

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

MEETING NOTICES

Tuesday, April 3rd, 2025, 6:00 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 6:00 p.m. on Thursday, April 3rd, 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 March 2025 Minutes
3. Public Comments
4. Master Plan – Presentation and Adoption
5. Other Business
6. Adjournment

Parks and Recreation Advisory Committee

Agenda Presentation

Date: April 3rd, 2025

Agenda Item: 2

Subject: Approval of February 2024 Minutes

Town of Jonesborough Parks and Recreation Advisory Committee Meeting Minutes for March 11th, 2024

The Jonesborough Parks and Recreation Advisory Committee met in a regular meeting on Wednesday, March 11th, 2025, at 6:00 p.m. in the Board Room at the Town Hall, Jonesborough, Tennessee.

Present: Mark Merriman, Jason Davis, Jimmy Rhein, Carla Weems, Lori Rosenoff, Adam Dickson, David Barnett

Staff: Chris Kudera

Absent: Bryan Barnett, Matt Smith

Guest(s) Rachel Conger – Community Development Partners

Mark Merriman called the meeting to order.

There were no public comments.

Agenda

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. Rachel Conger presented a series of questions that the committee answered in an open forum. These questions were dedicated to key stakeholders to gather their input as community leaders

in the Parks and Recreation Department. There were lengthy discussions about what facilities the committee sees as a priority to upgrade, what programming should be added, what the greatest strengths of the department are, and what are the biggest priorities to accomplish in the next one, five, and ten years.

2. Subject: LPRF – First Frontier Trail

Town of Jonesborough is in the process of applying for a grant through the Tennessee Department of Environment & Conservation Office of Outdoor Recreation. The proposed project will include the development of a park/trail head at the southwest side of the former Jonesborough Middle School property and 9,500 linear feet of recreation trails. The proposed park/trail head will offer parking, restroom facility, bike skills park and track. The proposed trails will connect the park/rail head to existing trails at East Main Street and continue along East Main Street to the city limits of Johnson City. In addition, connector trails would be constructed from Spring Street to Scott Lane and May Drive from W College St to the trails being constructed at Saylor's Place, creating a connector to Tiger Park. The full Project Proposal Presentation is available on the Town's website at www.jonesboroughtn.org.

There will be a social media input post where citizens can post questions and comments beginning March 7th at 12pm. We encourage responses by or before March 21st.

There will be an in-person community input meeting at 6pm on Friday, March 21st at the Jonesborough Visitor's Center. During that meeting we will discuss the plan and answer any questions the community might have. All are encouraged to attend.

Jason Davis made a motion to support this project. Carla Weems seconded the motion. The motion passed unanimously.

3. Subject: Depot Street Park – Community Event

Chris Kudera spoke on a community event they are planning at Depot Street Park. This event will gauge interest from community members on what they would like to see in the park. The Parks and Recreation Department will host an upcoming Depot Street Park Community Event, scheduled for Saturday, April 26th, from 10:00 AM to 2:00 PM. This will be a drop-in event designed to gather valuable community input while providing a fun and engaging atmosphere at the park.

To encourage participation, Sun Set Slush will serve free Italian ice to anyone who completes our brief survey, which I have attached for review. Additionally, we will have cornhole, basketballs, drinks, and other small activities available for attendees to enjoy.

Recommendation: Approve as presented.

Parks and Recreation Advisory Committee

Agenda Presentation

Date: April 3rd, 2025

Agenda Item: 4

Subject: Master Plan – Presentation and Adoption

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 review the presented plan.

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: Approve the Master Plan as Presented