

TOWN OF JONESBOROUGH
Jonesborough Visitor's Center
117 Boone St.

MEETING NOTICES

Wednesday, February 26th, 2025, 5:30 p.m.
Jonesborough Visitor's Center Community Room

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 Parks and Recreation Advisory Committee, 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

The Jonesborough Parks and Recreation Advisory Committee will meet at 5:30 p.m. on Wednesday, February 26th, 2025, at the Jonesborough Visitor's Center Community Room, 117 Boone St, Jonesborough, TN, to consider the following agenda:

AGENDA

1. Call to Order
2. Approval of January 2025 Minutes
3. Master Plan – Stakeholders Input
4. Other Business
5. Adjournment

Parks and Recreation Advisory Committee

Agenda Presentation

Date: Feb 26th, 2025

Agenda Item: 2

1. Subject: Approval of November 2024 Minutes

MEETING MINUTES

PARKS AND RECREATION ADVISORY COMMITTEE

Date: January 23rd, 2025

Time: 6:00pm

Meeting called to order by: Mark Merriman

IN ATTENDANCE

Mark Merriman, Bryan Barnett, Jason Davis, David Barnette, Lori Rosenoff, Jimmy Rhein, Chris Kudera
Absent: Carla Weems, Adam Dickson, Matt Smith Guests: Rachel Conger

APPROVAL OF MINUTES

Motion was made by Jason to approve the November 2024 minutes as presented. It was seconded by Bryan Barnett. It passed unanimously.

AGENDA

1. Master Plan – Community Development Partners

The Town of Jonesborough has contracted with Community Development Partners to assist in updating our Parks and Recreation Master Plan. This update is required every two years to comply with the Tennessee Office of Outdoor Recreation's guidelines, ensuring our eligibility for critical funding opportunities such as Local Parks and Recreation Fund (LPRF) and Recreation Trails Program (RTP). Rachel Conger presented and gave a detailed overview of what the Master Plan is, why it is necessary, and the next steps in completing the process. She stated that there will be a public survey to gather input from community members. She scheduled a community input meeting for February 25th at 6pm to be hosted at the Jonesborough Visitor's Center. Chris mentioned he is unavailable that evening due to a prior conflict but would have someone from his staff in attendance to represent the department. There was no vote on this agenda item.

2. Field Rental Proposal

Chris presented a proposal to implement steps in renting fields, courts, pavilions, amphitheaters throughout the Town's parks. Mark Merriman mentioned that signage at the rented facility would help alleviate issues if we had signs that said who rented and when their timeslot was. Chris Kudara mentioned the town does something similar for the Wetlands Pavilion, so that could easily be done. Mark Merriman and Jason Davis touched on how they liked the fact there was a plan for discounted rates, fee waivers, and community partnerships. Jason Davis requested to see a report in October to see statistics on rentals. Jason Davis made a motion to approve the proposal as presented and Mark Merriman seconded. The motion passed unanimously.

3. Mission, Vision, and Core Values Preview

Chris presented several options for the Mission, Vision, and Core Values. Lori Rosenoff mentioned the need for a workshop to discuss this topic in more depth and it would allow more brainstorming. Mark mentioned he would like to see the results of the survey because it could help guide us in the right direction. Jason Davis made a motion to table this topic until after we had time to review the survey. Mark Merriman seconded the motion. The motion passed unanimously.

4. Mission Statement and Vision

Jason Davis made a motion to change from a "committee" to a "board". Mark Merriman seconded. Motion passed unanimously. Chris stated he will pass this along to town attorney Jim Wheeler and will provide us with an update on if this can be done.

Mark Merriman made the motion for Chris to explore a Vision, Mission Statement, and Core Values to be presented at the next meeting. Jason Seconded the motion. Motion passed unanimously.

5. Jonesborough Youth Soccer

David Barnette, President of Jonesborough Youth Soccer, presented on his desire for the Town of Jonesborough to take over management of the league soon. He stated that the league is doing well, but it is hard on the volunteers to run the league. He mentioned that the Town could help with financials and insurance. Those two items alone could help make the league profitable, ultimately offsetting the dollars the town puts into the fields, lights, and other utilities. There was discussion

among the committee that led to them requesting to see a presentation of the numbers at a later meeting. Chris stated he will connect with David to put together a presentation.

NEXT MEETING

Next Meeting will be held on February 26th, 2025, at 6pm located at Jonesborough Visitor's Center Community Room.

Jason Davis made a motion to adjourn at 7:11pm. Lori Rosenoff seconded the motion. Motion passed unanimously.

Recommendation: Approve as presented.

Parks and Recreation Advisory Committee

Agenda Presentation

Date: Jan 23rd, 2005

Agenda Item: 3

1. Subject: Master Plan – Community Development Partners

The Town of Jonesborough has contracted with Community Development Partners to assist in updating our Parks and Recreation Master Plan. This update is required every two years to comply with the Tennessee Office of Outdoor Recreation's guidelines, ensuring our eligibility for critical funding opportunities such as the Local Parks and Recreation Fund (LPRF) and Recreational Trails Program (RTP) grants. The Parks and Recreation Advisory Committee will provide input as key stakeholders in the plan as listed in "Task 4" of the below project description.

Detailed Project Description

The tasks that follow illustrate our detailed approach to completing a Parks and Recreation Master Plan Update. The final deliverable will be a Parks and Recreation Master Plan Update that provides clear documentation of existing assets and opportunities, as well as the steps to enhance future opportunities in the county, cities and region.

Task 1 – Kickoff Meeting

A kickoff meeting with stakeholders from Jonesborough will provide an opportunity to discuss and formulate goals and objectives to guide the plan update.

Task 2 – Survey Assessments

Survey questionnaires will be designed and distributed in online and paper formats. CDP will collaborate on advertising and garnering adequate participation in the survey process. Efforts will be made to target community members via social media, at parks and recreation facilities and at certain special events. CDP will evaluate and document the greatest needs and preferences of the public regarding existing and future parks and recreation services.

Task 3 – Public Workshop

At least one workshop will be held to interact with stakeholders and the public and gather feedback on existing parks and future priorities. The public workshop will include presentation of existing conditions, results of the survey assessment, and will provide a series of guided questions to gather targeted input.

Task 4 – Stakeholder Input

A survey directed specifically to key stakeholders, staff, and public officials will be generated to ensure that valuable input related to existing programs and facilities, as well as future needs of the partnering organizations, is incorporated into the update.

Task 5 – Plan Update Writing

A plan update will be generated, revising the narrative, sections of the existing parks and recreation master plan as appropriate. The changes to each section will be clearly laid out and easy to understand. The existing parks and recreation master plan will be included as an appendix for reference. The plan update will include revisions or references to the following sections:

1. Existing Plans

2. Demographics and Trends
3. Community Engagement
4. Benchmark Analysis
5. Programming & Community Events
6. Facility Evaluations
7. Regional, State, and National Parks
8. Parks and Recreation Priorities
9. Strategic Implementation Plan



The plan update will be generated in draft format and presented to the planning and policy making bodies in Jonesborough. Based on their review and feedback, these documents will be finalized. All GIS files will be available in standard digital format for use in future planning efforts.

Task 6 – Plan Presentation/Adoption

The final plan will be presented to stakeholders, and any information needed for adoption of the plan will be generated.

Project Schedule

It is our intention that the project be completed over a 4-month period with a final plan update generated in April 2025. The following chart illustrates the estimated time projected for completion of each Task.

Task	January	February	March	April	May
Kick off Meeting					
Existing Plan Updates					
Surveys					
Conceptual Layouts					
Public Workshops					
Stakeholder Interviews					
Plan Update Writing					
Plan Presentation/Adoption					

As illustrated in the chart, some of the tasks overlap. This timeline is based on our intimate understanding of the planning process, and our familiarity with the overall needs of the city. These timelines may be adjusted as needed in coordination with staff and leadership.

Recommendation: None