

**Jonesborough Flag Committee
Meeting Agenda**

10 AM, Flag Committee, Town Hall
Monday, July 13th, 2026

PUBLIC COMMENTS REGARDING AGENDA ITEMS

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

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

Call to Order: Dana Helvey, Chair

Pledge: Allyson Wilkinson

Prayer: Rick Gibson

Minutes approval (attached)

Financial report: Christopher Kudera

New/Renewals/Marketing report (BMA report attached): Jennifer Richman

Work party/Installation/maint status: Dana/Rick/Terry Countermin

BrightRidge historic pole mapping (map attached): Open items for discussion (group discussion)

- What do we want this to look like, both physically and electronically? Label placement, BrightRidge to purchase the plaques?, location descriptions matching the number to a place (for us, and for 911). How will this information be updated on the Flag Committee site? The goal is to have a plan at meeting-end.

- Need someone to volunteer to coordinate all of this! Then, each of us can take a piece to help out.

Flag retirement ceremony status: Ruth

Other discussion of old/new business

Next meeting

Adjournment

Flag Committee Meeting Minutes: **MAY 18, 2026**

Present: Dana Helvey, Jen Richman, Chris Kudera, Glenn Rosenoff, Terry Countermine, Rick Gibson, Allyson Wilkinson, Ruth Verhegge.

*Chris made motion to approve minutes from April meeting

FINANCIAL REPORT:

The only finance change is the expenditures of 70 USA flags, 12 TN flags, and various hardware ordered by Dana.

There is now a flag committee reserve account, so all money we generate stays within the flag committee.

BRANDON ROBINSON:

Committee agreed that it is premature at this time to add Brandon Robinson as a flag committee member. He will, however, be volunteering to help Dana install the new flags around the courthouse. Dana will train him to help with these installs.

HEADLESS STREET POLE:

This street pole on Boone Street is still headless, and the flags are not flying. This is located across from the post office. J6P4P174. Glenn to contact Brightridge.

INVENTORY NEEDS:

Rick will need to order more hardware and will add 1 pack of 25 clamps to the Grainger order. Rick to get an inventory list of any further hardware needs and give it to Dana.

NEW FLAG LOCATIONS:

There is a location outside of TN Hills Distillery, a street pole with a stop sign. It is a pole that has a light although is not currently 'lit'. Glenn to confirm we can add flags to a stop sign. The flags will sit high up on the pole.

Replacing all the flags on Main Street will be done in phases. Phase 1 is pre-assembling them and then phase 2 will be replacement. This is an extremely large undertaking of installing brackets, wrapping, installing flags.

The TN flags around the courthouse need to be replaced. As of this writing, the order is awaiting payment from Chris. Once payment is received, they can ship out immediately.

BRIGHTRIDGE HISTORIC POLE MAPPING:

Glenn presented this large, detailed map from Chris Prate at Brightridge. We will have the ability to identify each pole with their numbers. They will be providing the identifying plaques and we will install them. Having these numbers will allow us to have dialogue boxes in the future, with information on adoptees and their honorees, and where their flag is located.

RENEWALS:

Jen continues to confirm the renewal batch of July 4th with adoptees. So far out of 56 plaques up for renewal, Jen has confirmed 48 continuing to participate with the program. 29 plaques will be renewed at 1 year; 18 plaques renewed at 2 years. As of this writing, there is a confirmation of \$3250 expected renewal revenue for July 4, 2026. Jen will continue to try and confirm the remainder.

FLAG RETIREMENT CEREMONY:

Allyson to reach out to Dan Bishop to secure him as guest speaker. Ruth to reach out to the Major to confirm date for the ROTC participants.

MISCELLANEOUS INFO:

The Flag committee will honor Grace Alley Flags with a complimentary flag plaque.

Dana will wash flags and sort them into categories based on quality. The best flags will always fly on Main Street.

Dana will be on vacation June 13th through June 27th.

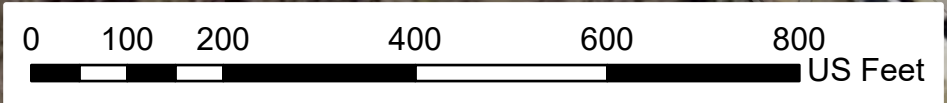
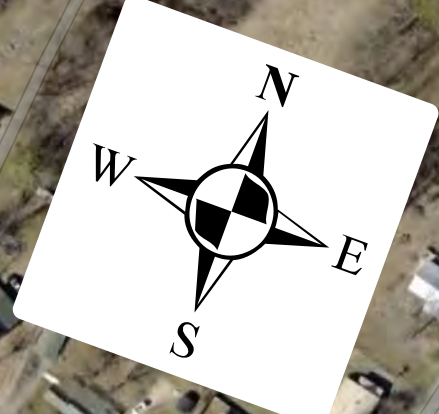
The committee took a group photo for a feature cover story with Jonesborough Living Magazine, for their July issue. Dana and Jen to meet with the publisher on Tuesday May 26th for an interview about the flag committee and program.

NEXT FLAG COMMITTEE MEETING: JULY 13th 10am. Visitors Center (Chris to reserve room)



Streetlight data courtesy of BrightRidge.
 Ortho imagery courtesy of EagleView/Pictometry
 Map created by Christopher A. Pape, GISP
 Date Created: November 26, 2025
 Date Updated: May 13, 2026
 Project Name: Jonesborough Streetlight Poles

Downtown Streetlight Program
 Jonesborough Streetlights
 ● Streetlight - Ornamental (11' pole - 150w)



FOR INTERNAL USE ONLY

Sources: Esri, TomTom, Garmin, FDO, NOAA, NCEM, OpenStreetMap contributors, and the GIS User Community



TOWN OF JONESBOROUGH

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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.