	2,417,790.34	23,289.92
June	15	1,492,616.81	13,312.24	June	6	525,025.00	4,768.12
July	18	2,758,978.66	21,126.11	July			
August	16	3,067,821.00	26,639.02	August			
September	18	1,635,159.00	14,052.46	September			
October	18	1,229,468.66	10,587.06	October			
November	15	1,650,667.60	13,496.03	November			
December	20	844,010.00	8,321.00	December			
TOTALS	200	\$25,577,992.27	\$219,418.79	TOTALS	185	\$26,977,849.22	\$231,927.70

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

DATE: July 13, 2026 **AGENDA ITEM #:** Consent Agenda 6.7

SUBJECT: Senior Center Committee Re-Appointments

BACKGROUND:

The Senior Citizens Advisory Committee is recommending the re-appointment of the following members:

Member Name	Term Expiring	Appointment Term (3 Years)
Tom Pardue	August 2024	August 2027
Phyllis Fabozzi	March 2025	March 2028
Joe Allison	March 2024	March 2027
Pauline Douglas	October 2026	October 2029
Mike Willis	May 2025	May 2028
Pat Wolfe	March 2024	March 2027

There are two vacancies on the Senior Citizens Advisory Committee. At the May 28th meeting committee members discussed possibilities of people to fill the vacancies. Senior Center Director Mary Regen will reach out two of the suggestions to offer a position on the committee. These recommendations will be submitted to the BMA for approval at an upcoming meeting.

RECOMMENDATION:

Approve the re-appointment of committee members Tom Pardue, Phyllis Fabozzi, Joe Allison, Pauline Douglas, Mike Willis, and Pat Wolfe as presented.



Memo:

To: Glenn Rosenoff

From: Mary Regen

Date: June 24, 2026

Re: Advisory Board member reinstatement and board member term ending

We are very appreciative of our Advisory Board members and their dedicated service to the Senior Center. I am recommending the reinstatement of the following members:

- Phyllis Fabozzi
- Charlene MacIntyre
- Pat Wolfe
- Joe Allison
- Tom Pardue
- Mike Willis
- Pauline Douglas

These individuals have done an excellent job serving on our Advisory Board and providing thoughtful counsel to Senior Center staff. They are actively involved in the Center's activities, programs, and fundraising efforts, and their continued service is greatly valued.

Attached are the minutes from the most recent Advisory Board meeting, which document the vote to recommend their reinstatement.

Additionally, the terms of two Advisory Board members, Carlos Turriate and Hing Wong, have concluded. We are sincerely grateful for their time, commitment, and service to the Senior Center.

We are currently receiving recommendations and discussing potential candidates to fill these two vacant positions on the Advisory Board.

Thank you for your consideration.

Mary Regen

JONESBOROUGH AREA SENIOR CITIZENS ADVISORY COMMITTEE

Minutes for May 28, 2026

Members Present: Joe Allison
Pauline Douglas
Charlene MacIntyre
Tom Pardue
Mike Willis
Pat Wolfe

Members Absent: Phyllis Fabozzi
Lorena Craddock

Senior Center Staff Present: Mary Regen

Next Meeting: June 25, 2026, at 4:00 p.m.

REGULAR MEETING:

1. Meeting was called to order by Tom Pardue.
2. Pat Wolfe led the Committee in the Pledge of Allegiance
3. Tom Pardue led the Committee in Prayer.
4. Attendance (roll call) was taken by Charlene MacIntyre

AGENDA:

1. Approval of Minutes

Minutes from the April 23, 2026 meeting were reviewed. A motion to approve was made by Mike Willis. Seconded by Pat Wolfe. Approved by unanimous Committee vote.

2. Financial Accounts Review

Mary Regen provided handouts detailing April statement balances. Special projects balance through April was \$26,188.34. Up-to-date balance is \$23,426.69. First Horizon credit card statement was presented. MyRide account balance is \$5,482.97. Benevolence balance is \$3,935.31. Cafe Connection balance is \$2,251.71. Trip Fund is \$690.43.

Membership count is 2,430. A motion to approve the April financial accounts was made by Charlene MacIntyre. Seconded by Joe Allison. Approved by unanimous Committee vote.

3. Old/Unfinished Business

Mary reviewed the Volunteer Appreciation Luncheon. Luncheon was well attended. Food was from Grace Meadows. Mary indicated Grace Meadows gave the Center a very good price for the food.

4a. New Business – Reappoint Board members

Mary advised Carlos Turriate and Hing Wong were at the end of their term and chose to resign from the Advisory Committee.

Mary also advised that all Committee members, excluding Lorena Craddock, were at the end of their three-year term from the town appointment as Committee members. After discussion, all remaining members agreed to continue for the next three-year term. A motion to approve the renewal of the term was made by Pauline Douglas. Seconded by Mike Willis. Approved by unanimous Committee vote.

- 4b. Discussion was held on suggestions for two new Committee members. Mary will contact two of the names submitted to offer them a Committee position. If agreed, the new members will be presented at the next Committee meeting.

- 4c. **New Business – Annual Meeting Agenda**
Mary reminded members that the July meeting will be our Annual Meeting.
- 4d. **New Business – Membership Drive**
Mary advised that the Membership Drive will begin on June 22nd and end June 30th. Fees for the year will be \$20 for Jonesborough city residents, \$35 for Washington County residents, and \$45 for all others. This year everyone must come in person to sign up. The parking lot policy will be handed out, and members will need to sign a form acknowledging receipt of the policy.
- 4e. **New Business – 250th Recognition**
Mary advised there will be several programs at the Center honoring America's 250th anniversary including hiking, Rocky Mount Tour, Cooking Class and a members picnic in Lincoln Park. The decision was made by the Center staff not to do a float in the July 4th parade.
- 4f. **New Business – Upcoming Events, Trips and Programs**
Mary advised that in addition to regular events, trips and programs, Mackinac trip will take place on May 31st, Walk Across America will end on May 31st and hand quilting is being discussed to begin again.
5. **Citizen Comments**
There were no Citizen Comments.
6. **Advisory Board Comments**
Joe Allison advised he has been asked about having a puzzle table put back up. Mary agreed and will take care of it.
7. **Adjournment**
Motion to adjourn made by Pat Wolfe. Seconded by Mike Willis. Approved by unanimous Committee vote.

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

DATE: July 13, 2026 **AGENDA ITEM #:** Consent Agenda 6.8

SUBJECT: Main Street Committee Re-Appointments

BACKGROUND:

The Main Street Committee is recommending the re-appointment of the following members:

Member Name	Term Expiring	Appointment Term (3 Years)
T. McLeod	January 2026	January 2029
Pedro Rico	January 2026	January 2029
Anne Mason	January 2026	January 2029

RECOMMENDATION:

Approve the re-appointment of committee members T. McLeod, Pedro Rico, and Anne Mason as presented.

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

DATE: July 13, 2026 **AGENDA ITEM #:** Consent Agenda 6.9

SUBJECT: Special Event – International Storytelling Festival

BACKGROUND:

Attached is the Special Event Permit application from ISC to hold the **Annual Storytelling Festival** September 30 – October 4, 2026 in Jonesborough. The request includes use of the Visitor Center auditorium during registration through the festival as well as Mill Spring Park and gazebo for use for Ghost Stories.

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

Request for Street Closures

Cherokee Street from Main Street to High Street: Friday-Sunday, October 2-4.

College Street from Second Avenue to Sabin Drive and Sabin Drive from Boone Street to Oak Hill School: Thursday evening, October 1 - Sunday, October 4. Allow only vendors to park between Cherokee and First on one side of College Street. Friday-Sunday, October 2-4.

Spring Street from Main Street to Franklin Avenue, and Clay and Sevier Streets from Main to Spring Street: 6:00-10:00 PM Friday and Saturday, October 2 and 3.

First Avenue from Main Street to High Street: Friday-Sunday, October 2-4.

Main Street from Fox Street to Second Avenue: Friday-Sunday, October 2-4.

High Street: Friday-Sunday, October 2-4.

Request for Lot Closures and Police Assistance

8 PM on Monday, September 21: close the Library Parking Lot for set-up of the tent on Tuesday for the Library Book Sale.

5 PM on Friday, September 25: close the Washington County (Stephenson) Parking Lot for the setup of the tent on Saturday.

6 PM Sunday, September 27: close off and secure the Courthouse Parking Lot, so a performance tent can go up Monday morning.

10 PM Thursday, October 1: 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 AM on Thursday, October 1, to 6 PM. on Sunday, October 4. Open for 20-minute parking for registrants.

Parking lot near post office - Closed to general parking from 8 AM on Thursday, October 1, to 5 PM on Sunday, October 4. (This lot is used for Visitors Center staff, ISC registration staff, and as a drop-off for school groups on Friday)

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

Also included is the Special Event/Special Occasion Outdoor Use Permit for the Beer & Wine Garden to be set up at the ISC Plaza from Friday, October 1st through Saturday, October 3rd from 4-8 PM daily, and the Beer Garden to be set up at the Library Tent on Thursday only, October 1st for the evening concert from 7:30-10:00 PM. Identifiable boundaries are included, signage planned stating that alcohol is not permitted beyond this point (the boundary), and wristbands (21 years of age and over only).

The Hold Harmless Agreement and Proof of Insurance are complete.

RECOMMENDATION:

1. Approve the Special Events Permit Application from the International Storytelling Center to hold the National Storytelling Festival September 30 – October 4, 2026, including street closures and Boone Street with a festival speed limit of 5 mph along with the use of the Visitor Center, Mill Spring Park, Christopher Taylor lot, Parson's Table lot, and front plaza of the MBM Storytelling Hall, and other accommodations, as requested.
2. Approve the Special Event/Special Occasion Outdoor Use Permit for the Beer & Wine Garden to be set up at the ISC Plaza Thursday, October 1st – 3rd, 2026 from 4-8 PM daily, and the Beer Garden set up at the Library Tent on Thursday, October 1st for the evening concert from 7:30 PM – 10:00 PM as presented.

Town Of Jonesborough, Tennessee

Special Event Permit Application

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

12-1002 Jonesborough Municipal Code

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

Person(s) completing Application

Date

Name Krystal Hawkins 6/1/26

Address International Storytelling Center

116 West Main Street Jonesborough TN 37659

Phone [REDACTED] Fax 423-913-8219

Email krystal@storytellingcenter.net

Instructions:

- 1) Each question on this application must be answered in some fashion for your application to be considered for approval. Please attach an additional sheet(s) if necessary to completely and accurately provide the requested information in each question, labeling any additional sheet(s) clearly as such.
- 2) **Incomplete applications will be returned to the address you have provided above without further consideration until a complete application, including exhibits is filed.**
- 3) The **original** application and your exhibits of the entire package should be filed with the Town Administrator's office at least **90 days** in advance of your event. See Schedule of Approval, **Chapter 4 Title 12** of the Jonesborough Municipal Code, a copy of which is attached.

Required Exhibits to Application

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

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

SPECIAL EVENT PERMIT APPLICATION
Exhibits 1-13
2026 National Storytelling Festival
Wednesday, Sept 30 thru Sunday, October 4, 2026

Exhibit 1 (Hold Harmless Agreement)

Attached as Exhibit 1

Exhibit 2 (List of Pre-Events and Post-Events)

Storytelling Concert at Library Tent, Wednesday, September 30 from 7:30 – 9:30 p.m. (Public)

Workshops at the International Storytelling Center, Thursday, October 1 from 9 a.m. – 5 p.m.
(Public)

Wine & Beer Garden in the plaza of the International Storytelling Center on Thursday, October 1
from 4-8 p.m. (Public)

Welcome Dinner for Storytellers at Jonesborough Presbyterian Church, Thursday, October 1 from
5:30 – 7:30 p.m. (Private)

Storytelling Concert at Library Tent, Thursday, October 1 from 8 p.m. – 10 p.m. (Public)

Exhibit 3 (Map of Event Site and City Streets)

Attached as Exhibit 3

Exhibit 3A (Festival Grounds and Speed Limit)

A map showing the Festival Grounds is attached as Exhibit 3A

NOTE: The boundary for the National Storytelling Festival includes Boone Street from Main Street to North Lincoln Avenue, and Sabin Drive from Boone Street to the driveway entrance to the Country Inn & Suites. This is the same boundary determined by the Jonesborough Board of Mayor and Aldermen in 2014.

We respectfully request that the speed limit be posted as 5 mph on Boone Street, Thursday thru Sunday, October 1 – October 4, as well as all other areas within the Festival boundaries.

Exhibit 4 (Publicity Plan)

The National Storytelling Festival is promoted through a variety of local, regional, and national media outlets. Local listings include calendar and event publications published by the Town of Jonesborough, the Northeast Tennessee Tourism Association (NETTA), and the TN Dept of Tourism. Media sponsors for the event include Six Rivers Media and WETS in 2026.

The International Storytelling Center prints 40,000 brochures each year that are distributed by direct mail to our database of previous and prospective attendees. They are also distributed throughout the region by Print Distribution Service LLC, which maintains over 500 brochure racks, covering Northeast Tennessee, Southwest Virginia, Northwest North Carolina, and Southeast Kentucky. Rack locations include major hotels and tourist attractions as well as select restaurants, libraries, banks, chambers of commerce, and large local businesses.

A comprehensive marketing plan is developed and implemented year-round for the Festival. Press materials include email campaigns, social media, press releases/updates, and public service announcements (PSAs). We work closely with Jonesborough's Tourism Director for hosting travel writers and group tour operators at ISC to generate interest in the town and the event. We also submit our event for inclusion in calendar listings in a variety of national magazines, such as AAA Magazine and Southern Living, and seek outside editorial copy on the event whenever possible.

A Sample Press Release is attached as Exhibit 4

Exhibit 5 (Security/Parking Plan)

In addition to the security and crowd control annually provided by the Jonesborough Police Department (See Exhibit 13), the National Storytelling Festival will hire additional security officers at the following locations:

Festival Marketplace, September 30 – October 4
Performance Tents and Food Court at Library, September 29 – October 4
Performance Tents and Food Court at Park, September 29 – October 4
Festival Registration, October 1 – October 4

In order to reduce the amount of automobile traffic in town, Festival attendees are encouraged to park at the FORMER Jonesborough Elementary School located at 306 Forest Drive and utilize the shuttle service provided by JC Transit. The shuttle runs to and from the Visitors Center every 20 minutes from 8 a.m. until thirty minutes after programming ends on both Friday and Saturday; plus 8 a.m. - 6 p.m. on Sunday.

Disability parking will once again be located in the parking lot behind the Courthouse.

Vendor street access passes are issued to our food court vendors in both the Storytelling Park and Library locations. Areas designated for vendor parking include: one side of College Street from Christopher Taylor Lane to First Avenue; First Avenue from College Street to High Street, and High Street.

Talent and Media parking is located in the Parsons' Table parking lot.

As in previous years, a limited amount of Jonesborough Merchant Parking will be available in the Parson's Table parking lot as well as the UT Extension Office parking lot. The entrance to both lots will be monitored. ISC will work with merchants to assign parking lots and distribute parking passes.

Per the Town's request on behalf of the Jonesborough Repertory Theater (JRT), ISC requests three parking spaces at the end of First Avenue for JRT parking. Access to and from the parking spaces needs to be through the Jonesborough United Methodist Church parking lot.

ISC will provide shuttle passes to merchants for employees who wish to park at the school and ride the shuttle.

Sample Parking Passes are attached as Exhibit 5; actual passes will be in various colors.

Exhibit 6 (Emergency Plan)

Cell phones are carried by Festival staff and tent managers and can be utilized to call 911 and/or for assistance from the Jonesborough Department of Public Safety and/or the Jonesborough Fire Department in the event of an emergency. A list of emergency contacts is provided to all staff before the event.

The Washington County Rescue Squad is stationed at the Jonesborough Dept for Public Safety, located at 123 Boone Street, for the duration of the event to deal with medical emergencies.

Each tent erected for the National Storytelling Festival is flame-resistant, and certificates stating such are given to the Jonesborough Fire Chief before the event. The tents are also inspected by the Fire Chief so that all fire and safety requirements are met before the opening of the Festival.

Exhibit 7 (Event Sponsor)

The International Storytelling Center produces the National Storytelling Festival. Key contact persons for the Festival include:

Krystal Hawkins
Director of Programs
ISC
116 West Main Street
Jonesborough, TN 37659

[REDACTED]

[REDACTED]

Sandy Reaves
Director of Finance
ISC
116 West Main Street
Jonesborough, TN 37659

[REDACTED]

[REDACTED]

Exhibit 8 (Proof of Liability Insurance)

Attached as Exhibit 8

Exhibit 9 (List of Food Vendors)

A food vendor list for the 2026 Festival is attached as Exhibit 9.

Exhibit 10 (List of Physical Services)

The following businesses or independent contractors provide services for the Festival:

Chattanooga Tent Company
PO Box 3098
Chattanooga, TN 37406
(tents, tables)

Break It Down
PO Box 243
Johnson City, TN 37605
(chairs)

Good Ole Boys Golf Carts
434 Hwy 92 S
Dandridge TN 37725
(golf carts)

Ed Surcey
612 Old Embreeville Road
Jonesborough, TN 37659
(set-up and break-down assistance)

MC Septic Services
P. O. Box 2666
Greeneville, TN 37744
(Port-a-Jons)

Good Batch Mama
3428 Fort Henry Drive
Kingsport, TN 37664
(423) 460-6262
(catering)

Washington County Sheriff's Office
112 W Jackson Blvd.
Jonesborough, TN 37659
(security)

Appalachian Light & Sound
545 Matthews Mill Road
Telford, TN 37690 (stages, sound,
lighting)
(423) 257-8155

Starline Limo
1 Creston Ct
Johnson City, TN 37615
(423) 379-2211
(airport transportation)

Johnson City Transit System
137 West Market Street
Johnson City, TN 37601
(parking shuttle)

Jonesborough Elementary PTA
720 N Cherokee S
Jonesborough, TN 37659
(423) 753-1180
(parking at Jonesborough Schools)

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

Exhibit 11 (Cleanup Plan)

In addition to the cleanup assistance requested in Exhibit 13, post-Festival cleanup is done by a seasonal Festival maintenance crew, Ed Surcey, and the ISC maintenance staff.

Exhibit 12 (Property Usage and Street Closure Request)

The following properties are needed for the National Storytelling Festival:

Library Parking Lot (Library Tent)
Tuesday, September 22 - Monday, October 5

Washington County Parking Lot (Stephenson Lot; Creekside Tent)
Saturday, September 26 - Monday, October 5

Washington County Courthouse Parking Lot (Courthouse Tent)
Monday Morning, September 28 -- Monday, October 5

Mill Spring Park (Ghost Story Concerts), including both the parking lot and the green space: Thursday, October 1 - Monday, October 5

Historic Jonesborough Visitors Center (Festival Registration) and both north and south parking lots: Thursday, October 1 - Monday, October 5 (Setup Wednesday, Sept. 30)

Parson's Table Parking Lot (parking for featured tellers, media, and special guests)
Thursday, October 1 - Sunday, October 4.

International Storytelling Center front plaza (facing Main Street)
Thursday, October 1 – Sunday, October 4.

Jackson Theatre (Special Feature Concerts; Rental Agreement with Jackson)
Friday, Oct 2 – Saturday, October 3.

Request for Street Closings:

Cherokee Street from Main Street to High Street: Friday-Sunday, October 2-4.

College Street from Second Avenue to Sabin Drive and Sabin Drive from Boone Street to Oak Hill School: Thursday evening, October 1 – Sunday, October 4. Allow only vendors to park between Cherokee and First on one side of College Street. Friday-Sunday, October 2-4.

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 2 and 3. (Ghost Stories)

First Avenue from Main Street to High Street: Friday-Sunday, October 2-4.

Main Street from Fox Street to Second Avenue: Friday-Sunday, October 2-4.

High Street: Friday-Sunday, October 2-4.

Request for Lot Closures and Police Assistance (in addition to the no parking areas designated by the police department for the duration of the event). **We appreciate the police department's assistance in assuring these closings and that no parking requests are honored.**

8 p.m. on Monday, September 21: close the Library Parking Lot for set-up of the tent on Tuesday for the Library Book Sale.

5 p.m. on Friday, September 25: close the Washington County (Stephenson) Parking Lot for the setup of the tent on Saturday.

6 p.m. on Sunday, September 27: close and secure the Courthouse Parking Lot, so a performance tent can go up Monday morning.

10 p.m. on Thursday, October 1: close the Parson's Table parking lot for the duration of the Festival.

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

Parking lot near downtown - Closed to general parking from 6 a.m. on Thursday, October 1, to 6 p.m. on Sunday, October 4. Open for 20-minute parking for registrants.

Parking lot near post office - Closed to general parking from 8 a.m. on Thursday,

October 1, to 5 p.m. on Sunday, October 4. (This lot is used for Visitors Center staff, ISC registration staff, and as a drop-off for school groups on Friday.)

Exhibit 13 (Request for Services from the Town of Jonesborough)

Use of Facilities

Visitors Center Auditorium and Porch Area Festival Registration (Approximate Hours)

Wednesday, Sept. 30	8:00 a.m. - 5:00 p.m.
Thursday, October 1	7:30 a.m. - 7:00 p.m.
Friday, October 2	7:30 a.m. - 8:00 p.m.
Saturday, October 3	7:30 a.m. - 8:00 p.m.
Sunday, October 4	7:30 a.m. - 5:00 p.m.

Mill Spring Park Ghost Story Concerts (Approximate Hours)

Thursday, October 1	12:00 p.m. Setup begins
Friday, October 2	6:00 p.m. - 10:00 p.m.
Saturday, October 3	6:00 p.m. - 10:00 p.m.

Jackson Theatre Special Feature Concerts (Approximate Hours)

NOTE: Rental agreement executed through Jackson Theatre; included in Main Street closure request

Friday, October 2	10:00 a.m. - 10:00 p.m.
Saturday, October 3	10:00 a.m. - 10:00 p.m.

Town Beautification in Preparation for the Festival

In the areas below, please make a comprehensive sweep to include mowing and weed-eating all grassy areas and along the rock walls, creek banks, curbs, and sidewalks; sweeping and washing all parking lots, main streets and access streets; pressure washing streets in front of the Storytelling Center, Chester Inn, Christopher Taylor log cabin, and the Presbyterian Church; emptying and preparing all garbage barrels.

The areas to address are:

- Washington Co. Stephenson Parking Lot (Tent set-up Saturday, September 26)
- Courthouse Parking Lot (Tent set-up Monday morning, September 28)
- Mill Spring Park
- Visitors Center-Town Hall-Post Office Complex
- Main Street and Courthouse Square
- Parson's Table Parking Lot
- Library Parking Lot and Sabin Drive-College Street Area (Tent set-up Tuesday, September 22 for Library Book Sale)

Please clean, weed-eat, and care for the right-of-ways for:

- Boone Street
- Cherokee Street from 11-E to Main and Main to RR tracks
- First Avenue from College to Main and Main to RR tracks
- College from First Avenue to Sabin
- Sabin from Boone Street to the school building
- Spring Street from Main to Franklin
- Fox from Main to Woodrow
- Alleyways between Main Street and the creek (from Courthouse Square to First Avenue)
- Highway 11-E (including both rights-of-way and medians) from Jonesborough Elementary School to Washington Drive
- Main Street from Boone to First Avenue
- Christopher Taylor Lane
- Visitors Center parking lots and surrounding yards

Recycling

Please provide recycling containers and extra bags, and deliver to an address to be determined. Festival maintenance crews will place the containers and empty them throughout the Festival.

Main Street Garbage Pick-up

Any assistance that can be given in emptying trash barrels on Main Street on Friday, October 2, and Saturday, October 3, is appreciated.

Bulk Garbage Pick-up

Please place 2 or 3 dumpsters across from the Oak Hill School on Sabine Drive. Festival maintenance crews will collect garbage from the Festival grounds and place it into dumpsters. Please empty dumpsters prior to 7 a.m. on Saturday, October 3 and Sunday, October 4.

NOTE: For Friday and Saturday night dumpster pick-up: please wait until After Hours programming is over, approximately 12:30 a.m.

Daily Street and Sidewalk Sweeping and Cleanup

- Main Street from Boone to First Avenue
- Christopher Taylor Lane
- Alleyways between Main Street and the creek, from Courthouse Square to First Avenue
- Visitors Center parking lots and surrounding yards

NOTE: We appreciate follow-up washing and cleaning early mornings, Friday-Sunday, October 2-4.

Sawhorse Needs and Placement

We request that saw horses be provided and in place for these closings as listed below:

Library Parking Lot entrance (2 at each access) by 8:00 pm on Monday, September 21.

Washington County (Stephenson) Parking Lot entrance (2 sawhorses) by 5:00 pm on Friday, September 25.

Courthouse Parking Lot by 6 p.m. Sunday evening, September 27.

NOTE: Police assistance is needed so that the Courthouse tent can go up on Monday morning, September 28.

By 5 p.m. on Wednesday, September 30:

Visitors Center Entrance (1 sawhorse)
Visitors Center Exit (1 sawhorse)
Boone Street at Sabin Drive (2 sawhorses)
Cherokee Street at College Street (2 sawhorses)
Cherokee Street at Main Street (1 sawhorse)
Cherokee Street at High Street (2 sawhorses)
McCall Avenue at College Street (1 sawhorse)
First Avenue at Main Street (2 sawhorses for each side of street)
First Avenue at College Street (2 sawhorses)
Second Avenue at College Street (2 sawhorses)
Mill Spring Park entrance on Fox Street (2 sawhorses)
Courthouse parking lot entrance on Fox Street (1 sawhorse)
Spring Street at Main Street (2 sawhorses)
Clay Street at Main Street (1 sawhorse)
Sevier Street at Main Street (1 sawhorse)
Franklin Street and Spring Street (2 sawhorses)
Parson's Table parking lot Entrance (2 sawhorses)
Visitors Center-Post Office parking lot (5 sawhorses)
Sabin Drive near the old school building (1 sawhorse)
Courthouse Square West for charging station (3 sawhorses)
Parking Lot behind Mauk's of Jonesborough (3 sawhorses)

Traffic and Pedestrian Police Assistance

The Festival shuttle runs from the former Jonesborough Middle School to the Visitors Center throughout the Festival weekend. We request assistance as in the past with traffic at the Middle School on Friday morning, October 2.

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

Thursday, October 1	8:30 a.m. until 5:00 p.m.
Friday, October 2	8:00 a.m. until 12:00 midnight
Saturday, October 3	8:00 a.m. until 12:00 midnight
Sunday, October 4	9:00 a.m. until 6:00 p.m.

Shuttle buses run round-trips from the former Jonesborough Middle School to the Visitors Center every 20 minutes from 8:00 a.m. until thirty minutes after programming ends on both Friday and Saturday (approx. 11:15 p.m.) and 8:00 a.m. until 6:00 p.m. on Sunday.

On Friday, October 2, school buses will be routed to and unload from the parking lot behind the Visitors Center. The buses will then park at the former Jonesborough Middle School.

Charter buses will unload at the Visitors Center and park at the former Jonesborough Middle School.

Ghost Story Concerts

Police assistance is needed to keep streets closed in this area, and to provide traffic control as people arrive and depart the concerts. Police assistance is also needed to keep people off railroad tracks during the concerts.

Parking on Spring Street from Main Street to Franklin Avenue needs to be prohibited on Friday, October 2, and Saturday, October 3.

Spring Street needs to be closed from 6 p.m. until 10 p.m. on both evenings for Ghost Story concerts.

Overnight Watch

Police assistance is requested for the protection of the Festival grounds before, during, and after the Festival. ISC will provide three security guards to watch over the sound equipment, chairs, stages, food-service equipment, and other items, but attention given by the officer(s) patrolling the Festival area will be appreciated.

Exhibit 14 (Wine and Beer Garden permit application)

Attached as Exhibit 14

Town Of Jonesborough, Tennessee

Special Event Permit Application

EXHIBIT I – Hold Harmless and Indemnity Agreement

This agreement made on the 8th day of June, 2026, in the Town of Jonesborough, County of Washington, State of Tennessee

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

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

SECTION I

Scope of Indemnity

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

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

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

SECTION II

Period Covered

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

SECTION III

Expenses, Attorney's Fees, and Costs

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

SECTION IV

Interest

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

SECTION V

Notice of Claim Against Indemnitor

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

Executed on the date first written above

Organization: International Storytelling Center

By: Krystal J Hawkins

Printed Name: Krystal Hawkins

Title: Director of Programs

STATE OF TENNESSEE
COUNTY OF WASHINGTON

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

WITNESS my hand and seal at office in the State and County aforesaid, this, the 8 of June, 2026.

Sherry Greene
NOTARY PUBLIC



My Commission Expires:

12-7-26

LEGEND

- | | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |
| | | | |

Map of the Festival Grounds



Shuttle Service A shuttle will provide transportation from parking at the Jonesborough Middle and Elementary Schools to the Historic Jonesborough Visitors Center on Boone Street (shown above). Cost is \$5 to park and \$1 per person, each way, to shuttle (age 5 and under free).

EXHIBIT 3:
EVENT MAP

Map of Festival Grounds

Within the Green Lines



Exhibit 3A: Festival Grounds w/ Boundaries in Green



INTERNATIONAL STORYTELLING CENTER

FOR IMMEDIATE RELEASE

For media requests, please contact: angela@storytellingcenter.net

**Tickets on Sale Now for the 2025 National Storytelling Festival
October 3–5 | Jonesborough, Tennessee**

JONESBOROUGH, TENN. Tickets are now available for the **National Storytelling Festival**, set for **October 3–5, 2025**, in the heart of Tennessee’s oldest town. Produced by the **International Storytelling Center**, the Festival sparked the American storytelling revival when it debuted in 1973—and more than 50 years later, it remains the world’s premier event celebrating the power of stories.

This year’s Festival brings together more than **two dozen master storytellers from across the country** for a weekend of performances under big-top tents along the streets of historic Jonesborough. From folklore and tall tales to personal narratives and character portrayals, the Festival offers something for everyone—with moments that will make you laugh, cry, and see the world with new eyes.

Returning fan favorites include:

- **Bil Lepp**, West Virginia’s “Champion Liar,” known for his razor-sharp wit and wild yarns;
- **Dovie Thomason**, whose compelling stories draw from Native American heritage;
- **Alton Chung**, blending history and myth in evocative tales from Hawaii and Japan;
- **Donald Davis**, a Festival icon beloved for his timeless, heartwarming stories that have moved multiple generations.

The Festival also introduces audiences to **New Voices**, a spotlight on storytellers making their mainstage debut. Among them is **Tim Ereneta**, a California-based artist who combines his background in theater with a deep passion for folktales.

“When I first learned about the American storytelling revival in the 1980s, I knew that someday I would make the pilgrimage as a listener. I finally got to attend in 1993, and it was everything I had hoped: an immersion into the world of imagination.” says Ereneta. “I’m excited to perform at the National Storytelling Festival because it’s a place where the audience knows how to listen. The Festival knows the magic of storytelling, and how teller and listener work together to imagine the stories.”

Festivalgoers can choose from a **variety of ticket options**, including full weekend passes, day passes, or single-event tickets to standalone shows like the annual Ghost Story Concerts. Core programming runs **10 a.m.–9 p.m. on Friday and Saturday**, and **10 a.m.–4 p.m. on Sunday**. Passholders are welcome to come and go throughout the weekend.

Can’t make it to Jonesborough? The Festival will also be livestreamed from our **Family Tent on October 3**, bringing the magic of storytelling to audiences around the world.

Visit www.storytellingcenter.net to explore the full lineup, event details, and ticket options.

Festival Parking Permit

Library/Heritage Alliance Parking Lot

September 30 - October 4, 2026

Name: _____

Parking Pass for the days not X'd out

Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3	Sun 10/4
-------------	-------------	-------------	-------------	-------------

Festival Parking Permit

Library/Heritage Alliance Parking Lot

September 30 - October 4, 2026

Name: _____

Parking Pass for the days not X'd out

Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3	Sun 10/4
-------------	-------------	-------------	-------------	-------------

2026 National Storytelling Festival
Food Vendors

Exhibit 9

Park Food Court

Juicy Butts BBQ
Scottie Lamons



Mama's Food Factory
Ty & Krista



International Foods
Nicholas Chronis



Library Food Court

Pizza Hut
Lori Fedele



Risin' Vibes
Brandon and Lacy Bell



Lil Delights Concessions
Star Mullins



Courthouse

Dugan's Snack Shack w/ Blunt Pretzels
Jason Kautz



When will the ABC Special Occasion Permit be submitted, if required: 7/31/26

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

How will the Special Event/Special Occasion boundaries be established so that all alcohol consumption will take place within the approved area: Picket fencing
Do Not Cross Signs, monitored, signs, you can't go beyond signage

How will the area be marshaled: Volunteers, ISC staff

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

How are participants identified: wristbands & IDs (Drivers license)
checked

Who are the contact people during the event, and whom does the Police contact if communication is required: Lesley McDavid
Sandy Reaves [REDACTED]

How can the contacts above be located during the event: By phone and at the location
Phone #(s): [REDACTED]

Has proof of liability insurance been provided? Yes No

Town of Jonesborough been named co-insured? Yes No

Date of Policy Term: From 11/10/25 To 11/10/2026

Review by Town Attorney: _____
Signature Date

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

Lesley McDavid / Facility Director
Name / Title

International Storytelling Center
Organization

Lesley McDavid
Signature

6/9/26
Date

Zac Jenkins
Name / Title

Main Street Cafe
Restaurant

[Signature]
Signature

6-19-26
Date

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

DATE: July 13, 2026 **AGENDA ITEM #:** Consent Agenda 6.10

SUBJECT: Jonesborough Locally Grown Farmers Market Winter Market

BACKGROUND:

Attached is the Special Event Permit Application request from Jonesborough Locally Grown for the 2026-2027 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 on the first 3 Saturdays in November; first 3 Saturdays in December, or November 7, 14, 21; December 5, 12, 19; and the third Saturdays of the month of January through April 2027, or January 16, February 20, March 20, and April 17. The time is from 9:00 AM to 2:00 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 8:00 AM to 2:00 PM on approved Saturdays.

The Hold Harmless Agreement and Proof of Insurance have been received.

RECOMMENDATION:

Approve the Special Event Permit Application for the Winter Farmers Market to occur the first 3 Saturdays in November; first 3 Saturdays in December, or November 7, 14, 21; December 5, 12, 19; and the third Saturdays of the month of January through April 2027, or January 16, February 20, March 20, and April 17, as presented.



Town of Jonesborough, Tennessee

Special Event Permit Application

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

12-402 Jonesborough Municipal Code

Whenever any person, group, association, club, business, firm or corporation desires to sponsor a Special Event such person, group, association, club, business, firm or corporation shall first obtain a "Special Event Permit" from the Town of Jonesborough. *12-403 Jonesborough Municipal Code*

Person(s) Completing Application:

Name: Deborah Byrd Date: 7/1/26

Address: 101 Boone Street Jonesborough TN 37659

Phone: [REDACTED] Email: [REDACTED]

Applicant Beware: Unfortunately, many of our applicants have received emailed invoices for their event applications. **THESE ARE SCAMS! DO NOT PAY!** If you receive an invoice for your event, please **DO NOT PAY**. If you have questions about the legitimacy of the invoice call Town Hall at 423-753-1030. **WE WILL NOT EMAIL YOU AN INVOICE.**

Completion Instructions:

1. Each question on this must be answered in some fashion for your application to be considered for approval. Please attach additional sheet(s) if necessary to completely and accurately provide the requested information in each question, labeling any additional sheet(s) clearly as such.
2. **Incomplete applications will not be accepted or considered.**
3. The application and your exhibits of the entire package should be filed with the Town Administrator's office at least 90 days in advance of your event for consideration/approval from

the BMA. See Schedule of Approval, Chapter 4, Title 12-406(2) of the Jonesborough Municipal Code.

Sponsoring Organization Information:

Name: Jonesborough Locally Grown

Purpose: Connect farmers, food, and the community to grow a vibrant local food system through Jonesborough Farmers Market, Boone Street Market, and various events.

Is this a recurring Special Event? Yes No

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

1st three Saturdays of November 2026 (11/7/26, 11/14/26, 11/21/26); 1st three Saturdays of December (12/5/26, 12/12/26, 12/19/26); 3rd Saturdays of January 2027 (1/16/27); February 2027 (2/20/27); March 2027 (3/20/27); April 2027 (4/17/27)

Event Information:

Name of Event: Jonesborough Farmers Market Winter Market

Description & Purpose of Event: Saturday morning farmers market that gives local farmers, food producers, and small businesses an opportunity to sell farm and handmade products directly to consume

Dates & Hours of Event: 9am-2pm, see above for dates Estimated Number Expected to Attend 75-150/ week

Estimated Number of Town Citizens Expected to Participate in and/or View Event: 75-150/ week

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

Required Exhibits to Application

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

1. **Hold Harmless Agreement** executed on form approved by the Town of Jonesborough (included in this application packet). *Must be notarized, these services are available at Town Hall if necessary.*
2. **Lists of Pre-Events and Post-Events** to be held in conjunction with the main event (including parade, fireworks, etc.)
3. **Map with City Streets** showing event boundary and registration area, tents, booths, food, office/administration, etc.
4. **Outline of Your Publicity Plan** with examples of previous efforts, if available.
5. **Security Plan** including crowd control, pedestrian safety, any special parking provisions including handicap spaces, vendor and/or performer parking, a parking map and list (include samples of any special parking permits to be used, if any), and any request for public safety assistance (a request for public safety assistance should also be included with your Town Services Request in the next section of this application).
6. **Emergency Plan** including emergency procedures, provisions for first aid services and provisions for appropriate emergency communication. Include an outline of any activities involving moving vehicles and safety procedures used to avoid or prevent injury.
7. **Event Sponsors List** including all sponsors' names, addresses, and telephone numbers along with their title and area of responsibility for the event.
8. **Proof of your liability insurance** provided by your insurance company (see example included in application packet).
9. **Anticipated Vendors and Concession Booth List** (a final and complete list of vendors and concession booths shall be filed with the Town Recorder at least 48 hours prior to the event).
10. **A list of Physical Services for the Event that will be Provided by or Contracted for by the Event Sponsor.** List should include erection of temporary stages or facilities including tents, lighting, sound, efforts to address refuse collection, security, etc.

11. **Clean-Up Plan** detailing person(s) responsible for site clean-up, schedule and any repairs or grounds remediation that is expected.

12. **Street Closure Request** listing of all streets/portions of streets including the dates and hours of closure (failure to list a portion of a street will result in your application being considered under the assumption you are requesting the entire street to be closed within the town limits).

Request for Services from the Town of Jonesborough

Please indicate any services you request for your event from the Town of Jonesborough*. (A fee may be levied by the Town for additional services per the Municipal Code, see 12-407)

<input type="checkbox"/> Police & Security	<input type="checkbox"/> Refuse Collection
<input checked="" type="checkbox"/> Street Cleaning	<input type="checkbox"/> Event Preparation/Beautification
<input type="checkbox"/> Signage	<input type="checkbox"/> Parking
<input checked="" type="checkbox"/> Communication and/or Publicity	
<input type="checkbox"/> Use of Facilities	What Facilities: _____
	Dates/Hours: _____
	Space/Staffing Needs: _____

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

Acknowledgement of Receipt of Chapter 4 of the Jonesborough Municipal Code

I/We the undersigned representatives of the sponsoring organization listed above acknowledge receipt of a copy of Chapter 4 of the Jonesborough Municipal Code governing special events and agree to comply with all provisions of that Chapter.

Signature: Deborah Byrd Date: 7/1/20
Printed Name: Deborah Byrd Title: Executive Director
Witness: Gracie Miller

Applicant Acknowledgement: Unfortunately, many of our applicants have received emailed invoices for their event applications. **THESE ARE SCAMS! DO NOT PAY!** If you receive an invoice for your event, please DO NOT PAY. If you have questions about the legitimacy of the invoice call Town Hall at 423-753-1030. **WE WILL NOT EMAIL YOU AN INVOICE.**
Signature: _____ Date: _____

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

Signature: Deborah Byrd Date: 7/1/26

Printed Name: Deborah Byrd Title: Executive Director

Witness: Liane de Mello



Town of Jonesborough, Tennessee Special Event Permit Application

EXHIBIT 1 – Hold Harmless and Indemnity Agreement

This agreement made on the 1st day of July, 2026, in the Town of Jonesborough, County of Washington, State of Tennessee.

The parties to the agreement are the undersigned Jonesborough Locally Grown
(Name of Organization or Sponsor)

Called "indemnitor", and the Town of Jonesborough, Tennessee called "indemnitee."

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

SECTION 1 Scope of Indemnity

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

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

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

SECTION 2

Period Covered

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

SECTION 3

Expenses, Attorney's Fees, and Costs

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

SECTION 4

Interest


Indemnitor agrees to pay indemnitee interest at the rate of ten (10) percent per annum or any necessary expenses or costs incurred by indemnitee in the enforcement of this indemnity contract, or on any sums indemnitee is obligated to pay with respect to the matters to which indemnity is given in the contract, from the date such expenses or costs are incurred, or such sums are paid.

SECTION 5

Notice of Claim Against Indemnitee

Indemnitee agrees to give indemnitor ten (10) days written notice of any claim made against indemnitee on the obligations indemnified against.

Executed on the date first written above:

Organization: Jonesborough Locally Grown By: 
Printed Name: Deborah Byrd Title: Executive Director

**STATE OF TENNESSEE
COUNTY OF WASHINGTON**

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

WITNESS my hand and seal at office in the State and County aforesaid, this, the 15th of July, 2026.

Brandi Miller
NOTARY PUBLIC
BRANDI MILLER
STATE OF TENNESSEE
NOTARY PUBLIC
WASHINGTON COUNTY

My Commission Expires:
12/15/29

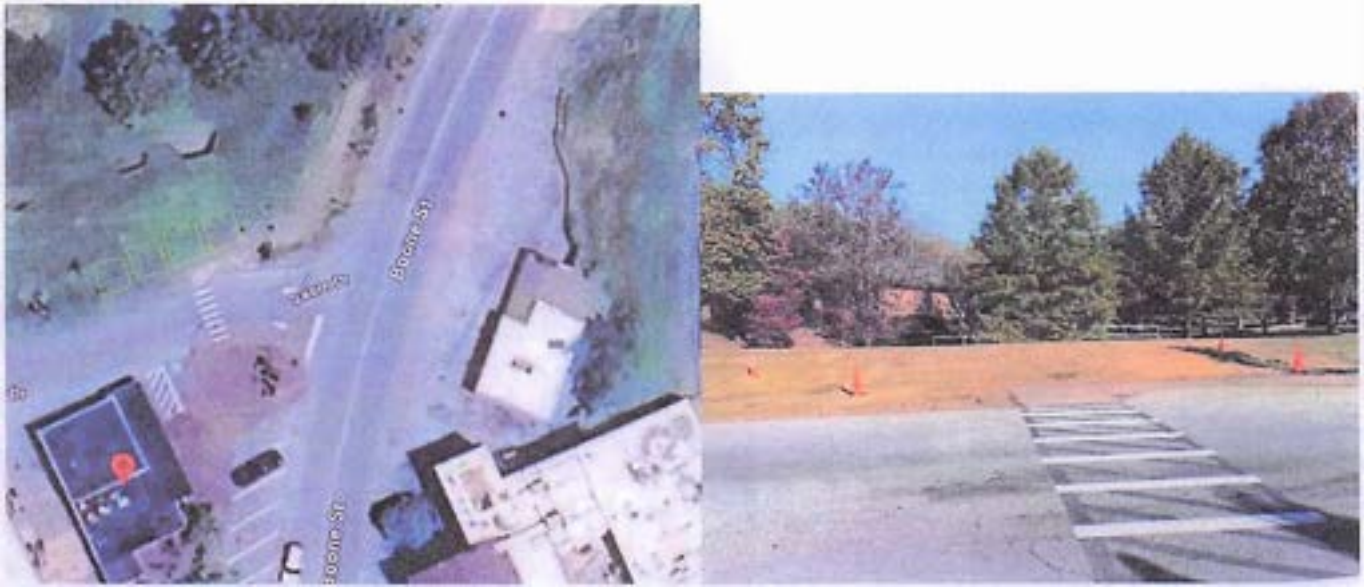
EXAMPLE – EXHIBIT 8

The certificate of Liability Insurance MUST include the *“The Town of Jonesborough is an Additional Insured on this Policy.”*

Required Exhibits to Event Application – Jonesborough Farmers Market Winter 2026- 2027

- 1. Hold Harmless Agreement – included with application**
- 2. Pre-/post-events – n/a**
- 3. Map with city streets:**
 - a. Areas requested are the 8 parking spaces in front of Boone Street Market and the plaza area already covered in the BSM lease. Market staff will set out cones after close of business on Friday to block parking spaces. No more than 4 vendors and the information booth will be set up on the sidewalk, unless a car is left overnight and all scheduled vendors show. Also request the grassy area along the sidewalk toward the Visitor Center, allowing clearance from the road into White's, keeping the crosswalk clear, and space for 4-6 10x10 tents on the grassy area (photos below).**
- 4. Outline of publicity plan:**
 - a. Weekly emailed newsletter – graphic example below**
 - b. Possibly an electronic billboard ad – graphic example below**
 - c. Social media posts – example below**
- 5. Security plan: booth setup will be arranged to allow for at least 5 feet of pedestrian right-of-way; no special assistance requested.**
- 6. Emergency plan:**
 - a. First aid kit and a landline/cell phone to contact emergency services will be available inside BSM**
 - b. The event will be canceled in the event of severe weather.**
 - c. In the event of spontaneous weather, BSM will be used as an emergency shelter.**
- 7. Event sponsor:**
 - a. Jonesborough Locally Grown, 101 Boone St., Jonesborough, TN, 37659**
 - b. Deborah Byrd, Executive Director, 919-641-0817**
 - c. Boone Street Market, 423-753-4722**
- 8. Proof of liability insurance – attached as Exhibit 8**
- 9. Anticipated vendors and concession booth list – these were at the 2025 - 2026 markets; we anticipate a similar vendor list this year.**
 - a. A Different Chick Farm and Orchard – Tiffany Stanley**
 - b. Green Pasture Farm – Merle Stoltzfus**
 - c. Rosey Apiaries – Tim Hayes**
 - d. Blessed Creek Farm – Eric and Bridgett Gibian**
 - e. Serenity Now Homestead – Tess Argila**
 - f. Doe River Fungi – Bryce Callahan**
 - g. Uncle Joe's Balms – Joe Little**
 - h. Fox & Ivy Designs – Dianne Watson**
 - i. Sticky Paws Bakery – Betty Jo Bailey**
 - j. Sentelle's Homemade Sausage – Jimmy and Minnie Sentelle**
- 10. Physical services provided by Town – none; all performed by market staff and volunteers**
- 11. Clean-up plans – market staff and volunteers well ensure trash is picked up before leaving the area**
- 12. Street closure request – request permission to place cones on Friday evening in the spaces to be used during the market. Spaces will be used from 9 am to 2 pm on Saturday. Market staff will take care of this.**
- 13. Town services request:**
 - a. Street cleaning – request that the parking spaces be cleaned of any refuse prior to the market on Saturday morning.**
 - b. Communications and/or publicity – event details shared by Town's Website & Marketing Specialist; information dissemination coordinated by market staff**

Grassy area for vendors:



Newsletter and billboard example:

A billboard for the Jonesborough Farmers Market. The text reads: "JONESBOROUGH FARMERS MARKET" with a chicken icon above "FARMERS". Below is a banner with "MARKET" and a sunburst graphic. To the right, it says "SATURDAYS 8 AM TO 12 PM MAY 6 - OCT. 21 NO MARKETS 7/1 OR 10/7". At the bottom, it says "behind the Courthouse in Downtown Jonesborough" and "423-753-2401 jonesboroughlocallygrown.org". The phrase "LOCALLY GROWN" is also visible at the bottom left.

A newsletter graphic for the Jonesborough Farmers Market Winter Market. It features the market logo and text: "WINTER MARKET 2024-25", "We're back THIS Saturday, February 15!", "9 AM TO 12 PM", and "IN FRONT OF BOONE STREET MARKET".

Social media example:

Jonestown Farmers Market
April 11, 2015

THIS SATURDAY! There will be some great vendors set up in front of Blaine Street

- Van N:
- [A Different Chick Farm and Orchard](#)
- [Pokey Apples and Bee Farm](#)
- [Santolo's Homemade Sausage](#)
- [Seventy Five Winemakers](#)
- [Doe River Farm](#)
- [Dew's Bees](#)
- [Sticky Fingers Bakery - Gourmet Dog Treats](#)
- [Green Pickle House of Maryland](#)
- [Big Girl's Flowers](#)
- [Dawn's Bread Bakery](#)
- [Salsa House](#)
- [Over Mountain Coffee Roasters](#)



Jonestown Farmers Market
April 11, 2015

Just in time for the Jonestown Winter Market, we've got up a new @Jonestown Farmers Market page on Facebook. We'll be posting the schedule for the market.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/09/2026

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

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


PRODUCER Price and Ramsay, Inc. 1524 Bridgewater Lane Suite 101 Kingsport TN 37660	CONTACT NAME: Rachael M Bates PHONE (Acc. No. Ext.): (423) 246-6181 FAX (Acc. No.): (423) 246-6384 E-MAIL ADDRESS: pdayllon@priceramsay.com
	INSURER(S) AFFORDING COVERAGE
INSURED Jonesborough Locally Grown 101 Boone Street Jonesborough TN 376591301 (423) 753-4744	INSURER A: Accident Fund Insurance NAIC # 10166
	INSURER B: USI - US Liability Insurance G
	INSURER C: Auto Owners Insurance Co 10988
	INSURER D:
	INSURER E:

COVERAGES **PA** **CERTIFICATE NUMBER: Cert ID 2791 (1)** **REVISION NUMBER:**

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

INR LTR	TYPE OF INSURANCE	AGG. LIMIT (USD)	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ. <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	5003453800	10/28/2025	10/28/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Hired/Non-Owned Li \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	WC9100031217	06/27/2025	06/27/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Directors & Officers		NDO2556808	08/22/2025	08/22/2026	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Town of Jonesborough is listed as Additional Insured on the General Liability policy shown.

CERTIFICATE HOLDER Town of Jonesborough 123 Boone Street Jonesborough TN 37659	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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**TOWN OF JONESBOROUGH
BOARD OF MAYOR AND ALDERMEN
AGENDA PRESENTATION**

DATE: July 13, 2026 **AGENDA ITEM #:** Consent Agenda 6.11

SUBJECT: Interim Street Department Director Pay Stipend

BACKGROUND:

With the resignation of Steve Prisament, Street Department Director, James Walden was appointed as Interim Street Department Director until such time a new Street Department Director can be appointed.

During his period as Interim Director, he should be paid an additional hourly rate for the additional functions he has to perform. As you are aware, he is without an Assistant Director as well.

I am recommending Mr. Walden be paid an hourly rate of \$37.07 during his time in the Interim Director's position. This is grade 19, step 02 of the Town's compensation plan. This is an additional \$11.43 per hour from his current hourly rate of \$25.64 as an equipment Operator III, which is grade 7, step 6 of the Town's compensation plan.

The request for additional pay will be retroactive to June 24, 2026.

The hourly pay rate of \$37.07 will remain in effect until a new Street Department Director can begin work. Once a new Director is in place, Mr. Walden's pay rate would return to his original pay rate of grade 7, step 6 of the Town's compensation plan.

While serving in this role, Mr. Walden would still be serving as a non-exempt employee.

RECOMMENDATION:

Approve the hourly pay increase of \$11.43 for James Walden while serving in the position of Interim Street Department Director as outlined above. The new hourly pay rate is recommended at \$37.07 and shall remain in effect until a permanent Street Department Director is in place.

In addition, it is recommended that Mr. Walden remain a non-exempt employee and that he returns to his regular rate of pay when a permanent Street Department Director is in place.

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

DATE: July 13, 2026

AGENDA ITEM #: 8-A

SUBJECT: Resolution Authorizing the Town to Reimburse Itself for Certain Expenditures in the Aggregate Principal Amount of not to Exceed \$1,674,000.00

BACKGROUND:

Presented for your consideration is Resolution 2026-16, a resolution authorizing the Town to reimburse itself for up to \$1,674,000 in capital costs from a future borrowing.

During the 2026-27 budget process, the Board of Mayor and Aldermen approved debt-funded capital equipment and projects totaling nearly \$1,674,000, as follows:

- Police – Side-by-Side Utility Vehicle	\$ 25,000
- Fire – SCBA Air Packs	\$ 130,000
- Streets – Tractor w/Mower	\$ 85,000
- Parks and Rec – Topdresser/Aerator/Brush	\$ 35,000
- Parks and Rec – Depot Street Park	\$ 50,000
- Visitor's Center – Building Improvements	\$ 50,000
- Solid Waste – Front Loader	\$ 438,400
- Water Distribution – Hydro excavator	\$ 135,000
- Wastewater – Dump Truck	\$ 175,000
- Wastewater – Generators	\$ 150,000
- Wastewater – A Station (completion)	\$ 400,000

Since the debt issuance process takes 45 to 60 days, we are requesting the adoption of a reimbursement resolution, which would allow the departments to proceed with obtaining quotes and making approved capital purchases. Some departments have already located attractive pricing for their capital equipment items. This resolution provides the legal vehicle for us to take advantage of attractive pricing opportunities in advance of the borrowing and reimburse our cash account upon receipt of the debt proceeds on closing.

RECOMMENDATION:

Approve Resolution 2026-16, authorizing the Town to reimburse itself for up to \$1,674,000 in capital costs, with proceeds from a future borrowing.

The Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee, met in a regularly scheduled meeting on July 13, 2026, at 6:00 o'clock, p.m. at Town Hall, Jonesborough, Tennessee, with the Honorable Kelly Wolfe presiding.

The following Aldermen were also present:

The following Aldermen were absent:

There was also present Janet Jennings, Town Recorder, and Glenn Rosenoff, Town Administrator.

After the meeting was duly called to order, the following resolution was introduced by Alderman , seconded by Alderman and after due deliberation, was adopted by the following vote:

AYE:

NAY:

RESOLUTION 2026-16

A RESOLUTION DECLARING THE INTENT OF THE TOWN OF JONESBOROUGH, TENNESSEE TO REIMBURSE ITSELF FOR CERTAIN EXPENDITURES IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED ONE MILLION SIX HUNDRED SEVENTY-FOUR THOUSAND DOLLARS (\$1,674,000) RELATING TO THE ACQUISITION OF PUBLIC SAFETY, PUBLIC WORKS, RECREATION AND WATER/WASTEWATER EQUIPMENT AND TO WASTEWATER INFRASTRUCTURE IMPROVEMENTS AND OTHER IMPROVEMENTS TO THE MUNICIPALITY'S FACILITIES, WITH THE PROCEEDS OF BONDS OR OTHER OBLIGATIONS TO BE ISSUED BY THE TOWN OF JONESBOROUGH, TENNESSEE

WHEREAS, municipalities in the State of Tennessee are authorized to finance certain public works projects by the issuance of bonds, notes or other obligations; and

WHEREAS, it is the intention of the Board of Mayor and Aldermen (the "Governing Body") of the Town of Jonesborough, Tennessee (the "Municipality") to provide funds for the purchase of public safety equipment, public works equipment, recreation equipment and water/wastewater equipment and for improvements to the Municipality's wastewater system (the "System") and other improvements to the Municipality's facilities, including legal, fiscal, administrative, architectural and engineering costs incident thereto; and

WHEREAS, it is anticipated that it will be necessary to make expenditures in payment of said costs prior to the issuance of said bonds or debt obligations; and

WHEREAS, the Governing Body wishes to state its intentions with respect to reimbursements for said expenditures in accordance with the requirements of the regulations applicable thereto promulgated by the United States Department of Treasury.

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

Section 1. It is reasonably expected that the Municipality will reimburse itself for certain expenditures made by the Municipality in connection with the activity hereinabove described. The Municipality intends, upon receiving the necessary legislative approvals to do so, to reimburse all such expenditures by issuing its bonds or other debt obligations. The bonds or other debt obligations, if issued, are expected to be payable from ad valorem taxes to be levied on all taxable property within the corporate limits of the Municipality. That portion of the bonds that finances equipment for and improvements to the water and wastewater system shall be additionally payable from but not secured by revenues to be derived from the operation of the water and wastewater system.

Section 2. The maximum principal amount of bonds or other debt obligations expected to be issued, upon receiving the necessary legislative approvals to do so, to finance the activities hereinabove described is \$1,674,000.

Section 3. 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 Town Recorder.

Section 4. The Municipality reasonably anticipates that it will be permitted to reimburse the original expenditures from the proceeds of bonds or other debt obligations.

Section 5. This resolution constitutes a declaration of official intent under Treas. Reg. §1.150-2.

Section 6. All resolutions or parts of resolutions in conflict herewith are hereby repealed, and this resolution shall be in immediate effect from and after its adoption.

Adopted and approved this 13th day of July 2026.

Mayor

ATTEST:

Town Recorder

STATE OF TENNESSEE)

COUNTY OF WASHINGTON)

I, Janet Jennings, certify that I am the duly qualified and acting Town Recorder of the Town of Jonesborough, Tennessee, and as such official I further certify that attached hereto is a copy of excerpts from the minutes of a regularly scheduled meeting of the governing body of the Municipality held on July 13, 2026; that these minutes were promptly and fully recorded and are open to public inspection; that I have compared said copy with the original minute record of said meeting in my official custody; and that said copy is a true, correct and complete transcript from said original minute record insofar as said original record relates to an intent to reimburse the Municipality from bond or other debt proceeds for capital expenditures to be made with respect to the purchase of public safety equipment, public works equipment, recreation equipment and water/wastewater equipment and for improvements to the Municipality's wastewater system (the "System") and other improvements to the Municipality's facilities.

WITNESS my official signature and seal of said Municipality on this the 13th day of July, 2026.

Town Recorder

SEAL

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

DATE: July 13, 2026

AGENDA ITEM #: 8-B

SUBJECT: Resolution Amending the Debt Policy for the Town of Jonesborough

BACKGROUND:

On October, 10, 2011, to comply with State of Tennessee legislation that required all municipalities issuing debt to adopt a debt management policy, the Board of Mayor and Aldermen adopted Resolution 2011-16. In 2025, the State passed legislation which expanded heightened risk debt rules for Tennessee local governments, including municipal bond fund issuers. Primarily, we are affected by this legislation when we issue debt utilizing the Tennessee Municipal Bond Fund's PBA fixed rate loan program. This program allows a municipality to enjoy up to a 25-year amortization, but contains an interest rate reset provision at each 5-year mark. This is a popular program and is effectively utilized by local governments to secure lower initial rates for debt issues requiring a longer amortization period than capital outlay notes, while avoiding the excessive costs of a traditional bond issue. Previously, this program was not included in the same category as variable rate debt by the State, however, the 2025 legislation now includes the Bond Fund's PBA loans in that category. As a result, it is necessary to amend our debt policy to include the PBA debt and to make the terminology change from variable rate debt to heightened risk debt.

Accordingly, the most extensive change to the Debt Policy involves the replacement of the "Use of Variable Rate Debt" paragraph with a new "Use of Heightened Risk Debt" paragraph. This paragraph was taken from the model published by UT MTAS (University of Tennessee Municipal Technical Advisory Service). Minor changes were also incorporated to update other terminology, such as the change to distinguish the State of Tennessee Comptroller's Division of Local Government Finance and the Town Finance Director title. Additionally, the State now refers to capital leases as financing leases, so that update was made.

For reference purposes only, the resolution recommended for replacement is also attached (Resolution 2011-16).

RECOMMENDATION:

Approve Resolution 2026-17, amending the Debt Policy for the Town of Jonesborough.

RESOLUTION NO. 2026-17

A RESOLUTION AMENDING THE DEBT POLICY FOR THE TOWN OF JONESBOROUGH

WHEREAS, on October 10, 2011, the Board of Mayor and Aldermen of the Town of Jonesborough adopted a debt policy, which was in compliance with State of Tennessee statutes and State Comptroller guidelines in effect at that time, and

WHEREAS, the State of Tennessee passed legislation in 2025, which expanded heightened risk debt rules for Tennessee local governments, including municipal bond fund issuers, and

WHEREAS, it is in the best interest of the Town of Jonesborough to ensure that its policies for undertaking short and long term debt continue to provide flexibility in securing attractive interest rates and terms, while minimizing risks, avoiding conflicts of interest and ensuring transparency, in a manner consistent with current State law and guidance,

NOW THEREFORE BE IT RESOLVED by the Board of Mayor and Aldermen of the Town of Jonesborough that the following amended Debt Policy is hereby adopted, to serve as a set of parameters by which debt obligations will be undertaken by the Town:

Town of Jonesborough Debt Policy

The purpose of this debt policy is to establish a set of parameters by which debt obligations will be undertaken by the Town of Jonesborough, TN. This policy reinforces the commitment of the Town and its officials to manage the financial affairs of the Town so as to minimize risks, avoid conflicts of interest and ensure transparency while still meeting the capital needs of the Town. A debt management policy signals to the public and the rating agencies that the Town is using a disciplined and defined approach to financing capital needs and fulfills the requirements of the State of Tennessee regarding the adoption of a debt management policy.

The goal of this policy is to assist decision makers in planning, issuing and managing debt obligations by providing clear direction as to the steps, substance and outcomes desired. In addition, greater stability over the long-term will be generated by the use of consistent guidelines in issuing debt.

Definition of Debt:

All obligations of the Town to repay, with or without interest, in installments and/or at a later date, some amount of money utilized for the purchase, construction, or operation of Town resources. This includes but is not limited to notes, bond issues, capital leases and loans of any type (whether from an outside source such as a bank or from another internal fund).

Approval of Debt:

Bond anticipation notes, capital outlay notes, grant anticipation notes, tax and revenue anticipation notes (including any interfund loans) and certain non-exempt financing leases will be submitted to the State of Tennessee Comptroller's Division of Local Government Finance and the Town Board of Mayor and Aldermen prior to issuance or entering into the obligation. A plan for refunding debt issues will also be submitted to the Comptroller's Office prior to issuance.

Transparency:

- The Town shall comply with legal requirements for notice and for public meetings related to debt issuance.
- All notices shall be posted in the customary and required posting locations, including, as required, local newspapers, bulletin boards and websites.
- All costs (including principal, interest, issuance, continuing and one-time) shall be clearly presented and disclosed to the citizens, Town Board of Mayor and Aldermen and other stakeholders, in a timely manner.
- The terms and life of each debt issue shall be clearly presented and disclosed to the citizens/members, Town Board of Mayor and Aldermen and other stakeholders, in a timely manner.
- A debt service schedule outlining the rate of retirement for the principal amount shall be clearly presented and disclosed to the citizens/members, Town Board of Mayor and Aldermen and other stakeholders, in a timely manner.

Role of Debt:

- Long-term debt shall not be used to finance current operations. Long-term debt may be used for capital purchases or construction identified through the capital improvement, regional development, transportation or master process or plan. Short-term debt may be used for certain projects and equipment financing as well as for operational borrowing; however, the Town will minimize the use of short-term cash flow borrowings by maintaining adequate working capital and close budget management.
- In accordance with Generally Accepted Accounting Principles and state law,
 1. The maturity of the underlying debt will not be more than the useful life of the assets purchased or built with the debt, not to exceed 30 years; however, an exception may be made with respect to federally sponsored loans, provided such an exception is consistent with law and accepted practices.
 2. Debt issued for operating expenses must be repaid within the same fiscal year of issuance or incurrence.

Types and Limits of Debt:

- The Town will seek to limit total outstanding debt obligations to 10% of property tax assessments and limit debt service payments to 20% of annual operating expenses before debt service, excluding overlapping debt, enterprise debt and revenue debt.

- The limitation on total outstanding debt must be reviewed prior to the issuance of any new debt.
- The Town's total outstanding debt obligation will be monitored and reported to the Town Board of Mayor and Aldermen by the Town's Finance Director at least on an annual basis or as required by the Board. The Finance Director shall monitor the maturities and terms and conditions of all obligations to ensure compliance. The Finance Director shall also report to the Town Board of Mayor and Aldermen any matter that adversely affects the credit or financial integrity of the Town.
- The Town is authorized to issue General Obligation bonds, Revenue bonds, TIFs, loans, notes, financing leases and other debt allowed by law.
- The Town will seek to structure debt with level or declining debt service payments over the life of each individual bond issue, loan or other debt obligation.
- As a rule, the Town will not backload, use "wrap-around" techniques, balloon payments or other exotic formats to pursue the financing of projects. When refunding opportunities, natural disasters, other non-general fund revenues, or other external factors occur, the Town may utilize non-level debt methods. However, the use of such methods must be discussed in a public meeting, and the mayor and governing body must determine whether such use is justified and in the best interest of the town. These arrangements must be submitted to the Comptroller's Office for approval.
- The Town may use financing leases (formerly called capital leases) to finance projects. The Town will follow the guidance established by the Comptroller of the Treasury Division of Local Government Finance when assessing potential financing leases.
- Bonds backed with a general obligations pledge often have lower interest rates than revenue bonds. The Town may use its General Obligation pledge with revenue bond issues when the populations served by the revenue bond projects overlap or significantly are the same as the property tax base of the Town. The Town Board of Mayor and Aldermen and management are committed to maintaining rates and fee structures of revenue supported debt at levels that will not require a subsidy from the Town's General Fund.

Use of Heightened Risk Debt:

- As defined in state law, heightened risk debt is debt that contains: a variable interest rate; an interest rate reset provision; or a put option where the holder of the debt can demand repayment with a certain notice. The Town recognizes the value of heightened risk debt obligations and that municipalities have greatly benefited from the use of heightened risk debt in the financing of needed infrastructure and capital improvements.
- However, the Town also recognizes there are inherent risks associated with the use of heightened risk debt and will implement steps to mitigate these risks, including:
 1. When considering heightened risk debt, municipal officials will:
 - Use such obligations only when they fully understand the associated risks; and
 - Evaluate alternative financing options that avoid heightened-risk terms.

2. The Town will annually include in its budget an interest rate assumption for any outstanding variable rate debt that takes market fluctuations affecting the rate of interest into consideration.
3. Prior to entering into any heightened risk debt obligation that is backed by insurance and secured by a liquidity provider, the Town Board of Mayor and Aldermen shall be informed of the potential effect on rates as well as any additional costs that might be incurred should the insurance fail.
4. Prior to entering into any heightened risk debt obligation that is backed by a letter of credit provider, the Town Board of Mayor and Aldermen shall be informed of the potential effect on rates as well as any additional costs that might be incurred should the letter of credit fail.
5. Prior to entering into any heightened risk debt obligation, the Town Board of Mayor and Aldermen will be informed of any terms, conditions, fees, or other costs associated with the prepayment of heightened risk debt obligations.
6. The Town shall consult with persons familiar with the arbitrage rules to determine applicability, legal responsibility, and potential consequences associated with any heightened risk debt obligation.
7. The Town will not consider any debt obligation with a put option, as defined in TCA §9-21-409, unless the put option date is clearly stated in the obligation and the obligation requires at least 120 days' notice of ability to force repayment before the final maturity.
8. The Town will not consider any debt obligation with an interest rate reset provision as defined in TCA §9-21-409, unless the interest rate reset date or interval is clearly stated in the obligation and the obligation requires at least 60 days' notice of an interest rate change.
9. Prior to entering into any heightened risk debt obligation, the Town shall obtain approval from the Comptroller's Office.

Use of Derivatives:

- The Town chooses not to use derivative or other exotic financial structures in the management of the Town's debt portfolio.
- Prior to any reversal of this provision:
 1. A written management report outlining the potential benefits and consequences of utilizing these structures must be submitted to the Town Board of Mayor and Aldermen; and
 2. The Town Board of Mayor and Aldermen must adopt a specific amendment to this policy concerning the use of derivatives or interest rate agreements that complies with the State Funding Board Guidelines.

Costs of Debt:

- All costs associated with the initial issuance or incurrence of debt, management and repayment of debt (including interest, principal, and fees or charges) shall be disclosed

prior to action by the Town Board of Mayor and Aldermen in accordance with the notice requirements stated above.

- In cases of variable interest or non-specified costs, detailed explanation of the assumptions shall be provided along with the complete estimate of total costs anticipated to be incurred as part of the debt issue.
- Costs related to the repayment of debt, including liabilities for future years, shall be provided in context of the annual budgets from which such payments will be funded (i.e. General Obligations bonds in context of the General Fund, Revenue bonds in context of the dedicated revenue stream and related expenditures, loans and notes).

Refinancing Outstanding Debt:

- The Town will refund debt when it is in the best financial interest of the Town to do so, and the Town's Finance Director shall have the responsibility to analyze outstanding bond issues for refunding opportunities. The Comptroller's Office must review the refunding plan prior to the decision being approved by the governing body, and all plans for current or advance refunding of debt must be in compliance with state laws and regulations.
- The Town's Finance Director will consider the following issues when analyzing possible refunding opportunities:
 1. Onerous Restrictions — Debt may be refinanced to eliminate onerous or restrictive covenants contained in existing debt documents, or to take advantage of changing financial conditions or interest rates.
 2. Restructuring for Economic Purposes — The Town will refund debt when it is in the best financial interest of the Town to do so. Such refunding may include restructuring to meet unanticipated revenue expectations, achieve cost savings, mitigate irregular debt service payments, or to release reserve funds. Current refunding opportunities may be considered by the Town's Finance Director if the refunding generates positive present value savings, and the Finance Director must establish a minimum present value savings threshold for any refinancing.
 3. Term of Refunding Issues — The Town will refund bonds within the term of the originally issued debt. However, the Town's Finance Director may consider maturity extension, when necessary to achieve a desired outcome, provided such extension is legally permissible. The Finance Director may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful life of the financed facility and the concept of inter-generational equity should guide this decision.
 4. Escrow Structuring — The Town shall utilize the least costly securities available in structuring refunding escrows. Under no circumstances shall an underwriter, agent or financial advisor sell escrow securities to the Town from its own account.
 5. Arbitrage — The Town shall consult with persons familiar with the arbitrage rules to determine applicability, legal responsibility, and potential consequences associated with any refunding.

Professional Services:

The Town shall require all professionals engaged in the process of issuing debt to clearly disclose all compensation and consideration received related to services provided in the debt issuance process by both the Town and the lender or conduit issuer, if any. This includes "soft" costs or compensations in lieu of direct payments.

- **Counsel:** The Town shall enter into an engagement letter agreement with each lawyer or law firm representing the Town in a debt transaction. No engagement letter is required for any lawyer who is an employee of the Town or lawyer or law firm which is under a general appointment or contract to serve as counsel to the Town. The Town does not need an engagement letter with counsel not representing the Town, such as underwriters' counsel.
- **Financial Advisor:** *(If the Town chooses to hire financial advisors)* The Town shall enter into a written agreement with each person or firm serving as financial advisor for debt management and transactions.
 - Whether in a competitive sale or negotiated sale, the financial advisor shall not be permitted to bid on, privately place or underwrite an issue for which they are or have been providing advisory services for the issuance or broker any other debt transactions for the Town.
- **Underwriter:** *(If there is an underwriter)* The Town shall require the Underwriter to clearly identify itself in writing *(e.g., in a response to a request for proposals or in promotional materials provided to an issuer)* as an underwriter and not as a financial advisor from the earliest stages of its relationship with the Town with respect to that issue. The Underwriter must clarify its primary role as a purchaser of securities in an arm's-length commercial transaction and that it has financial and other interests that differ from those of the Entity. The Underwriter in a publicly offered, negotiated sale shall be required to provide pricing information both as to interest rates and to takedown per maturity to the Town's Finance Director in advance of the pricing of the debt. The Underwriter relationship will be reviewed at each new issuance of debt by the Town.

Conflicts:

- Professionals involved in a debt transaction hired or compensated by the Town shall be required to disclose to the Town existing client and business relationships between and among the professionals to a transaction (including but not limited to financial advisor, swap advisor, bond counsel, swap counsel, trustee, paying agent, liquidity or credit enhancement provider, underwriter, counterparty, and remarketing agent), as well as conduit issuers, sponsoring organizations and program administrators. This disclosure shall include that information reasonably sufficient to allow the Town to appreciate the significance of the relationships.
- Professionals who become involved in the debt transaction as a result of a bid submitted in a widely and publicly advertised competitive sale conducted using an industry standard, electronic bidding platform are not subject to this disclosure. No disclosure is required that would violate any rule or regulation of professional conduct.

Review of Policy:

The policy shall be reviewed from time to time by the Board of Mayor and Aldermen and any amendments shall be considered and approved in the same process as the adoption of other policies of the Board of Mayor and Aldermen at a duly called advertised meeting of the Board.

Compliance:

Town Finance Director is responsible for ensuring compliance with this policy.

T.C.A. §§ 7-51-901 thru 911 - Contracts, Leases, and Lease Purchase Agreements

T.C.A. § 9, Part 21 – Local Government Public Obligations Law

T.C.A. § 9-24-101 - Uniformity in Local Government Lease Financing Act of 2021 Government Finance Officers Association (GFOA) [Debt Management Policy \(gfoa.org\)](http://gfoa.org)

DULY PASSED BY THE BOARD OF MAYOR AND ALDERMEN on this ___ day of _____, 2026.

Motion was made by _____ and duly seconded by _____ that this Resolution be adopted. Those voting for the adoption thereof were:

Those voting against: _____

KELLY WOLFE, MAYOR

ATTEST:

JANET JENNINGS, RECORDER

APPROVED AS TO FORM:

JAMES R. WHEELER, TOWN ATTORNEY

RESOLUTION NO. 2011-16

**A RESOLUTION ESTABLISHING A DEBT POLICY
FOR THE TOWN OF JONESBOROUGH**

WHEREAS, the Tennessee State Funding Board through the Comptroller's Office is requiring municipalities to adopt a debt policy that establishes guidelines for financing projects, and

WHEREAS, it is in the best interest of the Town of Jonesborough to establish guidelines and policies for undertaking short and long term debt so that the BMA minimizes risks, avoids conflict of interests, and ensures transparency in the actions taken, then

NOW THEREFORE BE IT RESOLVED by the Board of Mayor and Aldermen of the Town of Jonesborough, that the following Debt Policy is hereby established setting parameters by which debt obligations will be undertaken by the Town:

**TOWN OF JONESBOROUGH
DEBT POLICY**

The purpose of this debt policy is to establish a set of parameters by which debt obligations will be undertaken by the Town of Jonesborough, TN. This policy reinforces the commitment of the *Town* and its officials to manage the financial affairs of the Town so as to minimize risks, avoid conflicts of interest and ensure transparency while still meeting the capital needs of the Town. A debt management policy signals to the public and the rating agencies that the Town is using a disciplined and defined approach to financing capital needs and fulfills the requirements of the State of Tennessee regarding the adoption of a debt management policy.

The goal of this policy is to assist decision makers in planning, issuing and managing debt obligations by providing clear direction as to the steps, substance and outcomes desired. In addition, greater stability over the long-term will be generated by the use of consistent guidelines in issuing debt.

Definition of Debt: All obligations of the Town to repay, with or without interest, in installments and/or at a later date, some amount of money utilized for the purchase, construction, or operation of Town resources. This includes but is not limited to notes, bond issues, capital leases, and loans of any type. Excludes interim transfers between funds that are paid back within the current budget year.

Approval of Debt: Bond anticipation notes, capital outlay notes, grant anticipation notes, and tax and revenue anticipation notes will be submitted to the State of Tennessee Comptroller's Office and the Town Board of Mayor and Aldermen prior to issuance or entering into the obligation. A plan for refunding debt issues will also be submitted to the Comptroller's Office prior to issuance. Capital or equipment leases may be entered

into by the Town Board of Mayor and Aldermen; however, details on the lease agreement will be forwarded to the Comptroller's Office on the specified form within 45 days.

Transparency:

- The Town shall comply with legal requirements for notice and for public meetings related to debt issuance.
- All notices shall be posted in the customary and required posting locations, including as required local newspapers, bulletin boards, and websites.
- All costs (including principal, interest, issuance, continuing, and one-time) shall be clearly presented and disclosed to the citizens, Town Board of Mayor and Aldermen, and other stakeholders in a timely manner.
- The terms and life of each debt issue shall be clearly presented and disclosed to the citizens/members, Town Board of Mayor and Aldermen, and other stakeholders in a timely manner.
- A debt service schedule outlining the rate of retirement for the principal amount shall be clearly presented and disclosed to the citizens/members, Town Board of Mayor and Aldermen, and other stakeholders in a timely manner.

Role of Debt:

- Long-term debt shall not be used to finance current operations. Long-term debt may be used for capital purchases or construction identified through the capital improvement, regional development, transportation, or master process or plan. Short-term debt may be used for certain projects and equipment financing as well as for operational borrowing; however, the Town will minimize the use of short-term cash flow borrowings by maintaining adequate working capital and close budget management.
- In accordance with Generally Accepted Accounting Principles and state law,
 1. The maturity of the underlying debt will not be more than the useful life of the assets purchased or built with the debt, not to exceed 30 years; however, an exception may be made with respect to federally sponsored loans, provided such an exception is consistent with law and accepted practices.
 2. Debt issued for operating expenses must be repaid within the same fiscal year of issuance or incurrence.

Types and Limits of Debt:

- The Town will seek to limit total outstanding debt obligations to 10% of property tax assessments and debt service payments limited to 20% of annual operating expenses before debt service, excluding overlapping debt, enterprise debt, and revenue debt.
- The limitation on total outstanding debt must be reviewed prior to the issuance of any new debt.

- The Town's total outstanding debt obligation will be monitored and reported to the Town Board of Mayor and Aldermen by the Town Recorder at least on an annual basis or as required by the Board. The Town Recorder shall monitor the maturities and terms and conditions of all obligations to ensure compliance. The Town Recorder shall also report to the Town Board of Mayor and Aldermen any matter that adversely affects the credit or financial integrity of the Town.
- The Town is authorized to issue General Obligation bonds, Revenue bonds, TIFs, loans, notes and other debt allowed by law.
- The Town will seek to structure debt with *level or declining* debt service payments over the life of each individual bond issue or loan.
- As a rule, the Town will not backload, use "wrap-around" techniques, balloon payments or other exotic formats to pursue *the financing of projects*. When refunding opportunities, natural disasters, other non-general fund revenues, or other external factors occur, the Town may utilize non-level debt methods. However, the use of such methods must be discussed in a public meeting and the mayor and governing body must determine such use is justified and in the best interest of the town.
- The Town may use capital leases to finance short-term projects.
- Bonds backed with a general obligations pledge often have lower interest rates than revenue bonds. The Town may use its General Obligation pledge with revenue bond issues when the populations served by the revenue bond projects overlap or significantly are the same as the property tax base of the Town. The Town Board of Mayor and Aldermen and management are committed to maintaining rates and fee structures of revenue supported debt at levels that will not require a subsidy from the Town's General Fund.

Use of Variable Rate Debt:

- The Town recognizes the value of variable rate debt obligations and that cities have greatly benefitted from the use of variable rate debt in the financing of needed infrastructure and capital improvements.
- However, the Town also recognizes there are inherent risks associated with the use of variable rate debt and will implement steps to mitigate these risks; including:
 1. The Town will annually include in its budget an interest rate assumption for any outstanding variable rate debt that takes market fluctuations affecting the rate of interest into consideration.
 2. Prior to entering into any variable rate debt obligation that is backed by insurance and secured by a liquidity provider, the Town Board of Mayor and Aldermen shall be informed of the potential affect on rates as well as any additional costs that might be incurred should the insurance fail.
 3. Prior to entering into any variable rate debt obligation that is backed by a letter of credit provider, the Town Board of Mayor and Aldermen shall be informed of the potential affect on rates as well as any additional costs that might be incurred should the letter of credit fail.

4. Prior to entering into any variable rate debt obligation, the Town Board of Mayor and Aldermen will be informed of any terms, conditions, fees, or other costs associated with the prepayment of variable rate debt obligations.
5. The Town shall consult with persons familiar with the arbitrage rules to determine applicability, legal responsibility, and potential consequences associated with any variable rate debt obligation.

Use of Derivatives:

- The Town chooses not to use derivative or other exotic financial structures in the management of the Town's debt portfolio.
- Prior to any reversal of this provision:
 1. A written management report outlining the potential benefits and consequences of utilizing these structures must be submitted to the Town Board of Mayor and Aldermen; and
 2. The Town Board of Mayor and Aldermen must adopt a specific amendment to this policy concerning the use of derivatives or interest rate agreements that complies with the State Funding Board Guidelines.

Costs of Debt:

- All costs associated with the initial issuance or incurrence of debt, management and repayment of debt (including interest, principal, and fees or charges) shall be disclosed prior to action by the Town Board of Mayor and Aldermen in accordance with the notice requirements stated above.
- In cases of variable interest or non-specified costs, detailed explanation of the assumptions shall be provided along with the complete estimate of total costs anticipated to be incurred as part of the debt issue.
- Costs related to the repayment of debt, including liabilities for future years, shall be provided in context of the annual budgets from which such payments will be funded(i.e. General Obligations bonds in context of the General Fund, Revenue bonds in context of the dedicated revenue stream and related expenditures, loans and notes).

Refinancing Outstanding Debt:

- The Town will refund debt when it is in the best financial interest of the Town to do so, and the Town Recorder shall have the responsibility to analyze outstanding bond issues for refunding opportunities. The decision to refinance must be explicitly approved by the governing body, and all plans for current or advance refunding of debt must be in compliance with state laws and regulations.
- The Town Recorder will consider the following issues when analyzing possible refunding opportunities:

1. **Onerous Restrictions** – Debt may be refinanced to eliminate onerous or restrictive covenants contained in existing debt documents, or to take advantage of changing financial conditions or interest rates.
2. **Restructuring for Economic Purposes** – The Town will refund debt when it is in the best financial interest of the Town to do so. Such refunding may include restructuring to meet unanticipated revenue expectations, achieve cost savings, mitigate irregular debt service payments, or to release reserve funds. Current refunding opportunities may be considered by the Town Recorder if the refunding generates positive present value savings, and the Town Recorder must establish a minimum present value savings threshold for any refinancing.
3. **Term of Refunding Issues** – The Town will refund bonds within the term of the originally issued debt. However, the Town Recorder may consider maturity extension, when necessary to achieve a desired outcome, provided such extension is legally permissible. The Town Recorder may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful life of the financed facility and the concept of inter-generational equity should guide this decision.
4. **Escrow Structuring** – The Town shall utilize the least costly securities available in structuring refunding escrows. Under no circumstances shall an underwriter, agent or financial advisor sell escrow securities to the Town from its own account.
5. **Arbitrage** – The Town shall consult with persons familiar with the arbitrage rules to determine applicability, legal responsibility, and potential consequences associated with any refunding.

Professional Services:

The Town shall require all professionals engaged in the process of issuing debt to clearly disclose all compensation and consideration received related to services provided in the debt issuance process by both the Town and the lender or conduit issuer, if any. This includes “soft” costs or compensations in lieu of direct payments.

- **Counsel:** The Town shall enter into an engagement letter agreement with each lawyer or law firm representing the Town in a debt transaction. No engagement letter is required for any lawyer who is an employee of the Town or lawyer or law firm which is under a general appointment or contract to serve as counsel to the Town. The Town does not need an engagement letter with counsel not representing the Town, such as underwriters’ counsel.
- **Financial Advisor:** *(If the Town chooses to hire financial advisors, the Town shall enter into a written agreement with each person or firm serving as financial advisor in debt management and transactions.*
 1. In a competitive sale, the financial advisor shall not be permitted to bid on an issue for which they are or have been providing advisory services.

2. In a publicly offered, negotiated sale, the financial advisor may resign as financial advisor only in advance of negotiations in order to underwrite an issue for which they are or have been providing advisory services.
- Underwriter: *(If there is no financial advisor)* In advance of pricing of the debt in a publicly offered, negotiated sale, the underwriter must provide pricing information both as to interest rates and to takedown per maturity to the Town Board of Mayor and Aldermen *(or its designated official)*.

Conflicts:

- Professionals involved in a debt transaction hired or compensated by the Town shall be required to disclose to the Town existing client and business relationships between and among the professionals to a transaction (including but not limited to financial advisor, swap advisor, bond counsel, swap counsel, trustee, paying agent, liquidity or credit enhancement provider, underwriter, counterparty, and remarketing agent), as well as conduit issuers, sponsoring organizations and program administrators. This disclosure shall include that information reasonably sufficient to allow the Town to appreciate the significance of the relationships.
- Professionals who become involved in the debt transaction as a result of a bid submitted in a widely and publicly advertised competitive sale conducted using an industry standard, electronic bidding platform are not subject to this disclosure. No disclosure is required that would violate any rule or regulation of professional conduct.

Review of Policy:

The policy shall be reviewed from time to time by the Board of Mayor and Aldermen and any amendments shall be considered and approved in the same process as the adoption of other policies of the Board of Mayor and Aldermen at a duly called advertised meeting of the Board.

Compliance:

Town Recorder is responsible for ensuring compliance with this policy.

TCA References: TCA 7, Part 9 – Contracts, Leases, and Lease Purchase Agreements
TCA 9, Part 21 – Local Government Public Obligations Law

DULY PASSED BY THE BOARD OF MAYOR AND ALDERMEN on this the 10th day of Oct., 2011.

Motion was made by Alderman Vest and duly seconded by Alderman Fitzgerald that this Resolution be adopted. Those voting for adoption of this Resolution were: Alderman Vest,

Alderman Fitzgerald, Alderman Counterpane

Those voting against: _____



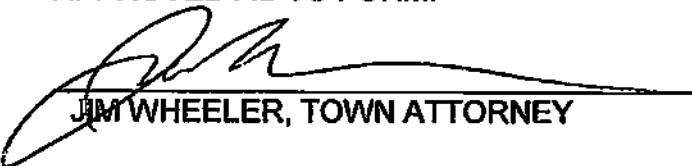
KELLY WOLFE, MAYOR

ATTEST:



ABBEY MILLER, RECORDER

APPROVED AS TO FORM:



JIM WHEELER, TOWN ATTORNEY

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

DATE: July 13, 2026

AGENDA ITEM #: 8-C

SUBJECT: Building Department Re-Inspection Fee Ordinance

BACKGROUND:

The Building Department is requesting approval to amend Jonesborough Municipal Code Title 4, Chapter 1, Building Code to implement a **\$40.00 re-inspection fee** when scheduled inspections cannot be completed due to incomplete or non-ready work. Currently, inspectors frequently arrive at job sites where work is not ready for inspection. This results in:

- Lost staff time
- Delays for other projects that are ready
- Inefficient use of Town resources

Staff recommendation is to establish a standard **\$40.00 re-inspection fee** to be applied when:

- Work does not meet inspection requirements
- Required elements are incomplete or inaccessible
- The inspection cannot be performed as scheduled

The benefits of having the re-inspection fee, which many municipalities and counties have in place, promote efficiency and accountability, and:

- Encourages contractors to schedule inspections only when work is ready
- Improve efficiency and scheduling for inspection services
- Helps offset the cost of repeated site visits
- Provides fair and consistent enforcement

The fee would be (1) added to the Town's fee schedule; (2) applies after the first failed or incomplete inspection; and (3) collected prior to scheduling a subsequent inspection.

RECOMMENDATION:

Approve amending the Jonesborough Municipal Code Title 4, Chapter 1, Building Code by adding a **\$40.00 re-inspection fee** to the Town's current Fee Schedule on First Reading.

ORDINANCE NO. 2026-09

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

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

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

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

SCHEDULE OF PERMIT FEES

BUILDING PERMIT FEES

TOTAL VALUATION

Calculate the Sum Total
Valuation of the project:

FEE

Multiply the Sum Total
Valuation of the project by 0.85%

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

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

BUILDING VALUATION

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

RE-INSPECTION FEE

At the sole discretion of the Building Inspector, a re-inspection fee of \$40.00 will be assessed to contractors and builders who schedule building, plumbing, or mechanical inspections when the work is fundamentally incomplete, or when a previously cited code violation has not been corrected upon a scheduled re-inspection. If a project fails the initial

inspection, the first follow-up inspection to verify the corrections will remain covered under the standard permit, provided the work has been completed.

MECHANICAL PERMIT FEE

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

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

MOVING FEE

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

DEMOLITION FEE

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

MOBILE HOMES FEE

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

OUTDOOR ADVERTISING SIGN FEE

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

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

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

PENALTIES

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

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

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

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

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

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

PLUMBING PERMIT FEES

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

PENALTIES

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

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

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

Plan Review Fees

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

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

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

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

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

Those voting against: _____

PASSED ON FIRST READING July 13, 2026

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

Glenn Rosenoff

From: Kevin Fair
Sent: Friday, May 22, 2026 7:02 AM
To: Glenn Rosenoff; Brandi Miller
Cc: J.W. Greene
Subject: Possible Re inspection Fees

To: Town Administration and Board of Mayor and Aldermen
From: Building Department
Subject: Proposal for Municipal Code Amendment: Implementation of a \$40 Re-inspection Fee

1. Objective

The Building Department is proposing an amendment to the municipal code to establish a \$40.00 re-inspection fee. This fee will be assessed to contractors and builders who schedule building, plumbing, or mechanical inspections when the work is fundamentally incomplete, or when a previously cited code violation has not been corrected upon a scheduled re-inspection.

2. Problem Statement & Operational Impact

Currently, our department faces a significant volume of inspection requests for projects that are nowhere near ready for review. Furthermore, inspectors frequently return for scheduled re-inspections only to find that the initial deficiencies remain completely unaddressed, forcing the same issues to be cited repeatedly.

This practice creates several critical inefficiencies:

Wasted Inspection Hours: Inspector spends valuable time traveling to and evaluating non-compliant sites, reducing the overall number of valid inspections that can be completed daily.

Inflated Wait Times: Builders who are ready for their inspections face unnecessary delays because the daily schedule is congested with unready projects.

Uncompensated Costs: The fuel, vehicle wear-and-tear, and administrative processing costs for these repetitive visits are currently entirely absorbed by the town's operating budget, rather than the non-compliant party.

3. Proposed Solution & Fee Structure

To incentivize project readiness and offset administrative strain, we propose implementing a flat \$40.00 re-inspection fee under the following conditions:

Initial Inspection: No change. Standard inspection procedures apply under the original permit fee.

First Re-inspection: If a project fails the initial inspection, the first follow-up inspection to verify the corrections will remain covered under the standard permit, provided the work has been completed.

Fee Assessment: The \$40.00 fee will be triggered if:

An inspector arrives for a scheduled inspection, and work is blatantly incomplete or inaccessible.

A re-inspection is called, and the previously documented code violations have not been corrected, requiring a subsequent return trip.

Enforcement: No further inspections will be scheduled or conducted for the property in question, and no Certificate of Occupancy will be issued, until all outstanding re-inspection fees are paid in full.

4. Conclusion and Next Steps

Implementing this fee is not intended to be a punitive measure, but rather a standard municipal practice designed to encourage accountability among builders and protect public resources. This policy will ensure our team can operate efficiently and serve prepared contractors in a timely manner. I have

reached out to surrounding municipal Building Departments and find all have a version of this fee currently in place.

I request that this proposal be reviewed for inclusion on the upcoming meeting agenda to initiate the necessary ordinance amendment process. Thank you for your time and consideration.

Sincerely, Kevin R. Fair



Kevin Fair
Building Inspector

423-753-1035

kfair@jonesboroughtn.org



123 Boone St. Jonesborough, TN 37659



jonesboroughtn.org

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

DATE: July 13, 2026

AGENDA ITEM #: 8-D

SUBJECT: FY2025-26 Budget Amendment Ordinance for the General Fund, Solid Waste Fund, Jackson Theatre Fund, Debt Service Fund and Capital Projects Fund.

BACKGROUND:

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

General Fund – Several expenditure adjustments are reflected in the amended budget, with additional funding sources identified for all adjustments.

The Fire Department budget reflects the addition of personnel (salaries, benefits, training and equipment) funded by an increase in the County's appropriation for fire services. The departmental budgets for Streets and Parks and Recreation were adjusted to reflect spending from the Governor's appropriation to the Town. Parks and Recreation also incurred significant costs associated with Tiger Park fields (grounds maintenance/agriculture and horticulture supplies), costs for downtown tree removal and the transfer of a portion of the County maintenance contribution to County schools. The annual maintenance transfer has been included in the FY 2026-27 budget. Additional funding was available in the General Fund to cover these increases (i.e., Parks and Rec revenue, property taxes).

An increase in staffing, marketing and concessions expense at Wetlands, is reflected in the amended budget, with costs more than offset by increased water park revenues. Debt service savings due to a delay in issuing debt for the year were utilized to fund an increase in the appropriation to Jackson Theatre. Finally, surplus equipment auction proceeds were utilized to fund the grant matches for a couple of capital projects. The project spending was tracked within the Capital Projects Fund, with funding provided by transfers made from the General Fund.

Solid Waste Fund – Adjustments to the previous budget are primarily funded by an increase in sanitation charges and the use of reserve funds in the savings account.

Solid Waste was negatively impacted by an increase in waste disposal fees at the landfill, as well as increased costs for fuel. These increases were offset by an increase in the collection of revenues for garbage collection. The purchase of a trailer was funded by the sale of surplus equipment. In addition, the skidsteer that was originally presented as being funded from the equipment reserve (savings account) in the 2026-27 budget year, was moved back into the current fiscal year. These funds were transferred to the Capital Projects Fund for tracking purposes.

Jackson Theatre Fund – The combination of softness on the revenue side and increased expenditures resulted in an additional appropriation from the General Fund.

The theatre experienced an increase in spending for staffing and equipment repairs, with no internal funding available, since revenue collections were soft (lower ticket sales, contributions, etc.). Debt service savings due to the late issuance of debt in the General Fund was utilized to address the need for additional funding.

Debt Service Fund – The refinancing of debt is reflected as offsetting expenditures and debt proceeds.

The replacement of the final interim financing on Jackson Theatre with permanent USDA debt is reflected in offsetting expenditures and financing sources. In addition, the reduction in the debt service coming from the General Fund, due to the late issuance of debt in that fund, is reflected both expenditures and the Transfers In. A corresponding adjustment is reflected in the General Fund and referenced in its summary.

Capital Projects Fund – Several adjustments are reflected in the amended budget, with additional funding sources identified for all adjustments.

Grant revenues are being utilized to fund the majority of expenditures for the purchase of the Duel Lane property, the Tiger Way Signalization project and improvements at the International Storytelling Center, Stage Door and Jackson Theatre. The associated matches have been provided by the General Fund, with a portion of the Duel Lane property match coming from the Water/Sewer Fund.

A contribution from BrightRidge is the funding source for expenditures at the new BrightRidge Park. The purchase of the Solid Waste skidsteer is covered with a transfer from that fund from the equipment reserve (savings account) and a portion of the Governor's appropriation to the Town was utilized for sidewalks and handrails.

Staff recommends approving the adoption of the Ordinance on First Reading.

RECOMMENDATION:

Approve the adoption of the Ordinance on First Reading.

ORDINANCE NO. 2026-08

**AN ORDINANCE AMENDING THE FISCAL YEAR 2025-2026 BUDGET FOR THE
GENERAL FUND, SOLID WASTE FUND, JACKSON THEATRE FUND, DEBT
SERVICE FUND AND CAPITAL PROJECTS FUND**

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

SECTION I. That the FY2025-2026 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>			
Revenues			
Local Taxes	7,714,039	110,576	7,824,615
Licenses and Permits	394,000	-	394,000
Intergovernmental	1,495,482	826,271	2,321,753
Charges for Services	800,000	29,000	829,000
Fines and Forfeitures	251,750	-	251,750
Revenue from Use of Property	2,839,930	154,000	2,993,930
Contributions and Restricted Revenues	212,500	3,000	215,500
Uses of Money and Property	25,000	-	25,000
Other Revenues	227,500	22,000	249,500
Other Financing Sources			
Issuance of Debt/Debt Proceeds	-	-	-
Sale of Capital Assets	-	106,000	106,000
Transfers In - from other funds	300,000	-	300,000
Total Revenues and Other Financing Sources	14,260,201	1,250,847	15,511,048
Appropriations			
Expenditures			
Government Administration	1,622,697	-	1,622,697
Police	2,517,015	-	2,517,015
Fire	936,866	400,000	1,336,866
Streets	1,185,925	314,598	1,500,523
Garage	187,703	-	187,703
Senior Center	865,348	-	865,348
Parks and Recreation	994,889	283,200	1,278,089
Visitor's Center	1,081,016	-	1,081,016
Water Park	548,317	108,000	656,317
McKinney Center	527,951	22,000	549,951
Capital Outlay	-	-	-
Other Financing Uses			
Transfers Out - to other funds	3,927,974	123,049	4,051,023
Total Appropriations	14,395,701	1,250,847	15,646,548
Change in Fund Balance	(135,500)	-	(135,500)

	Current Budget	Increase/ (Decrease)	Amended Budget
<u>Solid Waste Fund</u>			
Revenues			
Charges for Services	935,323	37,000	972,323
Other Financing Sources			
Sale of Capital Assets	-	7,945	7,945
Transfers In - from other funds	59,474	-	59,474
Total Revenues and Other Financing Sources	994,797	44,945	1,039,742
Appropriations			
Expenditures			
Salaries and Benefits	496,051	-	496,051
Operations	393,450	37,000	430,450
Capital Outlay	-	7,945	7,945
Other Financing Uses			
Transfers Out - to other funds	105,296	47,500	152,796
Total Appropriations	994,797	92,445	1,087,242
Change in Fund Balance	-	(47,500)	(47,500)

Jackson Theatre Fund

Revenues			
Intergovernmental	-	37,000	37,000
Charges for Services	286,000	(44,500)	241,500
Revenue from Use of Property	25,000	26,000	51,000
Contributions and Restricted Revenues	127,000	(44,500)	82,500
Other Revenues	12,000	(10,200)	1,800
Other Financing Sources			
Transfers In - from other funds	461,483	99,000	560,483
Total Revenues and Other Financing Sources	911,483	62,800	974,283
Appropriations			
Expenditures			
Salaries and Benefits	337,956	34,500	372,456
Operations	439,500	(26,700)	412,800
Other Financing Uses			
Transfers Out - to other funds	175,027	-	175,027
Total Appropriations	952,483	7,800	960,283
Change in Fund Balance	(41,000)	55,000	14,000

	<u>Current Budget</u>	<u>Increase/ (Decrease)</u>	<u>Amended Budget</u>
<u>Debt Service Fund</u>			
Other Financing Sources			
Issuance of Debt/Debt Proceeds	-	1,200,000	1,200,000
Transfers In - from other funds	3,611,314	(120,000)	3,491,314
Total Other Financing Sources	3,611,314	1,080,000	4,691,314
Appropriations			
Expenditures			
Debt Service	3,611,314	1,080,000	4,691,314
Total Appropriations	3,611,314	1,080,000	4,691,314
Change in Fund Balance	-	-	-
<u>Capital Projects Fund</u>			
Revenues			
Intergovernmental	-	1,174,708	1,174,708
Contributions and Restricted Revenues	-	34,284	34,284
Other Financing Sources			
Issuance of Debt/Debt Proceeds	3,264,118	-	3,264,118
Sale of Capital Assets	186,927	-	186,927
Transfers In - from other funds	135,500	241,549	377,049
Total Revenues and Other Financing Sources	3,586,545	1,450,541	5,037,086
Appropriations			
Expenditures			
Capital Outlay	3,586,545	1,450,541	5,037,086
Total Appropriations	3,586,545	1,450,541	5,037,086
Change in Fund Balance	-	-	-

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 _____ 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
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
REVENUES				
110-31100	Property Taxes - Current	3,689,273	3,689,273	-
110-31120	Current Year Public Utility	33,046	33,046	-
110-31210	Property Taxes - Delinquent	80,198	190,774	110,576
110-31310	Property Taxes - Interest & Penalty	18,000	18,000	-
110-31500	In Lieu of Property Tax	300,000	300,000	-
110-31510	In Lieu of Power Board Tax	60,000	60,000	-
110-31511	In Lieu of TVA Tax	74,422	74,422	-
110-31600	Local Sales Tax	3,094,600	3,094,600	-
110-31710	Wholesale Beer Tax	230,000	230,000	-
110-31720	Wholesale Liquor Tax	135,000	135,000	-
110-31800	Business Taxes	206,000	206,000	-
110-31870	Hotel-Motel Tax	75,000	75,000	-
110-31912	Cable Franchise Fee	104,000	104,000	-
110-32200	Alcoholic Bev. Fees/Applications	6,000	6,000	-
110-32610	Building Permits	350,000	350,000	-
110-32661	Rezoning/Planning Review Fees	18,000	18,000	-
110-33102	WIOA Grant - Americorp Employees	4,500	4,500	-
110-33490	Visitor's Center - TDTD Grant	30,000	30,000	-
110-33490- -974	State of Tennessee - Governor's Contribution	-	426,271	426,271
110-33491- -SCNTR	Senior Citizen - State Revenue	13,300	13,300	-
110-33510	State Sales Tax	750,000	750,000	-
110-33530	State Beer Tax	2,700	2,700	-
110-33535	State Telecommunication Tax	5,900	5,900	-
110-33536	State Local Occupancy Tax	12,700	12,700	-
110-33540	State Mixed Drink Tax	18,500	18,500	-
110-33550	State Street Aid Revenues	210,960	210,960	-
110-33552	State City Street	15,750	15,750	-
110-33570	State Hwy Maint. Reimbursement	45,000	45,000	-
110-33580	State Sports Betting	12,000	12,000	-
110-33593	Corporate Excise Tax	30,000	30,000	-
110-33600	State Police Training Supplement	16,000	16,000	-
110-33601	State Fire Training Supplement	6,400	6,400	-
110-33711- -SCNTR	Senior Citizen - County Revenue	47,500	47,500	-
110-34191	Utility Cut Fees	20,000	20,000	-
110-34741	Parks and Rec Programming	-	29,000	29,000
110-34901	Stormwater Fees	24,000	24,000	-
110-36210	Equipment Rental	500	500	-
110-36705	Sponsorships - Parks and Recreation	-	3,000	3,000
110-38100	Visitor's Center - ARPA Funds	40,000	40,000	-
110-38101- -SCNTR	SC-Title IIIB Transportation	12,000	12,000	-
110-38102- -SCNTR	SC - Service Coordination Fund	53,392	53,392	-
110-38104- -SCNTR	SC - United Way Funding	6,000	6,000	-
110-38106- -SCNTR	SC - Health Promo & Class Revenue	55,000	55,000	-
110-38107- -SCNTR	Senior Center - Building Rentals	1,600	1,600	-
110-38108- -SCNTR	Senior Center - Membership Dues	30,000	30,000	-
110-38109- -SCNTR	SC - My Ride Fees	5,900	5,900	-
110-38111	TML Safety Grant - Employee Wellness	2,000	2,000	-

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
110-38112	PEP Driver Safety Grant	5,000	5,000	-
110-38114	Washington County Annual Fire Fund	135,000	535,000	400,000
110-38117	Visitor Center - Auditorium	18,000	18,000	-
110-38118	Visitor Center - Gift Shop	55,000	55,000	-
110-38119	Visitor Center - Miscellaneous	15,000	15,000	-
110-38120	Visitor Center - Special Programs	12,000	12,000	-
110-38122	Recreation Events/Special Program	7,500	7,500	-
110-38125	Music-On-The-Square (MOTS)	48,000	48,000	-
110-38126	Wash Co. Tourism Contribution - HOT	25,000	25,000	-
110-38130	Story Town Radio Show	22,000	44,000	22,000
110-38132	Main Street USA Program Revenue	4,500	4,500	-
110-38133	Main Street Brews & Tune	12,000	12,000	-
110-38134	Main Street - Jonesborough Days	35,000	35,000	-
110-38135- -WETLD	Water Park - Season Passes	33,100	46,100	13,000
110-38136- -WETLD	Wetlands - Facility Rental	45,000	74,000	29,000
110-38137- -WETLD	Wetlands - Daily Admissions	325,000	375,000	50,000
110-38138- -WETLD	Wetlands - Concessions	95,000	153,000	58,000
110-38139- -WETLD	Wetlands - Merchandise Sales	-	4,000	4,000
110-38141- -WETLD	Wetlands - Snowball Sales	3,000	3,000	-
110-38142- -WETLD	Wetlands - Swim Lessons/CPR Training	3,500	3,500	-
110-38143	Police Fines	163,000	163,000	-
110-38144	Police Fines - Cameras	60,000	60,000	-
110-38145	General Sessions Court Fines	3,000	3,000	-
110-38146	Litigation Tax	18,500	18,500	-
110-38147	Defensive Driving School Revenue	19,000	19,000	-
110-38148	Shop With A Cop Program	30,000	30,000	-
110-38149	Driving School Tech Fees	2,250	2,250	-
110-38150	PS Electronic Citation Fee	3,500	3,500	-
110-38154	Clerk Electronic Citation Fee	1,000	1,000	-
110-38156	Paws in Blue Canine Revenue Cont.	8,000	8,000	-
110-38157	McKinney Center Rentals	14,000	14,000	-
110-38159	Mary B Martin Education Fees	85,000	85,000	-
110-38160	McKinney Scholarship Fund Rev	5,000	5,000	-
110-38161	McKinney Center Membership Rev	3,000	3,000	-
110-38162	TN Arts Comm. Grant -Radio Show	8,880	8,880	-
110-38167	Interest Earned	25,000	25,000	-
110-38168	Post Office Rent	85,801	85,801	-
110-38169	Lease Revenue	61,637	61,637	-
110-38169- -WC	Lease Revenue - Washington County	2,167,212	2,167,212	-
110-38172	Auction Proceeds - Surplus Equip.	15,000	121,000	106,000
110-38173	In Lieu Sidewalk Payment Reserve	50,000	50,000	-
110-38174- -SCNTR	Senior Center - Special Projects	70,000	70,000	-
110-38176	Flag Replacement Revenue	3,500	3,500	-
110-38206	PEP Property Grant	5,000	5,000	-
110-38209	Interest - leases	8,780	8,780	-
110-38210	Wash Co. Contribution for K-8 Maint.	500,400	500,400	-
	Total Revenues	14,260,201	15,511,048	1,250,847

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
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EXPENDITURES

General Administration

Personnel Services

110-41500-121	Salaries and Wages	681,749	681,749	-
110-41500-141	OASI	50,201	50,201	-
110-41500-142	Hospital and Health Insurance	96,973	96,973	-
110-41500-143	Retirement	37,135	37,135	-
110-41500-146	Worker's Compensation	4,900	4,900	-
110-41500-147	Unemployment Insurance	180	180	-
	Total Personnel Services	871,138	871,138	-

Non-Personnel

110-41500-148	Employee Education and Training	1,500	1,500	-
110-41500-166	Municipal Judge	10,000	10,000	-
110-41500-168	USDA Wildlife Management	3,100	3,100	-
110-41500-211	Postage, Box Rent, Etc.	2,000	2,000	-
110-41500-230	Publicity, Subscriptions, And Dues	2,500	2,500	-
110-41500-236	Public Relations	5,000	5,000	-
110-41500-239	MTAS/TML Fees	3,500	3,500	-
110-41500-241	Electric/Gas	15,000	15,000	-
110-41500-242	Water	1,200	1,200	-
110-41500-245	Telephone and Other Comm Services	12,000	12,000	-
110-41500-248	GPS - Telematics	1,000	1,000	-
110-41500-251	Medical Services	2,600	2,600	-
110-41500-252	Legal Services	60,000	60,000	-
110-41500-253	Audit & Accounting	30,000	30,000	-
110-41500-255	Data Processing Services	50,000	50,000	-
110-41500-256	Engineering Services	40,000	40,000	-
110-41500-261	Repair and Maintenance Motor Vehicles	2,000	2,000	-
110-41500-262	Repair and Maintenance Equipment	500	500	-
110-41500-266	Repair and Maintenance Buildings	30,000	30,000	-
110-41500-267	Repair and Maintenance Buildings - ISC	5,000	5,000	-
110-41500-279	Website Maintenance	1,000	1,000	-
110-41500-280	Travel	2,000	2,000	-
110-41500-288	Travel/Training/Car Allowance	6,500	6,500	-
110-41500-290	Other Contracted Services	25,000	25,000	-
110-41500-297	Veteran's Memorial Expense	2,500	2,500	-
110-41500-311	Office Supplies	5,500	5,500	-
110-41500-312	Small Equipment & Furnishings	9,000	9,000	-
110-41500-313	Stationery/Forms	2,000	2,000	-
110-41500-323	Food	19,000	19,000	-
110-41500-324	Household And Janitorial Supplies	5,000	5,000	-

**Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund**

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
110-41500-326	Clothing And Uniforms	2,000	2,000	-
110-41500-331	Gas, Oil, Diesel Fuel, Grease, Etc.	2,500	2,500	-
110-41500-334	Tires, Tubes	1,500	1,500	-
110-41500-336	Municipal Judge Supplies	1,000	1,000	-
110-41500-390	Miscellaneous Supplies	4,500	4,500	-
110-41500-520	Property/Liability Insurance	170,000	170,000	-
110-41500-535	Equipment Leases & Maintenance	40,000	40,000	-
110-41500-555	Credit Card Fees	5,000	5,000	-
110-41500-591	Property Taxes	1,200	1,200	-
110-41500-595	Tax Relief Program	20,000	20,000	-
110-41500-732	Compensation for Damages	2,500	2,500	-
110-41500-801	Jonesborough/Wash Co. Library Appro.	13,500	13,500	-
110-41500-802	Northeast TN Tourism (NETTA) Appro.	2,000	2,000	-
110-41500-803	WC Museum/Heritage Alliance Appro	50,000	50,000	-
110-41500-804	Building Inspection	4,500	4,500	-
110-41500-805	Dirty Street Fighters	8,000	8,000	-
110-41500-806	F.T.D.D. Appropriation	1,649	1,649	-
110-41500-807	F.T.H.R.A. Appropriation	7,310	7,310	-
110-41500-808	Wash. Co. EMS	50,000	50,000	-
110-41500-991	Façade Renovation Grant	10,000	10,000	-
	Total Non-Personnel	751,559	751,559	-
	Total General Administration	1,622,697	1,622,697	-
 <u>Police Department</u>				
	Personnel Services			
110-42100-121	Salaries and Wages	1,550,749	1,550,749	-
110-42100-141	OASI	118,632	118,632	-
110-42100-142	Hospital and Health Insurance	274,756	274,756	-
110-42100-143	Retirement	89,400	89,400	-
110-42100-146	Worker's Compensation	41,800	41,800	-
110-42100-147	Unemployment Insurance	600	600	-
	Total Personnel Services	2,075,937	2,075,937	-
	Non-Personnel			
110-42100-148	Employee Education And Training	18,000	18,000	-
110-42100-164	Reserve Officer Program	10,000	10,000	-
110-42100-165	Court Costs	10,000	10,000	-
110-42100-211	Postage, Box Rent, Etc.	2,500	2,500	-
110-42100-230	Publicity, Subscriptions, And Dues	3,000	3,000	-
110-42100-236	Public Relation	5,000	5,000	-
110-42100-245	Telephone And Other Comm Services	20,660	20,660	-

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
110-42100-248	GPS Services	5,250	5,250	-
110-42100-251	Medical Services	11,500	11,500	-
110-42100-260-RADIO	Repair And Maintenance Services	1,000	1,000	-
110-42100-261	Repair And Maintenance Motor Vehicles	22,000	22,000	-
110-42100-262	Repair And Maintenance Equipment	1,000	1,000	-
110-42100-270	Repair And Maintenance Surplus Vehicles	5,000	5,000	-
110-42100-280	Travel	7,000	7,000	-
110-42100-289	Travel - Surplus Vehicles & Equip	5,000	5,000	-
110-42100-290	Other Contracted Services	71,768	71,768	-
110-42100-307	Shop with a Cop	29,000	29,000	-
110-42100-311	Office Supplies	3,500	3,500	-
110-42100-312	Small Items Of Equipment	20,000	20,000	-
110-42100-313	Stationary/Forms	1,400	1,400	-
110-42100-326	Clothing And Uniforms	24,000	24,000	-
110-42100-327	Fire Arm Supplies	10,000	10,000	-
110-42100-331	Gas, Oil, Diesel Fuel, Grease, Etc.	60,000	60,000	-
110-42100-334	Tires, Tubes And Etc.	10,000	10,000	-
110-42100-344	Safety Supplies	1,000	1,000	-
110-42100-390	Miscellaneous Supplies	6,000	6,000	-
110-42100-535	Equipment Leases & Maint Contracts	25,000	25,000	-
110-42100-560	State Police Fines	25,000	25,000	-
110-42100-701	DOJ Bullet Proof Vests Grant	5,000	5,000	-
110-42100-702	TN Highway Safety Grant	5,000	5,000	-
110-42100-831	Ps Electr.Citation Reserve Exp	5,000	5,000	-
110-42100-832	Clerk Electr.Citation Reserve Exp	1,500	1,500	-
110-42100-833	Handgun Permit Class Expense	1,000	1,000	-
110-42100-834	Driving School Tech Fund Expenses	2,000	2,000	-
110-42100-835	Paws In Blue Canine Expenses	8,000	8,000	-
	Total Non-Personnel	441,078	441,078	-
	Total Police Department	2,517,015	2,517,015	-
 <u>Fire Department</u>				
	Personnel Services			
110-42200-121	Salaries and Wages	536,093	806,093	270,000
110-42200-141	OASI	41,011	62,011	21,000
110-42200-142	Hospital and Health Insurance	80,994	105,994	25,000
110-42200-143	Retirement	30,018	46,018	16,000
110-42200-146	Worker's Compensation	8,800	12,800	4,000
110-42200-147	Unemployment Insurance	300	300	-
	Total Personnel Services	697,216	1,033,216	336,000

**Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund**

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
Non-Personnel				
110-42200-148	Employee Education And Training	8,500	15,500	7,000
110-42200-211	Postage, Box Rent, Etc.	200	200	-
110-42200-230	Publicity, Subscriptions, And Dues	6,000	6,000	-
110-42200-236	Public Relation	500	500	-
110-42200-245	Telephone And Other Comm Services	6,250	6,250	-
110-42200-248	GPS Services	1,500	1,500	-
110-42200-251	Medical Services	4,000	6,000	2,000
110-42200-261	Repair And Maintenance Motor Vehicles	40,000	40,000	-
110-42200-262	Repair And Maintenance Equipment	4,000	4,000	-
110-42200-266	Repair And Maintenance Buildings	15,000	15,000	-
110-42200-280	Travel	2,000	2,000	-
110-42200-290	Other Contracted Services	15,000	15,000	-
110-42200-311	Office Supplies	1,500	1,500	-
110-42200-312	Small Items Of Equipment	65,000	85,000	20,000
110-42200-313	Stationary/Forms	200	200	-
110-42200-326	Clothing And Uniforms	12,000	22,000	10,000
110-42200-329	Fire Fighting Gear	25,000	50,000	25,000
110-42200-331	Gas, Oil, Diesel Fuel, Grease, Etc.	13,000	13,000	-
110-42200-334	Tires, Tubes And Etc.	6,000	6,000	-
110-42200-344	Safety Supplies	1,000	1,000	-
110-42200-390	Miscellaneous Supplies	6,500	6,500	-
110-42200-535	Equipment Leases & Maint Contracts	6,500	6,500	-
	Total Non-personnel	239,650	303,650	64,000
	Total Fire Department	936,866	1,336,866	400,000
 Street Department				
Personnel Services				
110-43100-121	Salaries and Wages	470,711	470,711	-
110-43100-141	OASI	36,009	36,009	-
110-43100-142	Hospital and Health Insurance	74,993	74,993	-
110-43100-143	Retirement	27,032	27,032	-
110-43100-146	Worker's Compensation	29,350	29,350	-
110-43100-147	Unemployment Insurance	220	220	-
	Total Personnel Services	638,315	638,315	-
Non-Personnel				
110-43100-148	Travel / Training	1,500	1,500	-
110-43100-241	Electric	5,000	5,000	-
110-43100-245	Telephones/Radios/Internet	3,500	3,500	-
110-43100-247	Street Lights	192,500	192,500	-

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
110-43100-248	GPS - Telematics	2,250	2,250	-
110-43100-251	Medical	2,500	2,500	-
110-43100-261	Vehicle Repairs & Maintenance	60,000	60,000	-
110-43100-262	Equipment Repairs	2,000	2,000	-
110-43100-266	Building Maintenance	2,500	2,500	-
110-43100-268	Street Repairs	18,750	18,750	-
110-43100-311	Office Supplies	1,000	1,000	-
110-43100-312	Small Equipment & Furnishings	5,000	5,000	-
110-43100-326	Uniform/Clothing/Shoes	2,000	2,000	-
110-43100-331	Gasoline & Oil	38,610	38,610	-
110-43100-334	Tires	7,000	7,000	-
110-43100-342	Street Signs	5,000	5,000	-
110-43100-344	Safety	1,000	1,000	-
110-43100-390	Miscellaneous Supplies	1,500	1,500	-
110-43100-395	Storm Water Upgrade	2,500	2,500	-
110-43100-454	Salt Purchase	10,000	10,000	-
110-43100-473	Curbing/Sidewalks/Trails/Rock	25,000	25,000	-
110-43100-473-	-974 Curbing/Sidewalks/Trails/Rock - Governor's	-	314,598	314,598
110-43100-474	Street Paving	150,000	150,000	-
110-43100-535	Equipment Leases & Maintenance	3,500	3,500	-
110-43100-560	State Stormwater Maintenance	5,000	5,000	-
	Total Non-Personnel	547,610	862,208	314,598
	Total Street Department	1,185,925	1,500,523	314,598
Garage				
	Personnel Services			
110-43170-121	Salaries and Wages	93,689	93,689	-
110-43170-141	OASI	7,167	7,167	-
110-43170-142	Hospital and Health Insurance	29,933	29,933	-
110-43170-143	Retirement	5,564	5,564	-
110-43170-146	Worker's Compensation	2,400	2,400	-
110-43170-147	Unemployment Insurance	80	80	-
	Total Personnel Services	138,833	138,833	-
	Non-Personnel			
110-43170-148	Employee Education And Training	1,500	1,500	-
110-43170-230	Publicity, Subscriptions, And Dues	250	250	-
110-43170-241	Electric	5,000	5,000	-
110-43170-242	Water	1,000	1,000	-
110-43170-245	Telephone And Other Comm Services	2,250	2,250	-
110-43170-248	GPS Services	400	400	-

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
110-43170-251	Medical Services	1,000	1,000	-
110-43170-261	Repair And Maintenance Motor Vehicles	2,800	2,800	-
110-43170-262	Repair And Maintenance Equipment	2,000	2,000	-
110-43170-266	Repair And Maintenance Buildings	8,000	8,000	-
110-43170-311	Office Supplies	600	600	-
110-43170-312	Small Items Of Equipment	3,470	3,470	-
110-43170-324	Household And Janitorial Supplies	1,900	1,900	-
110-43170-326	Clothing And Uniforms	2,500	2,500	-
110-43170-331	Gas, Oil, Diesel Fuel, Grease, Etc.	3,000	3,000	-
110-43170-334	Tires, Tubes And Etc.	1,000	1,000	-
110-43170-341	Consumable Tools	2,800	2,800	-
110-43170-344	Safety Supplies	1,000	1,000	-
110-43170-345	Welding Supplies	900	900	-
110-43170-346	Wash Bay Maintenance and Supplies	2,500	2,500	-
110-43170-390	Miscellaneous Supplies	1,000	1,000	-
110-43170-535	Equipment Leases & Maint Contracts	4,000	4,000	-
	Total Non-Personnel	48,870	48,870	-
	Total Garage	187,703	187,703	-
 Senior Center				
	Personnel Services			
110-44320-121	Salaries and Wages	409,614	409,614	-
110-44320-141	OASI	31,335	31,335	-
110-44320-142	Hospital and Health Insurance	70,687	70,687	-
110-44320-143	Retirement	21,954	21,954	-
110-44320-146	Worker's Compensation	1,672	1,672	-
110-44320-147	Unemployment Insurance	220	220	-
110-44320-121-III B	Salaries and Wages	37,652	37,652	-
110-44320-141-III B	OASI	2,880	2,880	-
110-44320-142-III B	Hospital and Health Insurance	13,280	13,280	-
110-44320-143-III B	Retirement	2,249	2,249	-
110-44320-147-III B	Unemployment Insurance	21	21	-
	Total Personnel Services	591,564	591,564	-
	Non-Personnel			
110-44320-148	Employee Education And Training	2,000	2,000	-
110-44320-148-III B	Employee Education And Training Title III B	2,500	2,500	-
110-44320-211	Postage, Box Rent, Etc.	1,200	1,200	-
110-44320-230	Publicity, Subscriptions, And Dues	3,500	3,500	-
110-44320-241	Electric	28,000	28,000	-
110-44320-242	Water	4,000	4,000	-

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
110-44320-245	Telephone And Other Comm Services	10,000	10,000	-
110-44320-245-IIIB	Telephone And Other Comm Services IIIB	780	780	-
110-44320-248	GPS Services	1,200	1,200	-
110-44320-251	Medical Services	2,500	2,500	-
110-44320-261	Repair And Maintenance Motor Vehicles	1,000	1,000	-
110-44320-262	Repair And Maintenance Equipment	1,000	1,000	-
110-44320-265	Repair And Maintenance Grounds And	10,000	10,000	-
110-44320-266	Repair And Maintenance Buildings	40,000	40,000	-
110-44320-300-IIIB	Supplies IIIB	554	554	-
110-44320-311	Office Supplies	3,200	3,200	-
110-44320-312	Small Items Of Equipment	5,000	5,000	-
110-44320-324	Household And Janitorial Supplies	8,000	8,000	-
110-44320-326	Clothing And Uniforms	750	750	-
110-44320-331	Gas, Oil, Diesel Fuel, Grease, Etc.	2,000	2,000	-
110-44320-334	Tires, Tubes And Etc.	1,000	1,000	-
110-44320-344	Safety Supplies	500	500	-
110-44320-360-IIIB	Transportation IIIB	12,000	12,000	-
110-44320-390	Miscellaneous Supplies	1,500	1,500	-
110-44320-535	Equipment Leases & Maint Contracts	25,500	25,500	-
110-44320-836	ADA Compliance	100	100	-
110-44320-837	Parrish Nurse/Wellness Program	16,000	16,000	-
110-44320-838	Health Promotion Program	35,000	35,000	-
110-44320-839	Senior Center - Special Projects	55,000	55,000	-
	Total Non-Personnel	273,784	273,784	-
	Total Senior Center	865,348	865,348	-
 McKinney Center				
	Personnel Services			
110-44491-121	Salaries and Wages	302,198	302,198	-
110-44491-141	OASI	23,118	23,118	-
110-44491-142	Hospital and Health Insurance	24,674	24,674	-
110-44491-143	Retirement	13,503	13,503	-
110-44491-146	Worker's Compensation	203	203	-
110-44491-147	Unemployment Insurance	180	180	-
	Total Personnel Services	363,876	363,876	-
	Non-Personnel			
110-44491-148	Employee Education And Training	1,500	1,500	-
110-44491-211	Postage, Box Rent, Etc.	300	300	-
110-44491-220	Printing, Duplicating, Typing, And Binding	2,000	2,000	-
110-44491-230	Publicity, Subscriptions, And Dues	400	400	-

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
110-44491-238	Marketing and Marketing Supplies	2,500	2,500	-
110-44491-241	Electric	8,500	8,500	-
110-44491-242	Water	800	800	-
110-44491-245	Telephone And Other Comm Services	5,500	5,500	-
110-44491-251	Medical Services	800	800	-
110-44491-261	Repair And Maintenance Vehicles	500	500	-
110-44491-262	Repair And Maintenance Equipment	1,000	1,000	-
110-44491-266	Repair And Maintenance Buildings	30,000	30,000	-
110-44491-279	Website Maintenance	2,400	2,400	-
110-44491-290	Other Contracted Services	500	500	-
110-44491-311	Office Supplies	2,300	2,300	-
110-44491-312	Small Items of Equipment	7,500	7,500	-
110-44491-322	Chemical, Laboratory and Medical Supplies	200	200	-
110-44491-323	Food	1,500	1,500	-
110-44491-324	Household And Janitorial Supplies	4,500	4,500	-
110-44491-326	Clothing and Uniforms	500	500	-
110-44491-331	Gas, Oil, Diesel Fuel, Grease	1,200	1,200	-
110-44491-344	Safety Supplies	125	125	-
110-44491-390	Miscellaneous Supplies	450	450	-
110-44491-535	Equipment Leases & Maint Contracts	8,500	8,500	-
110-44491-556	Credit Card Fees	600	600	-
110-44491-861-725	Special Programs - Story Initiative Program	5,000	5,000	-
110-44491-862	Special Programs	5,000	5,000	-
110-44491-864	Mary Martin Prog.For The Arts	50,000	50,000	-
110-44491-865	Story Town Radio Show	15,000	37,000	22,000
110-44491-866	McKinney Scholarship Fund	5,000	5,000	-
	Total Non-Personnel	164,075	186,075	22,000
	Total McKinney Center	527,951	549,951	22,000
 <u>Parks and Recreation</u>				
	Personnel Services			
110-44400-121	Salaries and Wages	397,295	397,295	-
110-44400-141	OASI	30,393	30,393	-
110-44400-142	Hospital and Health Insurance	62,300	62,300	-
110-44400-143	Retirement	23,596	23,596	-
110-44400-146	Worker's Compensation	4,900	4,900	-
110-44400-147	Unemployment Insurance	205	205	-
	Total Personnel Services	518,689	518,689	-
	Non-Personnel			
110-44400-148	Employee Education And Training	2,000	2,000	-

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
110-44400-211	Postage, Box Rent, Etc.	500	500	-
110-44400-220	Printing, Duplicating, Typing, And Binding	500	500	-
110-44400-230	Publicity, Subscriptions, And Dues	2,000	2,000	-
110-44400-241	Electric	37,500	46,500	9,000
110-44400-242	Water	20,000	20,000	-
110-44400-245	Telephone And Other Communication Service	10,000	10,000	-
110-44400-248	GPS Services	1,200	1,200	-
110-44400-251	Medical Services	2,000	2,000	-
110-44400-261	Repair And Maintenance Motor Vehicles	5,000	5,000	-
110-44400-262	Repair And Maintenance Equipment	7,000	7,000	-
110-44400-265	Repair And Maintenance Grounds And	225,000	269,000	44,000
110-44400-266	Repair And Maintenance Buildings	8,000	8,000	-
110-44400-290	Other Contracted Services	500	14,500	14,000
110-44400-311	Office Supplies	2,000	2,000	-
110-44400-312	Small Items Of Equipment	8,000	21,000	13,000
110-44400-323	Food	1,000	1,000	-
110-44400-324	Household And Janitorial Supplies	5,500	5,500	-
110-44400-325	Agriculture and Horticulture	-	60,000	60,000
110-44400-326	Clothing And Uniforms	2,000	2,000	-
110-44400-331	Gas, Oil, Diesel Fuel, Grease, Etc.	5,000	5,000	-
110-44400-334	Tires, Tubes And Etc.	1,200	1,200	-
110-44400-344	Safety Supplies	1,500	1,500	-
110-44400-390	Miscellaneous Supplies	1,800	1,800	-
110-44400-533	Machinery and Equipment Rental	-	8,500	8,500
110-44400-535	Equipment Leases & Maint Contracts	3,500	3,500	-
110-44400-805	Dirty Street Fighters	-	7,000	7,000
110-44400-844	Special Programs	20,000	20,000	-
110-44400-845	Athletic Programs	15,000	23,500	8,500
110-44400-849	Flag Committee Expenditures	3,500	3,500	-
110-44400-850	Townscape	50,000	50,000	-
110-44400-851	Keep Jonesborough Beautiful Progr	3,000	3,000	-
110-44400-852	Lincoln Community Park	5,000	5,000	-
110-44400-853	Chuckey Depot Museum Reserve Exp	3,000	3,000	-
110-44400-854	E.Gillespie Bldg.Utilities&Suppli	16,000	16,000	-
110-44400-857	Chuckey Depot Operating Expenses	7,000	7,000	-
110-44400-860	Tree & Townscape Exp	500	500	-
110-44400-861-947	Cemetery Maint. Expenditures	500	500	-
110-44400-872	K-8 Maintenance	-	80,000	80,000
110-44400-939-900	Other Improvements - Governor's	-	39,200	39,200
	Total Non-Personnel	476,200	759,400	283,200
	Total Parks and Recreation	994,889	1,278,089	283,200

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
Visitor's Center				
Personnel Services				
110-47210-121	Salaries and Wages	427,315	427,315	-
110-47210-141	OASI	32,690	32,690	-
110-47210-142	Hospital and Health Insurance	56,600	56,600	-
110-47210-143	Retirement	20,411	20,411	-
110-47210-146	Worker's Compensation	1,480	1,480	-
110-47210-147	Unemployment Insurance	220	220	-
	Total Personnel Services	538,716	538,716	-
Non-Personnel				
110-47210-148	Employee Education And Training	9,000	9,000	-
110-47210-211	Postage, Box Rent, Etc.	1,200	1,200	-
110-47210-220	Printing, Duplicating, Typing, And Binding	50,000	50,000	-
110-47210-230	Publicity, Subscriptions, And Dues	7,050	7,050	-
110-47210-238	Marketing and Marketing Supplies	100,000	100,000	-
110-47210-241	Electric	13,500	13,500	-
110-47210-242	Water	2,300	2,300	-
110-47210-245	Telephone And Other Communication Service	8,500	8,500	-
110-47210-251	Medical Services	1,500	1,500	-
110-47210-261	Repair And Maintenance Motor Vehicles	1,000	1,000	-
110-47210-262	Repair And Maintenance Equipment	4,200	4,200	-
110-47210-266	Repair And Maintenance Buildings	50,000	50,000	-
110-47210-290	Other Contracted Services	500	500	-
110-47210-311	Office Supplies	2,000	2,000	-
110-47210-312	Small Items Of Equipment	15,000	15,000	-
110-47210-313	Stationary/Forms	300	300	-
110-47210-323	Food	1,500	1,500	-
110-47210-324	Household And Janitorial Supplies	3,500	3,500	-
110-47210-326	Uniforms & Safety Shoes	500	500	-
110-47210-331	Gas, Oil, Diesel Fuel, Grease, Etc.	1,200	1,200	-
110-47210-344	Safety Supplies	300	300	-
110-47210-390	Miscellaneous Supplies	750	750	-
110-47210-535	Equipment Leases & Maint Contracts	9,000	9,000	-
110-47210-556	Credit Card Fees	4,500	4,500	-
110-47210-598	Gift Shop Expenditures	30,000	30,000	-
110-47210-815	Main Street Jones.Program Exp	10,000	10,000	-
110-47210-816	Main St.-Brews & Tunes Program	12,000	12,000	-
110-47210-817	Main St.-Jonesborough Days	65,000	65,000	-
110-47210-844	Special Events	20,000	20,000	-
110-47210-846	Music On The Square Exp	48,000	48,000	-

**Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund**

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
110-47210-861	Special Programs	20,000	20,000	-
110-47210-873	Seasonal Lighting	50,000	50,000	-
	Total Non-Personnel	542,300	542,300	-
	Total Visitor's Center	1,081,016	1,081,016	-
 Water Park				
	Personnel Services			
110-44490-121	Salaries and Wages	234,218	302,218	68,000
110-44490-141	OASI	17,920	22,920	5,000
110-44490-142	Hospital and Health Insurance	19,211	19,211	-
110-44490-143	Retirement	3,893	3,893	-
110-44490-146	Worker's Compensation	6,275	6,275	-
110-44490-147	Unemployment Insurance	700	700	-
	Total Personnel Services	282,217	355,217	73,000
	Non-Personnel			
110-44490-148	Staff Training	2,000	5,000	3,000
110-44490-211	Postage	200	200	-
110-44490-220	Printing	800	800	-
110-44490-230	Dues/Permits/Subscriptions	1,500	1,500	-
110-44490-238	Marketing & Staff Recruitment	20,000	31,000	11,000
110-44490-241	Electric	45,000	45,000	-
110-44490-242	Water/Sewer	15,000	15,000	-
110-44490-245	Telephone	6,000	6,000	-
110-44490-251	Medical	1,500	1,500	-
110-44490-262	Equipment Repairs	2,500	2,500	-
110-44490-265	Grounds Maintenance	6,000	6,000	-
110-44490-266	Building Maintenance	10,000	10,000	-
110-44490-288	Travel / Training	2,000	2,000	-
110-44490-290	Other Contracted Services	500	500	-
110-44490-291	Pool Maintenance	15,000	15,000	-
110-44490-296	Pool Pump Replacement	20,000	20,000	-
110-44490-311	Office Supplies	800	800	-
110-44490-312	Small Equipment & Furnishings	6,500	6,500	-
110-44490-321	Paper / Plastics	5,000	5,000	-
110-44490-323	Food	45,000	66,000	21,000
110-44490-324	Janitorial / Cleaning	4,000	4,000	-
110-44490-325	Agricultural/Horticultural Supplies	8,500	8,500	-
110-44490-326	Uniforms/Clothing	2,000	2,000	-
110-44490-337	Photo I.D. Supplies	500	500	-
110-44490-344	Safety	800	800	-

**Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
General Fund**

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
110-44490-351	Merchandise For Resale	750	750	-
110-44490-390	Miscellaneous Supplies	750	750	-
110-44490-493	Chemicals	30,000	30,000	-
110-44490-535	Equipment Leases & Maintenance	5,500	5,500	-
110-44490-556	Bank/Credit Card Fees	8,000	8,000	-
	Total Non-Personnel	266,100	301,100	35,000
	Total Water Park	548,317	656,317	108,000
	Total Operating Expenditures	10,467,727	11,595,525	1,127,798
	Total Expenditures	10,467,727	11,595,525	1,127,798
	Excess (Deficiency) of Revenues Over (Under) Expenditures	3,792,474	3,915,523	123,049
<u>Other Financing Sources/(Uses)</u>				
	Operating Transfer to Jackson Theatre Fund	(461,483)	(560,483)	(99,000)
	Operating Transfer to Debt Service Fund	(3,330,991)	(3,210,991)	120,000
	Operating Transfer to Capital Projects Fund	(135,500)	(279,549)	(144,049)
	Total Other Financing Sources/(Uses)	(3,927,974)	(4,051,023)	(123,049)
	Change in Fund Balance	(135,500)	(135,500)	-

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
Solid Waste Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
REVENUES				
131-34410	Customer Charge	894,000	931,000	37,000
131-34426	Service Charge	18,778	18,778	-
131-34427	Tote Cart Purchase	500	500	-
131-34428	Bagster Bag Sales	1,500	1,500	-
131-34454	Recycled Material Sales	3,600	3,600	-
131-34455	Compost/Mulch Sales	16,945	16,945	-
131-38172	Auction Proceeds - Surplus Equipment	-	7,945	7,945
	Total Revenues	935,323	980,268	44,945

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
Solid Waste Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
EXPENDITURES				
Personnel Services				
131-43200-121	Salaries and Wages	370,091	370,091	-
131-43200-141	OASI	28,312	28,312	-
131-43200-142	Hospital and Health Insurance	60,969	60,969	-
131-43200-143	Retirement	22,034	22,034	-
131-43200-146	Worker's Compensation	14,421	14,421	-
131-43200-147	Unemployment Insurance	224	224	-
	Total Personnel Services	496,051	496,051	-
Non-Personnel				
131-43200-148	Employee Education And Training	1,500	1,500	-
131-43200-235	Memberships, Registration Fees, And Tuition	500	500	-
131-43200-237	Keep Jonesborough Beautiful Program	2,500	2,500	-
131-43200-238	Marketing and Marketing Supplies	500	500	-
131-43200-241	Electric	4,500	4,500	-
131-43200-245	Telephone And Other Comm Services	3,000	3,000	-
131-43200-248	GPS Services	3,000	3,000	-
131-43200-251	Medical Services	2,200	2,200	-
131-43200-261	Repair And Maintenance Motor Vehicles	80,000	80,000	-
131-43200-266	Repair And Maintenance Buildings	2,000	2,000	-
131-43200-280	Travel	550	550	-
131-43200-290	Other Contracted Services	500	500	-
131-43200-294	Tire Disposal Services	3,000	3,000	-
131-43200-295	Waste Disposal Fees	135,000	155,000	20,000
131-43200-310	Office Supplies And Materials	550	550	-
131-43200-312	Small Items Of Equipment	1,000	1,000	-
131-43200-326	Clothing And Uniforms	4,000	4,000	-
131-43200-331	Gas, Oil, Diesel Fuel, Grease, Etc.	70,000	87,000	17,000
131-43200-334	Tires, Tubes And Etc.	13,000	13,000	-
131-43200-344	Safety Supplies	550	550	-
131-43200-350	Supplies For Resale	50,000	50,000	-
131-43200-390	Miscellaneous Supplies	2,500	2,500	-
131-43200-520	Property/Liability Insurance	6,750	6,750	-
131-43200-533	Machinery And Equipment Rental	1,500	1,500	-
131-43200-535	Equipment Leases & Maint Contracts	2,000	2,000	-
131-43200-555	Bank Service Charges	350	350	-
131-43200-565	Permit Fee	2,500	2,500	-
131-43200-940	Machinery and Equipment	-	7,945	7,945
	Total Non-Personnel	393,450	438,395	44,945

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
Solid Waste Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
	Total Operating Expenditures	889,501	934,446	44,945
	Total Expenditures	889,501	934,446	44,945
	Excess (Deficiency) of Revenues Over (Under) Expenditures	45,822	45,822	-
<u>Other Financing Sources/(Uses)</u>				
131-36971	Operating Transfer from Water/Sewer Fund	59,474	59,474	-
131-51630-760	Operating Transfer to Debt Service Fund	(105,296)	(105,296)	-
131-51630-764	Operating Transfer to Capital Projects Fund	-	(47,500)	(47,500)
	Total Other Financing Sources/(Uses)	(45,822)	(93,322)	(47,500)
	Change in Fund Balance	-	(47,500)	(47,500)

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
Jackson Theatre Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
REVENUES				
171-33494	State of Tennessee - Arts Commission	-	32,000	32,000
171-34751	Auditorium Rental	25,000	51,000	26,000
171-34752	Ticket Sales	210,000	155,000	(55,000)
171-34753	Preservation Fee	15,000	15,000	-
171-34755	Concessions	36,000	51,500	15,500
171-34756	Merchandise Sales	15,000	10,000	(5,000)
171-34757	Alcohol Sales	10,000	10,000	-
171-36705	Advertising/Sponsorship	33,000	35,000	2,000
171-36706	Fundraising	45,000	33,500	(11,500)
171-36710	Contributions and Donations - Businesses	8,000	3,000	(5,000)
171-36720	Contributions and Donations - Organizations	37,000	1,000	(36,000)
171-36730	Contributions and Donations - Individuals	4,000	10,000	6,000
171-38108	Memberships	12,000	1,800	(10,200)
171-38206	PEP Property Grant	-	5,000	5,000
	Total Revenues	450,000	413,800	(36,200)

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
Jackson Theatre Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
EXPENDITURES				
Personnel Services				
171-44550-121	Salaries and Wages	296,312	328,312	32,000
171-44550-141	OASI	22,668	25,168	2,500
171-44550-142	Hospital and Health Insurance	6,624	6,624	-
171-44550-143	Retirement	11,636	11,636	-
171-44550-146	Worker's Compensation	500	500	-
171-44550-147	Unemployment Insurance	216	216	-
	Total Personnel Services	337,956	372,456	34,500
Non-Personnel				
171-44550-148	Employee Education and Training	1,500	1,500	-
171-44550-211	Postage, Box Rent, Etc.	500	500	-
171-44550-220	Printing, Duplicating, Typing and Binding	7,500	7,500	-
171-44550-230	Publicity, Subscriptions and Dues	4,000	4,000	-
171-44550-238	Marketing and Marketing Supplies	35,000	17,000	(18,000)
171-44550-241	Electric	18,000	18,000	-
171-44550-242	Water	4,000	4,000	-
171-44550-245	Telephone and Other Comm Services	10,000	10,000	-
171-44550-250	Professional Entertainment	150,000	139,400	(10,600)
171-44550-257	Royalties	50,000	38,400	(11,600)
171-44550-262	Repair and Maintenance Equipment	6,000	19,500	13,500
171-44550-266	Repair and Maintenance Buildings	20,000	20,000	-
171-44550-290	Other Contracted Services	35,000	35,000	-
171-44550-311	Office Supplies	2,000	2,000	-
171-44550-312	Small Items of Equipment	30,000	30,000	-
171-44550-313	Stationery / Forms	500	500	-
171-44550-323	Food	2,000	2,000	-
171-44550-324	Household and Janitorial Supplies	7,000	7,000	-
171-44550-331	Gas, Oil, Diesel Fuel, Grease, Etc.	2,500	2,500	-
171-44550-352	Concession Supplies for Resale	25,000	25,000	-
171-44550-390	Miscellaneous Supplies	6,000	6,000	-
171-44550-535	Equipment Leases & Maint Contracts	20,000	20,000	-
171-44550-556	Credit Card Fees	3,000	3,000	-
	Total Non-Personnel	439,500	412,800	(26,700)
	Total Operating Expenditures	777,456	785,256	7,800

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
Jackson Theatre Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
	Excess (Deficiency) of Revenues Over (Under) Expenditures	(327,456)	(371,456)	(44,000)
	<u>Other Financing Sources/(Uses)</u>			
171-36961	Transfer from General Fund	461,483	560,483	99,000
171-51630-760	Transfer to Debt Service Fund	(175,027)	(175,027)	-
	Total Other Financing Sources/(Uses)	286,456	385,456	99,000
	Change in Fund Balance	(41,000)	14,000	55,000
	<u>Breakdown of Change in Fund Balance</u>			
	Increase in Preservation Fee Fund	15,000	15,000	-
	Decrease for Spending from Ballad Reserve	(56,000)	(1,000)	55,000
	Net Change in Fund Balance	(41,000)	14,000	55,000

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
Debt Service Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
EXPENDITURES				
210-49101-620-41500-110	GF 2020 RD Facilities \$3.294M - Principal	63,552	63,552	-
210-49101-640-41500-110	GF 2020 RD Facilities \$3.294M - Interest	85,872	85,872	-
210-49102-620-44320-110	GF 2021 Go Refunding \$3.315M TE - Principal	95,000	95,000	-
210-49102-640-44320-110	GF 2021 Go Refunding \$3.315M TE - Interest	85,650	85,650	-
210-49201-620-41500-110	GF 2020 Capital Imp \$1M - Principal	126,000	126,000	-
210-49201-640-41500-110	GF 2020 Capital Imp \$1M - Interest	10,190	10,190	-
210-49202-620-41500-110	GF 2024 CON Engel Property - Principal	22,949	22,949	-
210-49202-640-41500-110	GF 2024 CON Engel Property - Interest	15,265	15,265	-
210-49203-620-41500-110	GF 2023 Capital Imp \$1M - Principal	73,196	73,196	-
210-49203-640-41500-110	GF 2023 Capital Imp \$1M - Interest	27,821	27,821	-
210-49204-620-42100-110	GF 2021 Police Vehicle - Principal	123,000	123,000	-
210-49204-640-42100-110	GF 2021 Police Vehicle - Interest	1,039	1,039	-
210-49205-620-42200-110	GF 2021 Fire Truck - Principal	48,000	48,000	-
210-49205-640-42200-110	GF 2021 Fire Truck - Interest	7,909	7,909	-
210-49206-620-44490-110	GF 2021 Wetlands - Principal	34,100	34,100	-
210-49206-640-44490-110	GF 2021 Wetlands - Interest	610	610	-
210-49207-620-41500-110	GF2025 New Debt - Principal	14,093	14,093	-
210-49207-620-42100-110	GF2025 New Debt - Principal	47,358	-	(47,358)
210-49207-620-42200-110	GF2025 New Debt - Principal	9,690	9,690	-
210-49207-620-43100-110	GF2025 New Debt - Principal	52,331	-	(52,331)
210-49207-620-43170-110	GF2025 New Debt - Principal	6,666	6,666	-
210-49207-620-44320-110	GF2025 New Debt - Principal	846	846	-
210-49207-620-44400-110	GF2025 New Debt - Principal	6,273	6,273	-
210-49207-620-44490-110	GF2025 New Debt - Principal	27,636	7,325	(20,311)
210-49207-620-44491-110	GF2025 New Debt - Principal	3,636	3,636	-
210-49207-620-47210-110	GF2025 New Debt - Principal	11,274	11,274	-
210-49207-640-41500-110	GF2025 New Debt - Interest	10,820	10,820	-
210-49207-640-42100-110	GF2025 New Debt - Interest	30,384	30,384	-
210-49207-640-42200-110	GF2025 New Debt - Interest	4,974	4,974	-
210-49207-640-43100-110	GF2025 New Debt - Interest	35,368	35,368	-
210-49207-640-43170-110	GF2025 New Debt - Interest	5,118	5,118	-
210-49207-640-44320-110	GF2025 New Debt - Interest	649	649	-
210-49207-640-44400-110	GF2025 New Debt - Interest	2,563	2,563	-
210-49207-640-44490-110	GF2025 New Debt - Interest	20,573	20,573	-
210-49207-640-44491-110	GF2025 New Debt - Interest	2,791	2,791	-
210-49207-640-47210-110	GF2025 New Debt - Interest	8,656	8,656	-
210-49301-620-41500-110	GF 2023 RDA #22 - Principal	107,998	107,998	-
210-49301-640-41500-110	GF 2023 RDA #22 - Interest	84,962	84,962	-
210-49302-620-41500-110	GF 2023 RDA #23 - Principal	237,597	237,597	-
210-49302-640-41500-110	GF 2023 RDA #23 - Interest	196,563	196,563	-
210-49303-620-41500-110	GF 2023 RDA #24 - Principal	265,945	265,945	-
210-49303-640-41500-110	GF 2023 RDA #24 - Interest	209,219	209,219	-

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
Debt Service Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
210-49304-620-41500-110	GF 2023 RDA #25 - Principal	267,295	267,295	-
210-49304-640-41500-110	GF 2023 RDA #25 - Interest	210,281	210,281	-
210-49305-620-41500-110	GF 2023 RDA #27 - Principal	82,447	82,447	-
210-49305-640-41500-110	GF 2023 RDA #27 - Interest	60,113	60,113	-
210-49306-620-41500-110	GF 2023 RDA #28 - Principal	192,377	192,377	-
210-49306-640-41500-110	GF 2023 RDA #28 - Interest	140,263	140,263	-
210-49307-620-41500-110	GF 2025 RDA Tiger Park \$2M - Principal	42,835	42,835	-
210-49307-640-41500-110	GF 2025 RDA Tiger Park \$2M - Interest	69,317	69,317	-
210-49308-620-42200-110	GF 2016 Fire Truck - Principal	41,004	41,004	-
210-49308-640-42200-110	GF 2016 Fire Truck - Interest	923	923	-
210-49371-620-43200-131	SW 2020 Garbage Truck - Principal	43,807	43,807	-
210-49372-620-43200-131	SW 2025 Garbage Truck - Principal	30,069	30,069	-
210-49371-640-43200-131	SW 2020 Garbage Truck - Interest	5,496	5,496	-
210-49372-640-43200-131	SW 2025 Garbage Truck - Interest	25,924	25,924	-
210-49341-620-44550-171	JT 2023 RDA #26 - Principal	46,037	46,037	-
210-49342-620-44550-171	JT 2025 RDA \$1.2M - Principal	25,701	25,701	-
210-49341-640-44550-171	JT 2023 RDA #26 - Interest	61,699	61,699	-
210-49342-640-44550-171	JT 2025 RDA \$1.2M - Interest	41,590	41,590	-
210-49343-620-44550-171	Jackson Bond Anticipation Note Principal	-	1,200,000	1,200,000
	Total Expenditures	3,611,314	4,691,314	1,080,000
<u>Other Financing Sources/(Uses)</u>				
210-36901	Loan Proceeds	0	1,200,000	1,200,000
210-36961	Transfer from General Fund	3,330,991	3,210,991	(120,000)
210-36963	Transfer from Jackson Theatre Fund	175,027	175,027	-
210-36967	Transfer from Solid Waste Fund	105,296	105,296	-
	Total Other Financing Sources/(Uses)	3,611,314	4,691,314	1,080,000
	Change in Fund Balance	-	-	-

**Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
Capital Projects Fund**

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
REVENUES				
310-33404	State of Tennessee	-	777,382	777,382
310-33408	State of Tennessee - Downtown Imp Grant	-	92,326	92,326
310-33409	State of Tennessee - Heritage Cons Trust Fund	-	305,000	305,000
310-36331- -42100	Auction Proceeds	186,927	186,927	-
310-36710	Contributions	-	34,284	34,284
	Total Revenues	186,927	1,395,919	1,208,992

Town of Jonesborough
Annual Budget for Fiscal Year 2025-26
Capital Projects Fund

Account Code	Description	Budget FY 2026	Amended Budget FY 2026	Change
EXPENDITURES				
Non-Personnel				
310-47500-941-42200	Vehicles - Fire	65,000	65,000	-
310-47500-942-43100	Machinery and Equipment - Streets	125,000	125,000	-
310-47500-942-43200	Machinery and Equipment - Solid Waste	-	47,500	47,500
310-47500-942-44400	Machinery and Equipment - Parks and Rec	32,000	32,000	-
310-47500-945-42100	Communication Equipment - Police	74,884	74,884	-
310-47500-949-42100	Machinery and Equipment - Police	35,000	35,000	-
310-47500-949-WETLD	Machinery and Equipment - Wetlands	50,000	50,000	-
310-47500-949-42200	Machinery and Equipment - Fire	14,000	14,000	-
310-47500-952	Vehicles - Police	186,927	186,927	-
310-47500-952-Debt	Vehicles - Police	560,783	560,783	-
310-47500-954-42100	Radios - Police	443,355	443,355	-
310-47500-954-42200	Radios - Fire	90,435	90,435	-
310-47510-910-44400	Land	-	395,801	395,801
310-47510-929-41500	Building Impr. - Gen Admin (ISC HVAC)	100,000	100,000	-
310-47510-929-41500-150	Building Improvements - ISC	-	59,216	59,216
310-47510-929-43170	Building Improvements - Garage	118,261	118,261	-
410-47510-929-44400	Building Improvements - Parks and Recreation	25,000	25,000	-
310-47510-929-44491	Building Improvements - McKinney	64,500	64,500	-
310-47510-929-47210	Building Improvements - Visitor's Center	200,000	200,000	-
310-47510-931-43100	Road, Streets, Parking Lots - Street Dept	630,900	1,408,282	777,382
310-47510-931-44320	Road, Streets, Parking Lots - Senior Center	15,000	15,000	-
310-47510-933-41500	Sidewalks	100,000	172,473	72,473
310-47510-937-44400	Parks and Recreation Parks Facilities	135,500	169,784	34,284
310-47510-937-44490	Water Park Improvements	420,000	420,000	-
310-47510-939-41500	Gen Admin Land Improvements	50,000	50,000	-
310-47510-939-41500-150	Other Improvements (ISC, Jackson)	-	63,885	63,885
310-47510-992-43100	Streets Building	50,000	50,000	-
	Total Expenditures	3,586,545	5,037,086	1,450,541
	Excess (Deficiency) of Revenues Over (Under) Expenditures	(3,399,618)	(3,641,167)	(241,549)
Other Financing Sources/(Uses)				
310-36922	Debt Proceeds	3,264,118	3,264,118	-
310-36961	Transfer from General Fund	-	144,049	144,049
310-36961- 44400	Transfer from General Fund	135,500	135,500	-
310-36967	Transfer from Solid Waste	-	47,500	47,500
310-36971	Transfer from Water/Sewer	-	50,000	50,000
	Total Other Financing Sources/(Uses)	3,399,618	3,641,167	241,549
	Change in Fund Balance	-	-	-

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

DATE: July 13, 2026

AGENDA ITEM #: 8-E

SUBJECT: Shared Use Agreement between Town of Jonesborough and Washington County Board of Education regarding Jonesborough Elementary School.

BACKGROUND:

As you recall the Town of Jonesborough was awarded the Local Parks and Recreation Fund (LPRF) to construct park and recreational facilities outside the school building, known as Tiger Park. As a result of using state funds, the shared use agreement had to be reviewed and approved by the Tennessee Office of Outdoor Recreation. This was a very lengthy process of which resulted in the final draft agreement before you. Town Staff met with School Board Staff to review the final draft agreement. Town Administrator Glenn Rosenoff will be attending the School Board's July Workshop to be available to answer any questions about the shared use agreement. The School Board is expected to take action at their August 4, 2026 scheduled Board meeting.

The Town of Jonesborough and the Washington County Board of Education have collaborated to identify opportunities to expand recreational access for residents while maximizing the use of existing public facilities. The proposed agreement establishes a framework for shared use of designated outdoor recreational areas located on the Jonesborough Elementary School campus. The agreement outlines the responsibilities of each party and provides for continued educational use of the property while allowing appropriate community access to outdoor recreation amenities during designated times. The key features of the agreement are utilizing physical signage at the facility to communicate the various availability of the amenities and facilities.

In conclusion, the approval by both Boards will initiate the final reimbursement on the Tiger Park Grant Project.

RECOMMENDATION:

Approve the Shared Use Agreement as presented.

SHARED USE AGREEMENT

THIS AGREEMENT entered into the ____ day of ____, 2026, between the Board of Mayor and Alderman of the Town of Jonesborough, Tennessee (hereinafter referred to as the “Town” or “Town of Jonesborough”), and the Washington County, Tennessee Board of Education (hereinafter referred to as the Board of Education).

WHEREAS, the Town and Board of Education entered into an Inter-local Agreement associated with the construction of a new K-8 Jonesborough School which included the development of outside facilities that will be maintained and scheduled by the Town during the term of Facility Lease executed between the Town and Washington County, TN, and

WHEREAS, in the spirit of cooperation between the Town and the Board of Education, the Town endeavors to establish and maintain the best athletic, educational, and recreational facilities possible for the funding available for Jonesborough students and the community through a shared use relationship which results in the best use of tax funds and other funding available, and

WHEREAS, in addition to maximizing the value and use of tax dollars, this Shared Use Agreement helps create a partner relationship that can increase educational opportunities, promote healthy lifestyles, provide more funding opportunities, ensure affordable quality maintenance, and enhance the bond between the community and Jonesborough Elementary School, then

NOW, THEREFORE, in consideration of the above premises, the parties understand and agree as follows:

- (a) The Town will carry out what can be a broad range of recreational activities on the 48.51-acre site outside of the school building except in areas specifically excluded from shared use like the cafeteria eating area, truck delivery area, and the courtyard unless advance approval is obtained from the school principal. Playgrounds adjacent to school will be available outside of regular school hours for recreational activities.
- (b) The Park Facility beyond the school campus, known as Tiger Park, is open to the general public. However, when school children are present for programming, signage will be in place to limit public access at that time only.
- (c) The Town will perform routine maintenance activities, as outlined in the appendix of this agreement, with the recreation areas outside of the building, but also including the courtyard, and safety inspections of playgrounds and facilities will be undertaken by the Town on an appropriate schedule.

(d) The Town, normally through the Park and Recreation Director, will oversee the scheduling of facilities outside of regular school hours with official Jonesborough Elementary School practices, games and special events, receiving priority use in the scheduling of activities. Parties will work together to deal with alternative locations, when necessary, due to schedule changes.

(e) Change in scheduled official Jonesborough Elementary School, practices, games and special events should be communicated at least one week in advance by the principal or athletic director, otherwise school facility use in rescheduling is based on times available.

(f) The Town of Jonesborough shall have sole use of the concession stand at Tiger Park. The Town will operate the concession stand during both School-led and Town-led programming. Operations will be planned and scheduled based on the programming schedule provided in accordance with Sections (d) and (e). The Town reserves the right to determine the hours and availability of concession services based on the needs of scheduled events.

(g) The Town hereby affirms its intent to provide a separate agreement specifically governing use and operation of the concession stand located at Tiger Park. This separate lease agreement shall outline all applicable terms, conditions, rights, and obligations related to the concession stand, and shall be distinct and independent from any other agreements or permits granted by the Town. No rights to use or operate the concession stand shall be implied or granted except as expressly stated in the separate lease agreement to be executed between the Town and the designated lessee.

(h) The Town will prepare fields for Jonesborough Elementary School use based on the approved schedule. The Town will provide expendable materials to carryout community programs and Jonesborough Elementary School games.

(i) The Town's Recreation Director or designee will determine if and when fields are used during inclement weather.

(j) The following is prohibited on the shared use site:

1. Smoking, vaping, or any tobacco related products
2. Alcoholic beverages
3. Illegal drugs or substances
4. Firearms or weapons except through official law enforcement
5. Gambling
6. Pets not on a leash and/or without excrement bags.
7. Skateboards
8. Motorized vehicles
9. Glass containers
10. Any activity prohibited by law or signage.

(k) The Town will provide policy-related signage.

(l) Signage shall be permitted at the facility, provided it complies with the rules outlined in Section (j). All proposed signage must be submitted to the Parks and Recreation Director for approval to ensure it does not conflict with any existing agreements the Town has with other businesses or organizations. To maintain consistency and prevent potential damage to the facility, all approved signage will be installed exclusively by Town staff. Signage may include sponsorship signage, approved and installed by the Town Parks and Recreation Department; however, signage of a political nature, or the promotion of age-inappropriate advertisement for alcohol or tobacco companies are prohibited.

(m) Town and School programming and activities carried out within the park shall be supervised by an adequate number of competent adult personnel to be determined by and staffed by whichever of the Town and School is carrying out or allowing the programming or activity.

(n) Town personnel shall be solely under the supervision of the Town, normally the Parks and Recreation Director, and the Town shall have no supervisory authority over school personnel unless agreed in advance by both parties.

(o) The Town and Board of Education shall maintain liability insurance in at least the minimal exposure established by the Tennessee Governmental Tort Liability Laws. The Town shall carry property insurance on structures through the term of the Facility Lease. Each party will protect and identify the other party against any or all loss, cost, damage or expense arising from any accident or other occurrence to person or property to the extent allowed by state law.

(p) The Parks and Recreation Director shall meet on a regularly monthly schedule, or other schedule mutually agreed to, with the school principal, athletic director, or other such person(s) determined by the Board of Education, to discuss the operation of the shared use facilities, looking at solutions to any issue needing to be addressed, and ways to improve the program.

(q) Neither party shall enter into any agreement with another party, including another school or organization, for use of the shared-use facilities or for rights established within this agreement, without the express consent of appropriate Town or Board of Education personnel. Except that both parties are encouraged to obtain releases from participants in programming that release both the Town and the school system from liability without having to seek the other parties consent whenever feasible.

(r) Changes in the site plan for the 48.51-acre school/ recreation site shall be mutually agreed upon in advance by the Town's Director of Parks and Recreation and WCDE's Director of Schools.

(s) Issues of disagreement shall be settled by the Town Administrator and WCDE's Director of Schools.

(t) Personnel of or representing each party have the responsibility to get the facilities and premises used as clean and free of litter as possible after each use by such party. The Town will provide one or more trash dumpsters and will provide adequate regular collection services.

(u) The Town will incur the electricity expense within the athletic area during the term of the Facility Lease.

(v) In the spirit of the shared-use relationship, the Town will, to the extent possible, allow use of the other Town facilities for Jonesborough Elementary School special activities with no or at minimal expense.

IN WITNESS WHEREOF, the parties here to affix their signatures on the date set forth above.

WASHINGTON COUNTY BOARD OF EDUCATION

By: _____
ANNETTE BUCHANAN, Chairperson

APPROVED AS TO FORM:

SCOTT BENNETT, WCDE Attorney

TOWN OF JONESBOROUGH

By: _____
Kelly Wolfe, Mayor

ATTEST:

JANET JENNINGS, Town Recorder

APPROVED AS TO FORM:

JAMES R. WHEELER, Town Attorney

Appendix

1. Routine Maintenance by the Town of Jonesborough:

- The Town of Jonesborough (“the Town”) agrees to perform routine maintenance of the outdoor recreation areas located on school property. The Town’s responsibilities shall include but is not limited to:
- Emptying public trash receptacles and replacing trash bags on a weekly basis.
- Emptying dog waste disposal stations (“doggy pots”) on a weekly basis, and stocking waste bags as needed.
- General cleaning and upkeep of outdoor recreational spaces, including playgrounds, walking paths, and shared-use fields.
- Prepping ball fields prior to tournaments or events hosted by either party.
- The Town will also be responsible for cleaning up after Town-led programming or events, ensuring all trash is removed, and public areas are returned to an appropriate condition for shared use. The Town will not provide on-site maintenance staff during the duration of school-hosted tournaments or events unless agreed upon in advance. If such staffing is required, the Washington County Department of Education (“the School”) shall reimburse the Town for all labor and associated costs.
- Mowing and trimming the entire complex; to include school grounds, athletic areas, and playgrounds.
- Maintenance of all planted/landscaped areas.
- Routine inspections of all playground equipment and repairs to the equipment as necessary.

2. Maintenance and Clean-Up Responsibilities of the School:

- The School agrees to maintain and clean the outdoor recreation areas after all school-related programming, events, and activities. This includes but is not limited to:
- Collecting and disposing of all trash from the grounds during school hours and school-led programming.
- Emptying trash cans and replacing trash bags in outdoor areas, including the concession stand and ball fields during school hours and school-led programming.
- Cleaning and maintaining restrooms located within the concession stand area at the ball fields during school hours and school-led programming.
- Ensuring that no personal belongings remain on playgrounds or shared outdoor areas at the end of each school day.

- For any school-hosted tournaments or large-scale events, the School shall: Provide sufficient staffing to maintain the ball fields, concession areas, and restrooms throughout the duration of the event.
- Ensure fields are appropriately maintained during the event, including trash management and cleaning of facilities as needed.

3. Reimbursement for Additional Services:

- If the Town is required to provide staff, maintenance, or additional services for school-hosted programming, tournaments, or events, the School agrees to reimburse the Town for all costs, including labor, equipment, and materials.

4. Responsibility for Damaged Equipment or Facilities:

- The Town will be responsible for the cost of repairs or replacement of equipment or facilities damaged due to general wear and tear from normal use or negligence occurring during Town-led programming or activities. The Board of Education will be responsible for covering the cost of repairs or replacement for any damage or destruction resulting from negligence or misuse occurring during school use, activities, or events.

5. General Cooperation:

- Both parties agree to maintain open communication to ensure the shared use of the outdoor spaces remains safe, clean, and beneficial for both the Town and the School.

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

DATE: July 13, 2026 **AGENDA ITEM #:** 8-F

SUBJECT: Visitors Center Restrooms Remodel Bid

BACKGROUND:

A bid was solicited to renovate the men's and women's restrooms at the Visitors Center last month. The Town received just one bid, and it was well over budget. The recommendation to the Board of Mayor and Alderman at the June 2026 meeting was to reject the bid, as it was over budget, and re-bid the project.

The Board of Mayor and Alderman approved rejecting the bid and re-bidding the project. The project was re-bidden and opened publicly on July 07, 2026, at 10:00am. The Town received three bids for the project.

The bids received were \$194,000.00, \$177,000.00, and \$134,609.00. The low bid of \$134,609.00 was submitted by Hillrise Home Improvements. The bid meets the budget, and all other criteria. The contractor states they can start in early August.

I have spoken with the contractor, and he advised me that there are restroom trailers available for rent that are climate controlled. I would recommend we rent this trailer instead of Porta-Johns during this renovation project.

The bids that were submitted are on file with Donna Freeman at Town Hall should the Mayor or Board Members wish to review them.

RECOMMENDATION:

Approve Hillrise Home Improvements as the contractor for the Visitors Center project as the low bidder meeting the criteria of the bid. In addition, approve the rental of the climate-controlled restroom trailer for use during construction. Funding for this rental can be taken from the project funds.

NOTICE TO BID
TOWN OF JONESBOROUGH
VISITORS CENTER RESTROOMS REMODEL

The Town of Jonesborough is now accepting bids to remodel the public restrooms at the Visitors Center located on Boone Street in Jonesborough. Bids will be received at Town Hall, 123 Boone Street, Jonesborough, TN 37659 until 10:00 AM, Tuesday, July 07, 2026, at which time they will be publicly opened.

BID SPECIFICATIONS

General

1. The purpose of the work to be undertaken is to renovate and/or remodel the two public restroom facilities located within the Visitors Center.
2. Bids must be labeled "Visitors Center Restroom Remodel," and can be emailed or delivered to Town Hall, Jonesborough.
3. Any variation from the bid specifications must be clearly identified and justification included.
4. Bidders must show capability of providing the complete installation of materials and must be responsible for processing and handling all warranties of materials and labor.
5. Warranties must detail what is covered, what is excluded, any conditions of service and a response time guarantee.
6. Awarded bidder must show proof of workers' compensation insurance and adequate liability insurance.
7. All work undertaken must meet industry standards, any manufacturer's guidelines, and any local or state code requirements.
8. Bids must be good and remain in place for a period of up to 30 days from the date bids must be submitted.
9. Bidders must be licensed in the State of Tennessee with a contractor's license covering the scope and cost of the work to be performed as outlined in the specifications.
10. Bidder selection will be based on cost of materials and labor, compliance with specifications, any references based on similar work performed, and the quality of work performed on similar projects.
11. Awarded bidder is responsible for removing all waste materials.
12. Bidder must detail any payment terms.
13. Any questions can be directed to the Administration area of Jonesborough Town Hall, 423-753-1030. Potential bidders can observe the public restrooms to be

renovated during normal business hours. When making a site visit, bidders should contact Cameo Waters.

14. Bidder must secure a building permit; however, any fees will be waived as it is a town-owned facility.
15. Work will be periodically inspected by the Town's Building Inspector, and the Building Inspector will complete a final inspection of this project.
16. The Jonesborough Board of Mayor and Aldermen reserve the right to reject any or all bids, and to waive any formalities.

Renovation Work Specifications

1. Removal of current restroom stall partitions.
2. Removal of restroom sinks and cabinets.
3. Removal of plumbing fixtures.
4. Removal of ceramic and concrete floors.
5. Removal of existing sewer lines and installation of new sewer lines for toilets and urinals.
6. Repour the concrete section of floor removed for sewer lines.
7. Apply studs to all four walls of each restroom.
8. Install all blocking in walls as needed for ADA requirements, baby changing stations, and new partitions.
9. Install Hardi Backer 5 feet 6-inches on walls.
10. Sheetrock all walls above ceramic with moisture resistant drywall.
11. Finish and paint drywall.
12. Install bathroom partitions/stalls.
13. Install new vanities with one handicapped vanity per restroom.
14. Install new granite vanity tops in both restrooms.
15. Install baby changing station in both restrooms.
16. Install all paper towel and tissue holders and soap dispensers.
17. Install all ADA handicap bars.
18. Install new 2 x 2 beveled drop ceiling.
19. Install mirrors including one ADA compliant mirror in each restroom.
20. Install new LED drop-in lighting in ceiling.
21. Install wire and wall sconce lighting between restroom mirrors.
22. Install new ceramic tile floor in both restrooms.
23. Install ceramic or porcelain tile from floor to the 5-foot 6-inch mark on the walls to cover the Hardi Backer.
24. Winning Bidder must state a probable start time and completion time on the last page of this bid form under projected project schedule.

The bid shall include the cost of materials; however, the Town will choose the color of the granite vanity, ceramic tile for floor and walls, paint color, restroom cabinets, and restroom

partitions/stalls. Consideration should be given to pricing of these materials when submitting a bid.

TOWN OF JONESBOROUGH
VISITORS CENTER RESTROOMS REMODEL
BID FORM
JULY 07, 2026

Specified Work Task Number	Specified Work	Base Bid Amount	Notes
1.	Removal of current restroom stall partitions		
2.	Removal of restroom sinks and cabinets.		
3.	Removal of plumbing fixtures		
4.	Removal of tile and concrete floors		
5.	Removal of existing sewer lines and installation of new sewer lines for toilets and urinals		
6.	Repour the section of concrete floor removed for sewer lines.		
7.	Apply studs to all four walls of each restroom		
8.	Install all blocking in walls as needed for ADA requirements, baby changing stations, and partitions		
9.	Install Hardi Backer 5 feet 6 inches on walls		
10.	Sheetrock all walls above the 5 feet 6-inch mark with moisture resistant drywall		
11.	Finish and paint drywall.		
12.	Install bathroom partitions/stalls.		
13.	Install new vanities with one handicap vanity per restroom		
14.	Install new granite vanity tops in both restrooms		

15.	Install baby changing station in both restrooms		
16.	Install all paper towel and tissue holders, and soap dispensers		
17.	Install all ADA handicap bars.		
18.	Install new 2 x 2 beveled drop ceiling		
19.	Install mirrors, including ADA mirror in each restroom		
20.	Install new LED 2 x 2 drop lighting in ceiling		
21.	Install wire and wall sconce lighting between restroom mirrors		
22.	Install new ceramic tile floor in both restrooms		
23.	Install ceramic or porcelain tile from the floor to the 5 feet 6-inch mark over the Hardi Backer		
24.	Cost of materials		
TOTAL PROJECT COST			

TOWN OF JONESBOROUGH
VISITORS CENTER RESTROOMS REMODEL
BID FORM CONTINUED

JULY 07, 2026

List any variations from specifications and justification: _____

Warranty Information (materials and labor): _____

Projected Project Schedule based on notice of award/notice to proceed: _____

Company submitting bid: _____

Address: _____

Contact Information: _____

State Contractors License Number: _____

Years business has been in operation: _____

References Included _____ Yes _____ No

Submitted by: _____
(print full name) (Title)

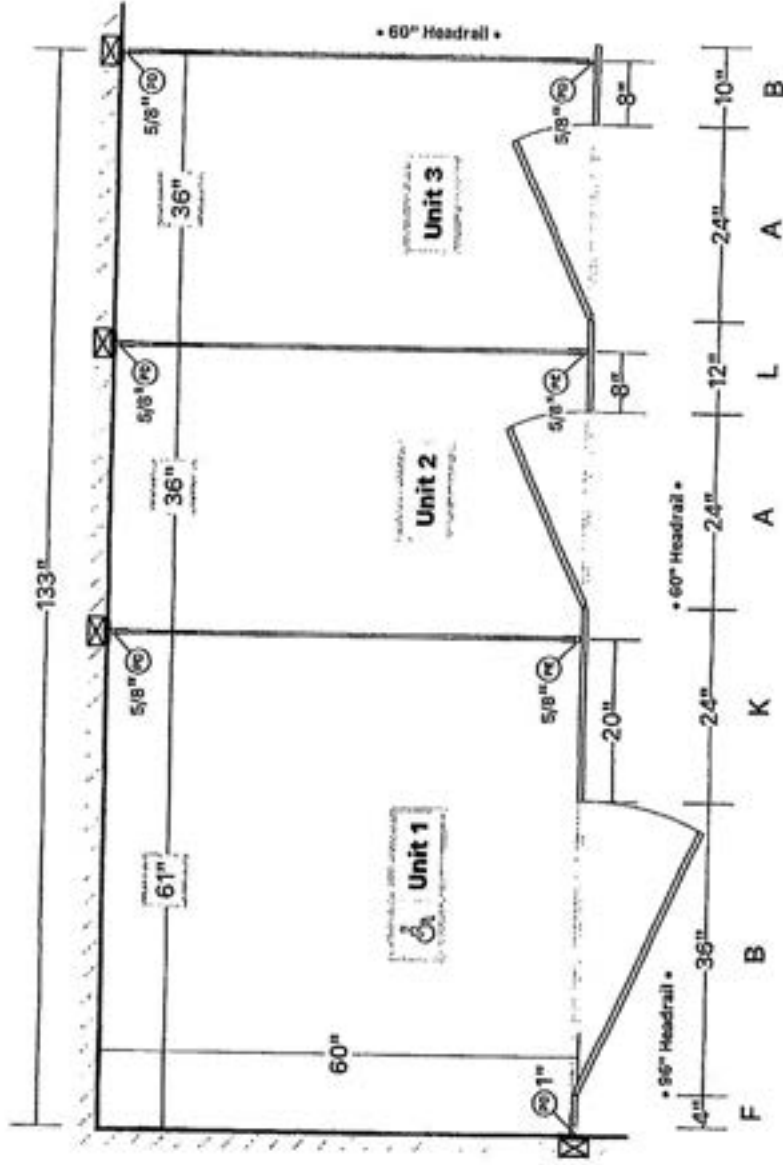
Signature: _____ Date: _____

Project Title VISITORS CENTER
 Drawing Title WOMENS ROOM

Created by Lois Peterson
 Date Printed 08/20/2024

Last edit date 08/20/2024
 Quote Number Q0616991201

Distributor Trimble Company Inc.



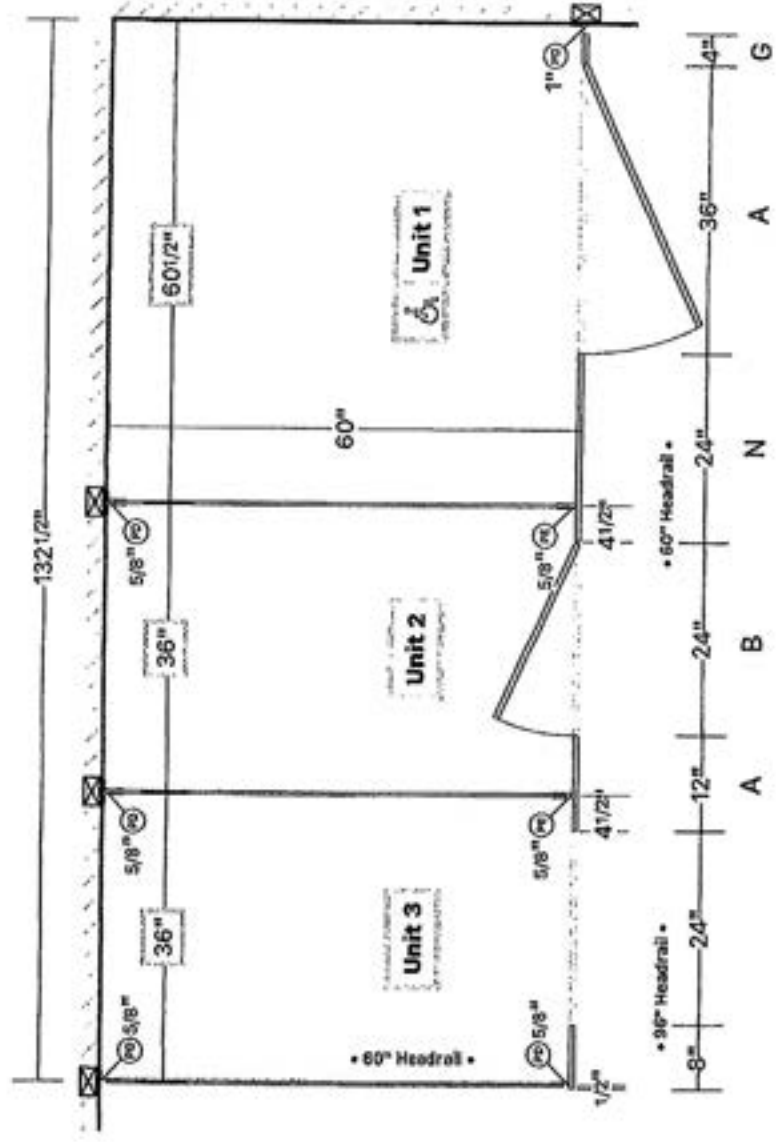
LEGEND		Unit	
(L) L-Chassis	(U) U-Chassis	Panel/Door height = 58"	Panel/Door ATD = 12"
Product: Public Restroom	Material: 16-gauge galvanized steel	Finish: 100% polyester powder coat	Position: 60" deep
Series: Signature	APF: 1.0	Headpiece: 36" x 10" x 1/2"	Options: None
Signature Options: Dispatch 1500-15	Usage: High traffic	Latch: 1-1/2"	

Project Title VISITORS CENTER
 Drawing Title MENS ROOM

Created By Lois Peterson
 Date Printed 08/26/2024

Last edit date 08/26/2024
 Quote Number 09016094.001

Distributor Trimble Company Inc.



LEGEND

	L Channel
	U Channel
	Product
	Sides
	Signline Option

UNIT

Panel/Door height = 82"
Panel/Door APF = 12"

Material	Aluminum
APF	12"
Keys	2x6x10 - Standard
Finish	14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100
Hardware	Standard
Lock	Standard

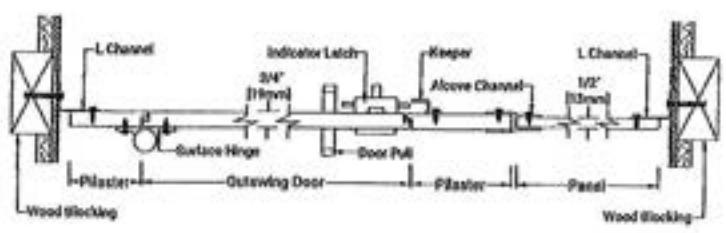
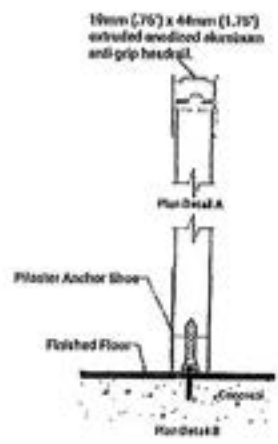
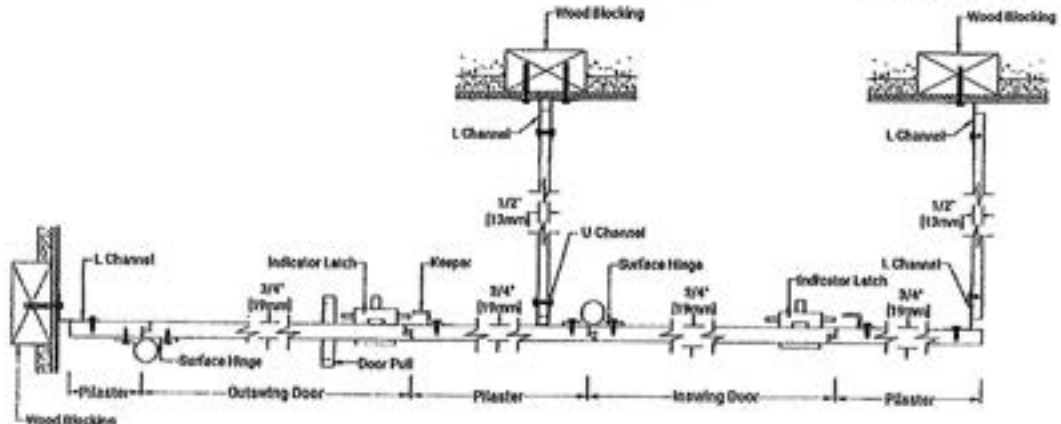
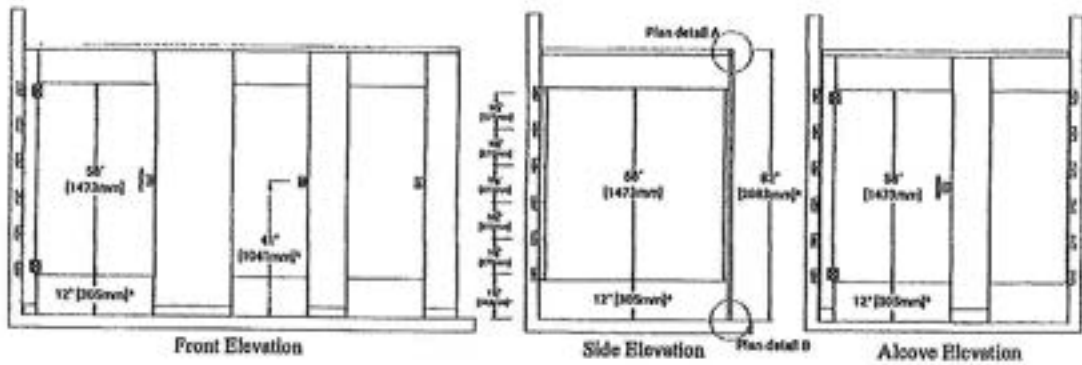
Material	Aluminum
APF	12"
Keys	2x6x10 - Standard

Material	Aluminum
APF	12"
Keys	2x6x10 - Standard

Material	Aluminum
APF	12"
Keys	2x6x10 - Standard

hachim.com

Phenolic Toilet Partitions
Standard Series - Headrail Braced
Stainless Steel Hardware - Continuous Channels



Important Notes:

Refer to final drawings for wood blocking information. Wood blocking is critical to ensure a rigid installation.

See material specifications for material and hardware finishes.

*Above finish floor dimensions may vary due to floor level and door cam position.

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

DATE: July 13, 2026 **AGENDA ITEM #:** 8-G

SUBJECT: First Frontier Trail Construction LPRF Grant Phase I Bid

BACKGROUND:

Bids were published for the First Frontier Trail Project – Phase I, and the East Main Street sidewalk project at Chapman’s Reserve. The bids were publicly opened on July 07, 2026, at 11:00am, at Town Hall. Bids were received from three contractors.

The bids received were \$696,307.10, \$677,427.00, and \$394,289.20. The low bid was received from Precision Concrete Finishing, LLC. The bid submitted meets the criteria specified in the bid. This is a vendor that has constructed numerous sidewalks for the Town. Their work is excellent and very timely.

The bids that were submitted are on file with Donna Freeman at Town Hall should the Mayor or Board Members wish to review them.

RECOMMENDATION:

Approve Precision Concrete Finishing LLC as the contractor for the First Frontier Trail Project – Phase I, and the East Main Street – Chapmans Reserve project, as the low bidder meeting all criteria of the bid specifications. The bid amount approved is \$394,289.20 for this project.

**NOTICE TO BID
TOWN OF JONESBOROUGH
FIRST FRONTIER TRAIL CONSTRUCTION
LPRF GRANT PHASE I -
EAST MAIN STREET SIDEWALK/CHAPMANS RESERVE**

The Town of Jonesborough is accepting sealed bids on the labor, materials, and equipment to construct approximately 11,980 square feet of concrete trail known as the First frontier Trail construction LPRF Grant Phase I, and 3,420 square feet of sidewalk on East Main Street; hereinafter identified as the Chapmans Reserve Section.

Construction of the LPRF Trail will be in the area of East Main Street, beginning at Headtown Road and traveling east to the Town's corporate limits. Construction of the East Main Street sidewalk will be on East Main Street parallel to the Chapmans Reserve Development. The sealed bid should be labeled "First Frontier Trail Construction LPRF Grant Phase I Bid."

Bids will be received until 11:00 a.m., July 07, 2026, at Town Hall, 123 Boone Street, Jonesborough, TN 37659, at which time they will be publicly opened. Bid specifications can be obtained from the Administration Office at Town Hall, or on-line at the Town of Jonesborough's website under First Frontier Sidewalk Bid.

Plans for the project may be obtained in paper form at Town Hall, can be emailed to the bidder upon request, or viewed/downloaded on the Town of Jonesborough website under FIRST FRONTIER TRAIL CONSTRUCTION LPRF GRANT PHASE I BID.

BID SPECIFICATIONS

The bid specifications are in two parts. The first part is the First Frontier Trail Construction LPRF Grant Phase I. The second part is the East Main Street/Chapmans Reserve Sidewalk.

FIRST FRONTIER TRAIL CONSTRUCTION LPRF GRANT PHASE I: This section includes approximately 11,980 square feet of concrete sidewalk. It includes 1,500+/- linear feet of flush concrete trail at 8-feet wide and 350+/- linear feet monolithic curb concrete pour with 6-inch height, fourteen (14) signs with eight (8) sign posts, five (5) truncated dome pads, 220 linear feet of striped crosswalk, 200 linear feet of single white stripe 4-inches in width, 44 reflective delineators, 90 linear feet of segmental (versa-lock block or equivalent) at 1.5 – 2-feet in height, and eight (8) ADA ramps. (The length of ramps is included in overall sidewalk length above.)

General: The trail will be 8-feet in width; however, there will be a few locations that narrow. There are also two (2) signs that will need to be re-located. Within this project, there are 46 linear feet, equating to 405 square feet of concrete driveway to pour. The depth of the concrete on this driveway must be a minimum of six (6) inches.

EAST MAIN STREET/CHAPMANS RESERVE BLOCK: This section includes approximately 3,420 square feet of concrete sidewalk. It includes 570+/- linear feet of flush concrete sidewalk at 6 feet wide and 350+/- linear feet concrete pour with 4-inch depth, and two (2) truncated dome pads.

General: The sidewalk will be 6-feet in width. The sidewalk shall connect to seven (7) concrete driveways in the Chapmans Reserve Development, and the sidewalk must be flush with the concrete driveways. There shall be two truncated dome pads located at the roadway entrance of the development and a crosswalk at this intersection. The crosswalk shall consist of thermoplastic white material and shall not be painted.

ADDITIONAL SPECIFICATIONS:

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

This project may also require the relocation of some mailboxes. The Town of Jonesborough and the Contractor will need to coordinate the reinstallation of the mailboxes. The contractor will backfill the sidewalk with topsoil and stabilize with seed and straw.

Base stone must be a minimum of 4-inches in depth compacted and grade C or grade D stone must be used.

Concrete must be Class "A" with a minimum of 4,000psi with natural stone and must match the existing sidewalk color on East Main Street. Minimum concrete thickness must be 4 inches. In addition, the curb face must be 6 inches deep by 6 inches wide. Air content maximum at 6% + 2, slump 4 inches upon arrival to job site. There shall be a cross slope on the sidewalk for drainage at a minimum of 1% slope, not to exceed 2%.

The trail and sidewalk must be edged using an edger, leaving no sharp edges to chip and/or spall. Contraction joints shall be cut with a jointer every 5-feet of trail and/or sidewalk. Expansion joints shall be installed every 25 to 30 feet at one-half-inch expansion board material. The groover used to cut the expansion joints must be a 1-inch groover. The depth of the cut must be one-quarter (1/4") inch.

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

The concrete shall be finished with a light broom finish.

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

All trail and sidewalk construction must be ADA compliant.

The Town will make every effort to assist in a location to dump any spoils removed from the construction site.

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

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

- Construction must be completed within 160 calendar days from the date of the bid award. Bidders, however, must submit with their bid their projected start date and completion date.
- A building permit for the construction work must be obtained from the Jonesborough Building Inspector; however, the permit will be issued without cost. The Jonesborough Building Inspection staff and the Street Department Director will undertake all normal inspections, and work will also be overseen to the extent reasonable by the Town’s Operation Manager, or his designee.
- Insurance:
 - 1) The contractor selected must provide proof of workers’ compensation insurance covering their workers on the project.
 - 3) The contractor selected must carry a minimum of \$1 million liability insurance and provide the Town with proof of insurance listing the Town of Jonesborough as “other insured”.
- Provide a full warranty on workmanship performed for a period of one (1) year following acceptance of the completed work.
- Contractors who submit a bid must list subcontractors, if any, intended to be used in the project.

- Contractors who submit a bid must list at least three recent successfully completed projects of a similar nature, and list contact information associated with the owner/customer.
- The Jonesborough Board of Mayor and Aldermen reserve the right to reject any or all bids and to waive any formalities.
- Criteria for bid award will be based on labor/equipment cost of construction, successful experience on similar projects, work force availability and projected completion of project, and previous customer satisfaction.

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

“The Town of Jonesborough, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. In accordance with other related nondiscrimination authorities, bidders and contractors will also not be discriminated against on the grounds of sex, age, disability, low-income level, creed/religion, or limited English proficiency in consideration for an award.”

TOWN OF JONESBOROUGH
123 Boone Street
Jonesborough, TN 37659
(423) 753-1030 – Fax (423) 753-1074

**BID FORM – FIRST FRONTIER TRAIL CONSTRUCTION
LPRF GRANT PHASE I -
EAST MAIN STREET SIDEWALK/CHAPMANS RESERVE**

July 07, 2026

FIRST FRONTIER TRAIL CONSTRUCTION LPRF GRANT PHASE I:

TRAIL CONSTRUCTION PREPARATION \$ _____

CONCRETE POUR \$ _____

CURB POUR \$ _____

SIGNS/POSTS/TRUNCATED DOMES \$ _____

CROSSWALK STRIPING/SINGLE WHITE STRIPE \$ _____

SEGMENTAL RETAINING WALL \$ _____

REFLECTIVE DELINEATORS \$ _____

CONCRETE DRIVEWAY \$ _____

TOTAL BID FOR THIS SECTION: \$ _____

Any Variation to Bid: _____

TOTAL PROJECT BID ON TRAIL \$ _____

EAST MAIN STREET SIDEWALK/CHAPMANS RESERVE:

SIDEWALK CONSTRUCTION PREPARATION \$ _____

CONCRETE POUR \$ _____

TRUNCATED DOMES \$ _____

CROSSWALK - THERMOPLASTIC WHITE \$ _____

TOTAL BID FOR THIS SECTION: \$ _____

Any Variation to Bid: _____

TOTAL PROJECT BID ON TRAIL/SIDEWALK \$ _____

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

SIGNATURE

DATE

BID NOT VALID UNLESS SIGNED BY BIDDER

List Subcontractors, if any: _____

TOWN OF JONESBOROUGH
123 Boone Street
Jonesborough, TN 37659
(423) 753-1030 – Fax (423) 753-1074

**BID FORM – FIRST FRONTIER TRAIL CONSTRUCTION
LPRF GRANT PHASE I -
EAST MAIN STREET SIDEWALK/CHAPMANS RESRVE**

July 07, 2026

PREVIOUS PROJECTS

1. _____

Owner/Customer Contact Information:

Name: _____

Phone: _____

Email: _____

2. _____

Owner/Customer Contact Information:

Name: _____

Phone: _____

Email: _____

3. _____

Owner/Customer Contact Information:

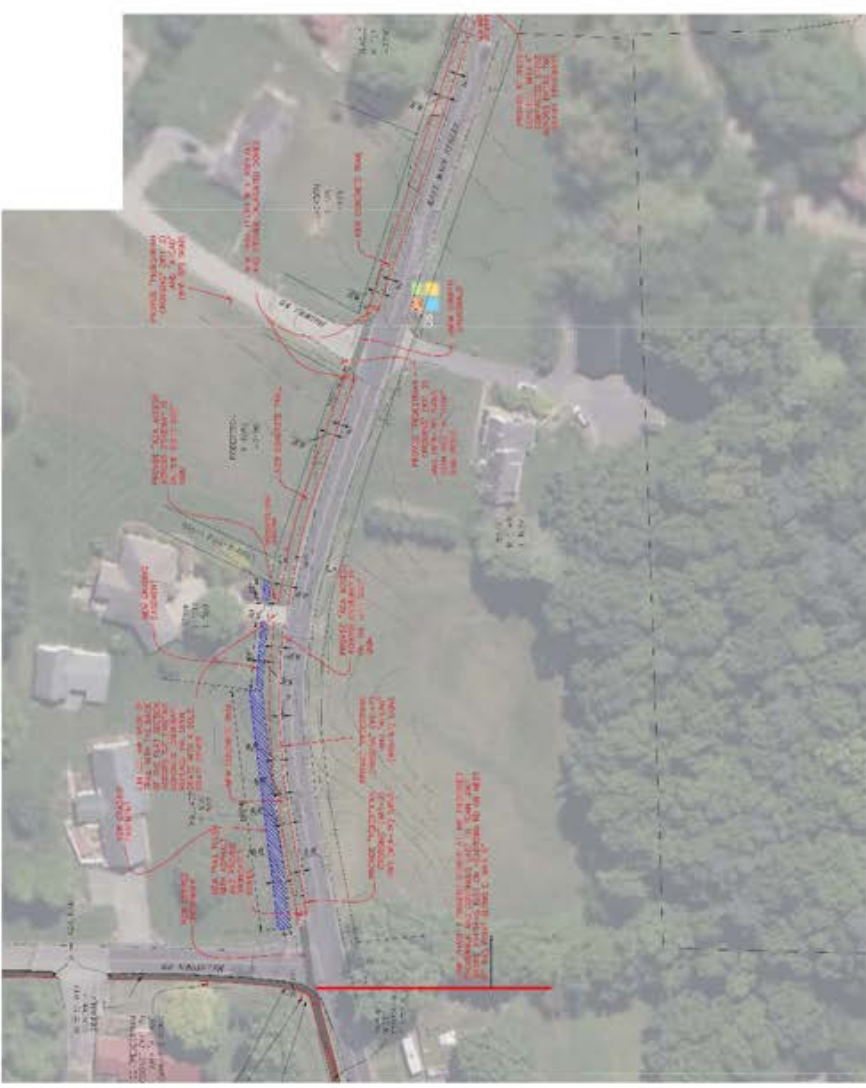
Name: _____

Phone: _____

Email: _____



- NOTES**
1. TRAILS ARE 4' OF CONCRETE WITH 4" OF CRUSHED STONE BASE.
 2. TRAILS ARE 8' WIDE EXCEPT WHERE NEEDING TO NARROW TO AVOID POLES OR OTHER STRUCTURES.
 3. ADA
 - 3.1. ALL CONSTRUCTION ACTIVITIES SHALL BE COMPLETED WITH FULL COMPLIANCE OF THE AMERICANS WITH DISABILITIES ACT ACCESSIBILITY STANDARDS AS WELL AS ANY ADDITIONAL ACCESSIBILITY STANDARDS IDENTIFIED AND ACCEPTED LOCALLY AND/OR ON THE STATE LEVEL.
 - 3.2. MAXIMUM CROSS SLOPE SHALL BE 2%.
 - 3.3. MAXIMUM CROSS SLOPE OF ALL TRAILS IS 2%.
 - 3.4. THE LONGITUDINAL RUNNING SLOPE SHALL MATCH THE SLOPE OF THE EXISTING PAVEMENT.
 - 3.5. PROVIDE TRUNCATED DUMBS AT THE STREET INTERSECTIONS AS THE TRAIL CROSSES THE STREET.
 - 3.6. THE TRUNCATED DUMBS SHALL BE YELLOW, 2" DEEP, AND MATCH THE WIDTH OF THE TRAIL.
 4. ANY SIGN, MAILBOX, ETC RELOCATIONS SHALL BE COORDINATED WITH THE TOWN ENGINEER AND THE UTILITY COMPANIES PRIOR TO CONSTRUCTION.
 - 4.1. BEFORE RELOCATING MAILBOXES, ENSURE THAT THE BOX IS AT LEAST 8" FROM THE EDGE OF PAVEMENT TO THE FACE OF THE BOX AND THAT THE REAR OF THE BOX DOES NOT ENCRUCH INTO THE NEW TRAIL.
 5. STORM DRAIN WORK IS BY THE CONTRACTOR.
 6. PROVIDE MINIMUM 1' OF FLAT GROUND BETWEEN THE EDGE OF THE TRAIL AND ANY STEEP SLOPE.
 7. THE REFLECTOR POSTS SHALL BE AS FOLLOWS:
 - 7.1. REFLECTOR POSTS SHALL BE 12" HIGH.
 - 7.2. REFLECTIVE WHITE SURFACE
 - 7.3. ADHERED TO THE PAVEMENT
 - 7.4. INSTALLED 4' ON CENTER



PROFESSIONAL ENGINEER
 STATE OF TENNESSEE
 No. 20185
 David W. Wood

EXISTING UTILITIES LOCATIONS
 CONTRACTOR SHALL VERIFY ALL UTILITIES PRIOR TO CONSTRUCTION. CONTACT UTILITY COMPANIES AND OBTAIN PERMISSION FOR ANY NECESSARY CROSSINGS AND DEVIATIONS FROM THE PLANNED ROUTE.

EXISTING UTILITIES LOCATIONS
 CONTRACTOR SHALL VERIFY ALL UTILITIES PRIOR TO CONSTRUCTION. CONTACT UTILITY COMPANIES AND OBTAIN PERMISSION FOR ANY NECESSARY CROSSINGS AND DEVIATIONS FROM THE PLANNED ROUTE.



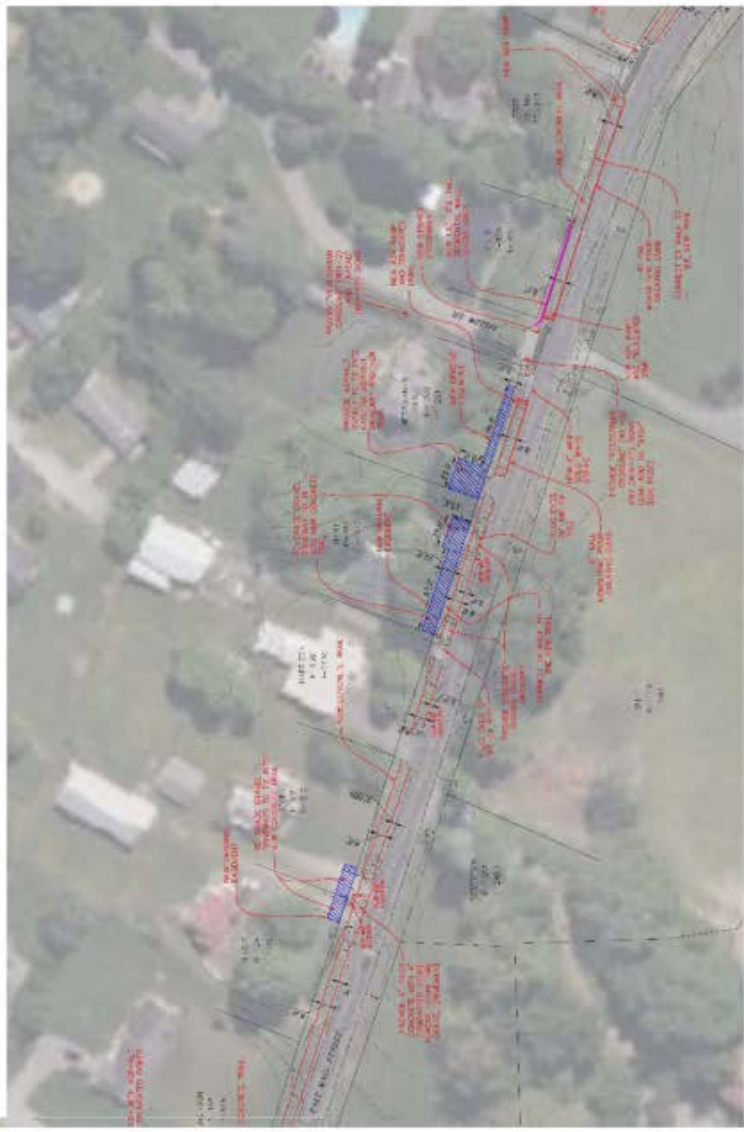
NO.	DATE	DESCRIPTION

TRAIL PLAN
FIRST FRONTIER TRAIL
 E MAIN ST FROM HEADTOWN RD TO TOWN LIMITS
 JONESBOROUGH, TENNESSEE

DATE: 07/20/23
LPRF 3

- NOTES:**
- TRAILS ARE 4" OF CONCRETE WITH 4" OF CRUSHED STONE BASE.
 - TRAILS ARE 8' WIDE EXCEPT WHERE NEEDED TO NARROW TO AVOID POLES OR OTHER STRUCTURES.
 - ADM
 - ALL CONSTRUCTION ACTIVITIES SHALL BE COMPLETED WITH FULL COMPLIANCE OF THE AMERICANS WITH DISABILITIES ACT (ADA) AND THE ACCESSIBILITY STANDARDS (ASME) AND ACCEPTED LOCALLY AND/OR ON THE STATE LEVELS.
 - CRUISE RAMP IS 1:12 MAXIMUM SLOPE.
 - MAXIMUM CROSS SLOPE OF ALL TRAILS IS 2%.
 - TRAIL RUNNING THROUGH EXISTING RUNNING SLOPE SHALL MATCH THE SLOPE OF THE EXISTING RUNNING SLOPE AT THE STREET INTERSECTIONS AS SHOWN ON THE PLANS.
 - THE TRUNCATED DOMES SHALL BE YELLOW, 2" DEEP, AND MATCH THE WIDTH OF THE TRAIL.
 - ANY SIGN, MAILBOX, ETC RELOCATIONS SHALL BE COORDINATED WITH THE TOWN STREET DEPARTMENT BUT IS INSTALLED BY THE CONTRACTOR.
 - BEFORE RELOCATING MAILBOXES, ENSURE THAT THERE IS AT LEAST 8" FROM THE EDGE OF INVENTORY TO THE FACE OF THE BOX AND THAT THE MARK OF THE BOX DOES NOT TRANSCEND INTO THE NEW TRAIL.
 - STORM DRAIN WORK IS BY THE CONTRACTOR.
 - PROVIDE MINIMUM 1' OF FLAT GROUND BETWEEN THE EDGE OF THE TRAIL AND ANY STEEP SLOPE.

- THE DELIMITER POSTS SHALL BE AS FOLLOWS:
 - HEIGHTS-36" TALL
 - REFLECTIVE WHITE SURFACE
 - LOCATED AT THE CENTER
 - INSTALLED 4' ON CENTER



PROFESSIONAL SEAL
 STATE OF TENNESSEE
 PROFESSIONAL ENGINEER
 JOHN W. WOOD
 No. 12345
 Exp. 12/31/24

CAUTION: UNAUTHORIZED ALTERATIONS
 ANY CHANGES TO THIS PLAN SHALL BE MADE BY THE CONTRACTOR IN CONSULTATION WITH THE DESIGNER. ANY UNAUTHORIZED ALTERATIONS SHALL BE AT THE CONTRACTOR'S RISK AND WITHOUT LIABILITY TO THE DESIGNER.

LEGEND
 - PROPOSED TRAIL ALIGNMENT
 - EXISTING TRAIL ALIGNMENT
 - EXISTING ROAD CENTERLINE
 - PROPERTY LINES
 - EXISTING STRUCTURES
 - EXISTING UTILITIES



DATE	11/17/20
PROJECT	TRAIL PLAN
LOCATION	E MAIN ST FROM HEATOWN RD TO TOWN LIMITS
SCALE	AS SHOWN

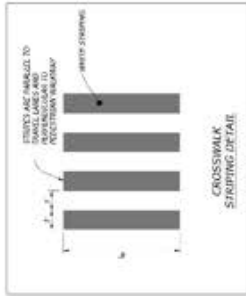
TRAIL PLAN
FIRST FRONTIER TRAIL
 E MAIN ST FROM HEATOWN RD TO TOWN LIMITS
 JONESBOROUGH, TENNESSEE

- NOTES**
- TRAILS ARE 4' OF CONCRETE WITH 4" OF CRUSHED STONE BASE.
 - TRAILS ARE 8' WIDE EXCEPT WHERE NEEDING TO NARROW TO AVOID POLES OR OTHER STRUCTURES.
 - ADA
 - ALL CONSTRUCTION ACTIVITIES SHALL BE COMPLETED WITH FULL COMPLIANCE WITH THE ADA AND THE 2010 ADA STANDARDS FOR ACCESSIBILITY STANDARDS AS WELL AS ANY ADDITIONAL AND/OR ON THE STATE LEVEL.
 - CURB RAIMS ARE 1:12 MAXIMUM SLOPE.
 - TRAIL SLOPE SHALL BE 1:20.
 - THE LONGITUDINAL RUNNING SLOPE SHALL MATCH THE SLOPE OF THE EXISTING PAVEMENT.
 - PROVIDE TRUNCATED DOMES AT THE STREET INTERSECTIONS AS SHOWN ON THE PLANS.
 - TRAIL SLOPE SHALL BE YELLOW, 2" DEEP, AND MATCH THE WIDTH OF THE TRAIL.
 - ANY SIGN, MAILBOX, ETC RELOCATIONS SHALL BE COORDINATED WITH THE TOWN STREET DEPARTMENT BUT IS INSTALLED BY THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF THE REAR OF THE BOX DOES NOT ENDOURCH INTO THE NEW TRAIL.
 - STORM DRAIN WORK IS BY THE CONTRACTOR.
 - PROVIDE MINIMUM 1' OF FLAT GROUND BETWEEN THE EDGE OF THE TRAIL AND ANY STEEP SLOPE.
 - THE DELINEATION POSTS SHALL BE AS FOLLOWS:
 - REFLECTIVE WHITE SURFACE
 - REFLECTIVE WHITE SURFACE
 - ADAPTED TO THE PAVEMENT
 - INSTALLED 4' ON CENTER



PROFESSIONAL SEAL
 I, [Name], a Professional Engineer, State of Tennessee, License No. [Number], do hereby certify that I am the author of the design and content of this drawing and that I am a duly Licensed Professional Engineer in the State of Tennessee.
 DATE: 11/17/20

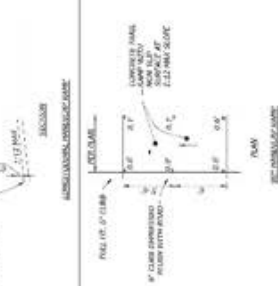
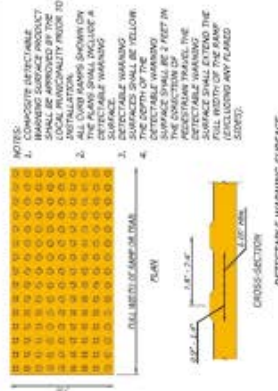
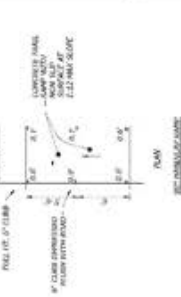
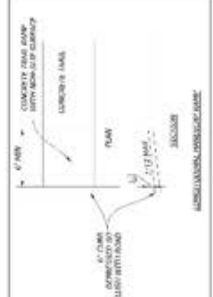
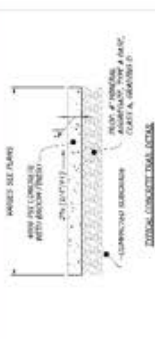
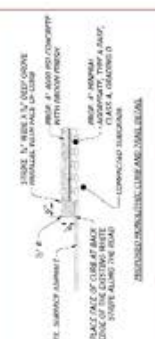




NOTES:
 1. ALL STRIPING SHALL BE PAINTED OR THERMOPLASTIC.
 2. ALL STRIPING SHALL BE PAINTED OR THERMOPLASTIC.
 3. ALL STRIPING SHALL BE PAINTED OR THERMOPLASTIC.
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 4. ALL STRIPING SHALL BE PAINTED OR THERMOPLASTIC.





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

DATE: July 13, 2026

AGENDA ITEM #: 8-H

SUBJECT: Grant Assistance Contract

BACKGROUND:

This agenda presentation is to consider hiring an independent Grant Assistance Consultant to expand Jonesborough's future.

The Town of Jonesborough has built a reputation for providing exceptional services, preserving its historic character, and investing in projects that improve the quality of life for our residents. As funding opportunities continue to grow through federal, state, regional, and private organizations, the Town has an opportunity to significantly expand its financial resources without increasing the burden on local taxpayers.

Town staff already manage the day-to-day responsibilities of operating a growing municipality. Preparing competitive grant applications requires extensive research, coordination among departments, technical writing, budget development, agency communication, and strict compliance with application requirements and reporting obligations. These responsibilities often compete with essential municipal operations, resulting in worthwhile funding opportunities going unpursued.

Hiring a grant assistance consultant is a strategic investment that will allow the Town to leverage dollars in potential outside funding while allowing staff to remain focused on delivering the high-quality services our residents expect. An authorized consultant will actively seek funding opportunities that align with the Town's priorities and initiatives and build relationships with funding agencies. This proactive approach positions Jonesborough to compete for funding that can pursue projects faster, which might otherwise be delayed for years due to limited local resources.

As you are aware, if we just suspect a grant can help advance quality of life for the town and can maximize grant funding for projects, we pursue. One such project is the Agricultural Learning Center (ALC) for example, whereby Mr. Bob Browning has been working on for the town without pay. This project has been supported by the Board of Mayor and Aldermen, and between funds from USDA and Washington County, have received just under \$900,000.00. We just received \$617,000.00 from Washington County for the project. Mr. Browning is pursuing funding for a position to serve the ALC when complete. He continues to work with agencies like Appalachia

Resource Commission (ARC), TN Department of Agriculture, TN Economic and Community Development, TN Arts Commission, The Historic Jonesborough Arts Foundation, Jonesborough Community Chest, to leverage grant funds for not only the ALC project, but water/sewer infrastructure, cultural arts, historic preservation, open space, etc.

The return on investment has the potential to provide grant funding for current and future projects either thought of or imagined in the future. The cost of professional grant assistance represents only a small fraction of the funding that can be secured through successful grant awards. A single grant for infrastructure, downtown revitalization, parks, public safety, historic preservation, recreation, utilities, or economic development could generate funding many times greater than the annual cost of the consultant. Beyond individual projects, the consultant will establish a sustainable grant strategy that continuously identifies new funding opportunities as community needs evolve.

Hiring a grant assistance consultant is an investment in Jonesborough's future—one that will expand our financial capacity, advance the Board's strategic goals, and help ensure that our community continues to thrive for generations to come. Mr. Browning has provided a contract based on the services and deliverables he will provide the Town of Jonesborough for grant assistance activities in the amount of \$1,500.00 per month or \$18,000.00 for a year. Mr. Browning has many grant funds at work today on behalf of the town, with the ALC being one of the primary projects, therefore the Grant Assistance Consultant's primary funding source will be the Washington County funds already designated for the Agricultural Learning Center Project (\$617,000.00 to date).

RECOMMENDATION:

Approve the Grant Assistance Contract with Mr. Bob Browning in the amount of \$1,500.00 monthly, as presented.

GRANT WRITING ASSISTANCE AGREEMENT

This Grant Writing Assistance Agreement ("Agreement") is entered into on **July 13, 2026**, by and between:

Client: Town of Jonesborough
Address: 123 Boone Street
Jonesborough, TN 37659

and

Consultant: Bob Browning
Address: 210 Scott Lane
Jonesborough, TN 37659

Collectively referred to as the "Parties."

1. Purpose

The purpose of this Agreement is for the Consultant to provide grant research, grant writing, and submission support services to assist the Client in seeking external funding opportunities.

2. Scope of Services

The Consultant agrees to provide the following services as requested by the Client:

- Review organizational background materials.
- Assess funding readiness.
- Research and identify potential grant opportunities.
- Develop grant application narratives.
- Draft budgets and supporting documents (with information provided by Client).
- Edit and revise grant applications.
- Assist with online grant portal submissions.
- Provide post-submission follow-up support as agreed.
- Maintain communication regarding project progress.
- Present grant opportunities and receive approval prior to submission from Town Administrator.

The Consultant does not guarantee grant awards or funding approval.

3. Deliverables

The Consultant shall provide the following deliverables if requested by Town Administrator:

Phase 1: Assessment & Planning

- Funding strategy consultation.
- Grant readiness review.
- List of prospective funding opportunities.

Phase 2: Grant Development

- Grant narrative/proposal draft.
- Executive summary.
- Statement of need.
- Project description.
- Goals and objectives.
- Evaluation plan.
- Sustainability plan.
- Budget narrative.

Phase 3: Submission Support

- Final application package.
- Submission checklist.
- Assistance with electronic submission.
- Confirmation of application completion (when applicable).

Additional Deliverables

- Grant calendar and deadlines.
 - Board of Mayor and Aldermen presentations.
-

4. Client Responsibilities

The Client agrees to:

- Provide accurate and complete organizational information.
 - Supply required financial documents, budgets, and supporting materials and information needed on an expedited schedule.
 - Review drafts in a timely manner.
 - Designate a primary point of contact.
 - Review final application draft before submission deadlines.
 - Comply with all grantor requirements.
 - Typing, and copying/printing service as needed with submission preparation, drafts or final documents as requested by Consultant.
 - Any grant/Client grant registration requirements needed for submission.
 - Submission of final application using required grant portals or tracked mailing services prior to submission deadlines.
 - Obtain and retain associated grant program guidelines, applications, templates and other related documents.
 - Allow use of application preparation and submission services by approved third party if deemed to be in the best interest of Client by the Town Administrator.
 - Allow Consultant to assist in grant application preparation and submission services associated with the Town organization and programs involving multiple partners like the Agriculture Learning Center that have complimentary goals to the Town enhancing quality of life and the economic wellbeing of residents upon prior approval of the Town Administrator.
-

5. Compensation

The Client shall compensate the Consultant as follows:

Fixed Fee

Payment Schedule: \$1,500 per month for term of contract. Client will provide Consultant with 1099 by January 31st of contract year.

6. Expenses

The Client agrees to reimburse pre-approved expenses (approved by Town Administrator) incurred by the Consultant, including:

- Travel
- Printing
- Courier services
- Other approved project expenses

Receipts shall be provided.

7. Term

This Agreement shall begin on **July 14, 2026** and remain in effect until **July 14, 2027**, unless terminated earlier pursuant to this Agreement.

8. Confidentiality

Both Parties agree to maintain confidentiality regarding financial information/data, organizational data, donor information, proprietary materials, grant proposals and supporting documents subject to the Tennessee Public Records Act (TPRA).

9. Independent Contractor Status

The Consultant is an independent contractor and not an employee, partner, or agent of the Client.

The Consultant is responsible for all taxes, insurance, and compliance obligations applicable to independent contractors.

10. Termination

Either Party may terminate this Agreement by providing 30 days written notice.

The Client shall pay for all completed work and approved expenses incurred through the termination date.

Any partially completed deliverables shall be provided upon payment for services rendered.

11. Limitation of Liability

The Consultant's liability under this Agreement shall be limited to the total amount paid by the Client for services under this Agreement.

Neither Party shall be liable for indirect, incidental, or consequential damages.

12. Governing Law

This Agreement shall be governed by the laws of the State of **Tennessee**.

13. Entire Agreement

This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, or understandings.

Any amendments must be made in writing and signed by both Parties.

Signatures

CLIENT

Organization: Town of Jonesborough

Authorized Representative: Kelly Wolfe

Title: Mayor

Signature: _____

Date: _____

CONSULTANT

Name: Bob Browning

Title: Consultant

Signature: _____

Date: _____

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

DATE: July 13, 2026

AGENDA ITEM #: 8-1

SUBJECT: Compensatory Time Buyout

BACKGROUND:

Near the end of the 2025/2026 budget year, Police Chief Matt Rice requested permission to pay down compensatory time to the officers in the Police Department. According to Chief Rice, he has five officers at or near the 200-hour compensatory time cap. In addition, all the officers have accrued compensatory time balances.

The Police Department's total compensatory time stands at 1,893 hours. Overtime and/or compensatory time is difficult to manage within the department. With state-mandated training and special events, overtime mounts quickly. When maintaining a minimum staffing level of three officers per shift, officers find themselves working on days off to cover shifts for an officer who is vacating or sick.

The request was to pay down every officer's compensatory time to a balance of 40 hours. The Department ended the year with a \$46,000.00 surplus on the salary line item. The cost to pay the officers down to a 40-hour balance would be \$29,157.24.

This is not an unreasonable request. As a matter of fact, compensatory time that is carried over each year is a liability for the Town's ledger. As an example, any non-exempt employee who leaves employment with the Town must be paid their compensatory time balance. In other words, the Town must cover the compensatory time that is on the books. By reducing the amount of compensatory time, you reduce the liability associated with that time. Additionally, compensatory time is based on the rate of pay at the time it is USED not necessarily when earned.

If it makes sense to pay down the compensatory time in the Police Department, it makes sense to pay down the compensatory time in all the departments. Michelle Stewart, (Human Resource Director), completed a study to determine how many employees had compensatory time above 40 hours.

If we allow one department to pay down their compensatory time balance, we should allow all the departments to pay down their compensatory time balance. This would pay any employee, regardless of department, for any compensatory time they have accumulated above forty (40) hours.

This is a one-time offering. We will continue to work with Department Heads to find solutions to their overtime problem. We should not make this a recurring issue as it would encourage the building of compensatory time for an annual payout.

As a final note, the compensatory time buyout would only be eligible for non-exempt employees. Exempt employees would not be eligible as they are not paid their compensatory time when they leave employment with the Town.

There may be some employees that would prefer to have the time off. If the Town is paying down the compensatory time to reduce the budget liability, all non-exempt employees should be paid for any time above forty (40) hours.

The General Fund, Solid Waste Fund, and Utility Fund would cover the compensatory buyout of their respective employees utilizing surplus funds from the 2025/2026 budget year.

A breakdown of the projected costs regarding the payout for the employees who have compensatory time above forty (40) hours are as follows:

The total cost to the General Fund budget is \$41,472.10.

The total cost to the Solid Waste budget is \$2,024.88.

The total cost to the Utility Fund is \$3,223.16.

The above figures would be the maximum payout if every eligible employee requested the buyout, which would reduce their compensatory time to 40-hours. However, this buyout is voluntary therefore any employee who does not want to be bought out to the 40-hour balance may maintain their current balance.

This compensatory time buyout will only be for any hours accumulated up to June 30, 2026.

RECOMMENDATION:

Approve paying all non-exempt employees for any balance of compensatory time above forty (40) hours based on the plan above.