

TOWN OF JONESBOROUGH
Lincoln Park Educational Building
117 Boone St.

MEETING NOTICES

Thursday, January 15th, 2026, 6 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 p.m. on Thursday, January 15th, 2026, at the Jonesborough Visitor's Center Community Room, 117 Boone St., Jonesborough, TN, to consider the following agenda:

AGENDA

1. Call to Order
2. Public Comments
3. Approval of December 2025 Minutes
4. Depot Street Park
5. Jonesborough Youth Soccer Draft MOU
6. Appointment of Committee Officers
7. Announcements

Parks and Recreation Advisory Committee

Agenda Presentation

Date: January 15th, 2026

Agenda Item: 3

Subject: Approval of December 2025 Minutes

**Town of Jonesborough
Parks and Recreation Advisory Committee
Meeting Minutes for December 18th, 2025**

The Jonesborough Parks and Recreation Advisory Committee met in a called meeting on Thursday, December 18th, 2025, at 6:00 p.m. in the Community Room at the Visitor's Center.

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

Staff: Chris Kudera

Absent: Bryan Barnett

Mark Merriman called the meeting to order.

There were no public comments.

Agenda:

- 1.) The Parks and Recreation Advisory Committee currently meets on the fourth Thursday of each month. Due to recent changes in the Board of Mayor and Aldermen (BMA) agenda submission schedule, this meeting date no longer aligns well with the timeline required to submit items for BMA consideration.

Moving the regularly scheduled meeting from the fourth Thursday to the third Thursday of each month will better align the committee's work with the BMA agenda process. This adjustment will allow the committee to review items and, if desired, submit recommendations or requests to the BMA without having to wait an additional month for consideration.

If approved, regular meetings will be held on the third Thursday of each month from 6:00–7:00 p.m. at the Jonesborough Visitor's Center Community Room. Per the Jonesborough Municipal Code, Title 1, Chapter 5, Recreation Commission, Section 1-504, the Recreation Advisory Committee is authorized to establish its meeting schedule by majority vote of the committee, including the time and place of meetings. This proposed change is consistent with that authority.

December 18, 2025	July 16, 2026
January 15, 2026	August 20, 2026
February 19, 2026	September 17, 2026
March 19, 2026	October 15, 2026
April 16, 2026	November 19, 2026
May 21, 2026	December 17, 2026
June 18, 2026	

Lori Rosenoff made a motion to approve the 2026 meeting schedule David Barnette seconded the motion and it was duly passed.

2.) Facilities and Grounds Maintenance

Work continues at Tiger Park as staff address several operational and maintenance needs across the complex. Parks and Recreation constructed ceilings in all four dugouts to prevent birds and insects from nesting, which has been an ongoing maintenance issue in prior seasons. The field lighting at Tiger Park is still not operational at this time, but the contractor continues to work toward resolving those issues. In addition, staff are actively working on identifying a location and design for a storage area at the park, as there is currently no dedicated space to store equipment and materials necessary for routine upkeep and event support.

Staff are also coordinating with Washington County school leadership to determine whether school baseball and softball programs will utilize Tiger Park or Persimmon Ridge Park this spring. At this time, the primary concerns impacting that decision are the lighting issues at Tiger Park and the condition of the outfields.

Monthly playground safety inspections were completed and identified a small number of deficiencies. All noted items are already in progress and are being addressed by Parks and Recreation staff.

Renovations and Capital Projects

The Board of Mayor and Aldermen approved \$10,000 to upgrade restroom facilities across the park system. In addition, an extra \$10,000 was approved for the Jonesborough Civitan Club to complete restroom upgrades at the Civitan Pavilion located next to Wetlands Waterpark. The Civitan Pavilion restroom project is approximately halfway complete and includes the installation of heaters for year-round use, new toilets and sinks, updated lighting, new stall doors, gutter work, and plumbing improvements. The \$10,000 approved for town facilities will be allocated toward restroom upgrades at Stage Road Park and Mills Spring Park.

The BMA also approved the upgrade and replacement of the pool pump system and pool heater at Wetlands Waterpark. This project is currently underway and will be completed prior to the park reopening in the spring. The pool heater has already been delivered, and the pool filters have been ordered and are expected to arrive before the end of December. Once the equipment arrives, the Town will complete demolition within the pump room, after which CASS-TN will complete the installation within a 60-day timeframe. The pool heater will be installed as part of this same project.

Parks & Recreation Equipment:

• Lawn Mower	\$12,000.00
• Gator (Tiger Park)	\$15,000.00
• Pressure Washer (Hot water)	\$5,000.00
Total	\$32,000.00

Parks & Recreation Projects:

• Upgrade Park Bathrooms	\$10,000.00
• Storage Unit for Tiger Park	\$15,000.00
• <u>Persimmon Ridge Ballfield Upgrades</u>	<u>\$135,000.00</u>
Total	\$160,000.00

Wetlands Water Park Equipment:

• Pool Heater	<u>\$50,000.00</u>
Total	\$50,000.00

Wetlands Projects:

• Park Fencing	\$20,000.00
• Roofing	\$50,000.00
• <u>Pump Room Replacement</u>	<u>\$350,000.00</u>
Total	\$420,000.00

Michelle Gunter commented on the concession stand/bathroom facility at Persimmon Ridge Park. Chris talked about how the Town was perusing a grant opportunity to help give the park a makeover. Chris will have his team look at and address the discussed electrical and plumbing issues. Lori asked about alternative plans if we are not awarded a grant. Mark asked if Chris could provide a priorities list, potentially from the Master Plan, so it could be reviewed at the next meeting.

There was no action taken.

3.) Parks and Recreation recently hosted its first-ever adult kickball league, which included four teams. Participation and feedback were very positive, with all teams indicating they enjoyed the league and would like to see it continue. The kickball league is planned to return this spring.

NFL Flag Football will also return this spring following a strong inaugural season last year. The program saw good participation and strong community interest, and staff will focus on expanding registration this season, particularly by encouraging more middle school and high school football players to participate.

Staff are also developing two new walking groups to launch in the spring. Monday walks will be shorter and geared toward the downtown area, making them accessible and easy to join. Thursday walks will be longer in length, starting at Persimmon Ridge Park, traveling into downtown Jonesborough, and returning to Persimmon Ridge, offering a more extended fitness option for participants.

Parks and Recreation is once again coordinating the Jonesborough Christmas Parade. The parade is currently capped at 88 floats, and this year's theme is "Favorite Christmas Movie." The Parks and Recreation float is "real nice."

Finally, communication is ongoing with Jonesborough Youth Soccer regarding the potential transition of league operations to the Town. Discussions are still in progress, and more information will be shared as details are finalized.

- 4.) There was discussion about how programming is divided in the Town. Questions revolved around Parks and Recreation being an outlet for programming in the Town, but the Special Event Manager falls under Tourism. A motion was made by Jason for Chris to speak with Town leadership about that structure. It was seconded by Lori Rosenoff and was duly passed.

The Jonesborough Parks and Recreation Fund currently has a balance of \$0. This account is funded solely through fundraising efforts associated with the Parks and Recreation Advisory Committee. The line item designated for "Athletic Programs" is separate from this fund and is used at the discretion of the Parks and Recreation Director to cover fees and maintenance associated with Jonesborough Little League, Jonesborough Youth Soccer, and Jonesborough Middle School athletic teams. There has been some confusion in the past regarding the purpose of this line item, including the belief that it could be used to award scholarships. That is not the case. If committee members have ideas for potential fundraisers or sponsorship opportunities, staff would be happy to assist in coordinating those efforts.

The remainder of the Parks and Recreation general operating budget is in good standing. Expenditures for the remainder of the fiscal year are currently being projected based on approved projects and anticipated routine maintenance needs. Budget development for FY27 is scheduled to begin in late January through early February.

Planning is underway for the \$1.7 million Local Parks and Recreation Fund (LPRF) grant to complete the Town's portion of the First Frontier Trail, including the trail hub and bike skills park. Engineering services have been awarded, and the project is currently in the planning and design phase.

Additionally, Parks and Recreation was recently awarded a Tennessee Agricultural Enhancement Program (TAEP) grant through the Tennessee Department of Agriculture, Forestry Division, in the amount of \$3,691.50. These funds will support the ongoing reforestation efforts at Tiger Park.

There was no action taken.

- 5.) Jr. Pioneer Athletics provides organized recreational basketball and pee wee football programming and has served the community for many years. Historically, Jr. Pioneers utilized the former Jonesborough Middle School football field for practices. Now that the Town owns this property, Jr. Pioneer Athletics will be utilizing Town fields for their practices and activities.

Similar to Jonesborough Youth Soccer and Jonesborough Little League, Jr. Pioneer Athletics offers youth sports programming to residents of Jonesborough and Washington County. Their continued presence and use of Town facilities aligns with the mission of Parks and Recreation and supports the Town's goal of providing diverse and accessible recreational opportunities. Their involvement would bring additional perspective and value to the Parks and Recreation Advisory Committee.

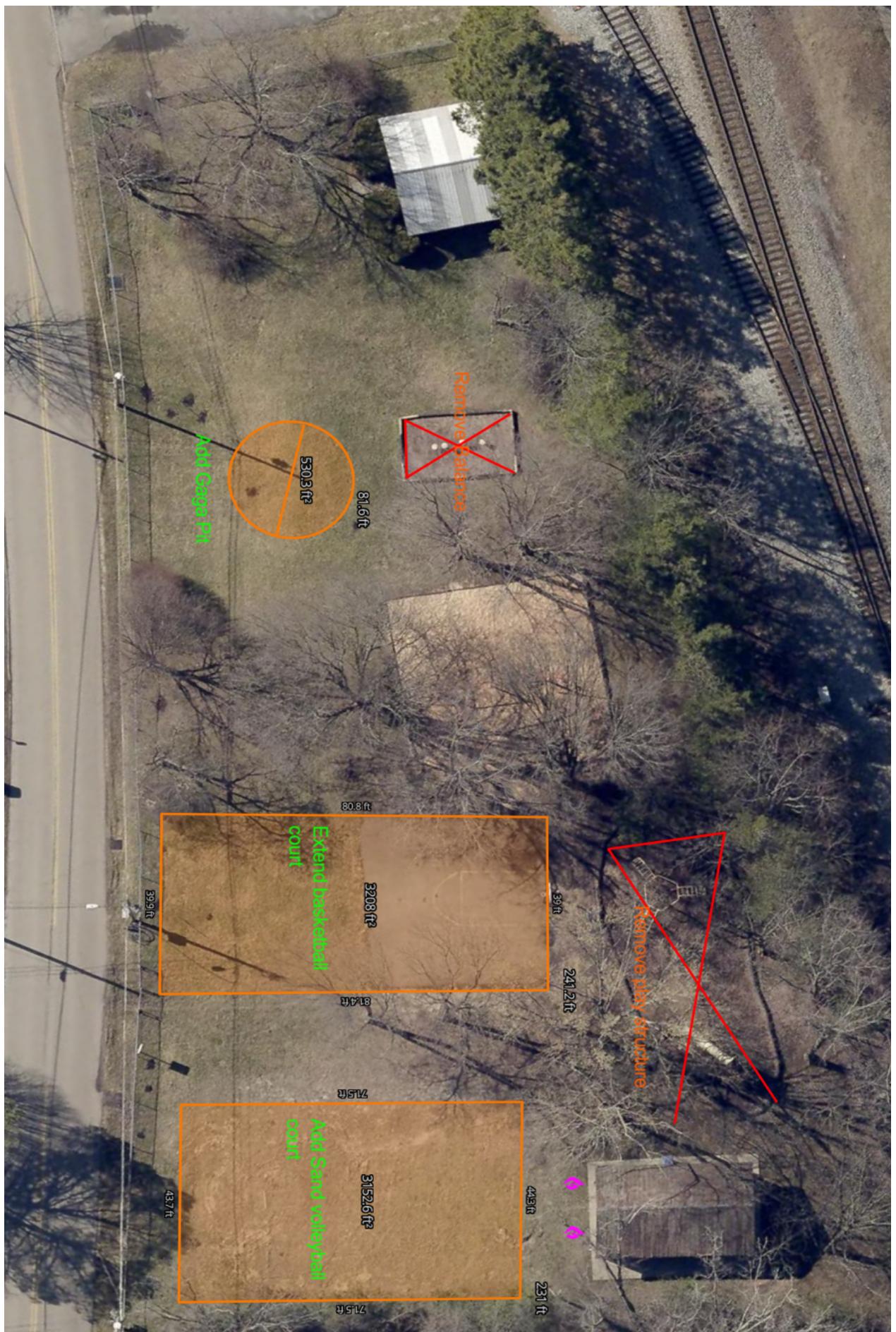
A motion was made by David Barnette to recommend to the BMA to amend the Recreation Municipal Code and add Little League Representation on the Parks and Rec Advisory Committee. It was seconded by Michelle Gunter and was duly passed.

- 6.) At a previous meeting, staff discussed the Depot Street Park community input event and reviewed feedback gathered from the public. The survey data from that event has been provided again for the committee's reference to ensure members have continued access to the comments and trends identified by residents.

The survey results show that a splash pad and a dog park were the most frequently requested amenities. Through discussion, the committee acknowledged the popularity of these ideas but determined that neither option is feasible for the Depot Street Park site due to space limitations, infrastructure requirements, and long-term maintenance considerations.

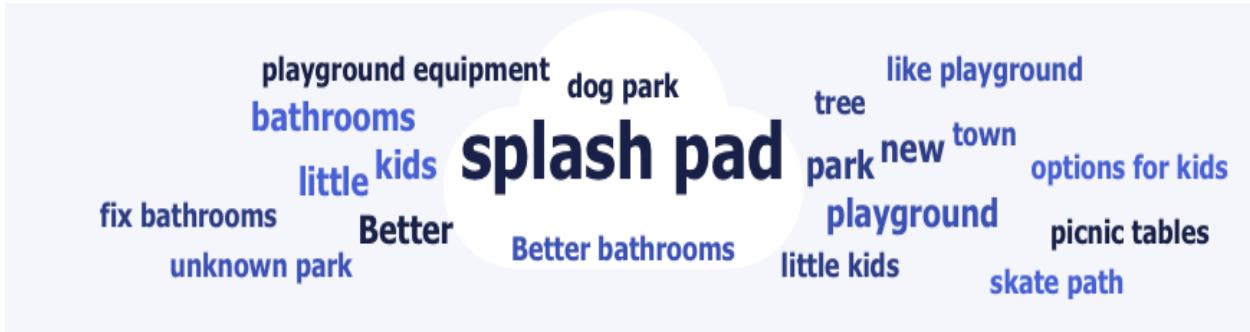
Based on that feedback and further discussion, the committee identified a more realistic and achievable direction for the park focused on multi-use court and recreational amenities. One potential option would be the development of a court-focused park. This concept would include removing the existing playground structure while keeping the swing set and removing the remaining balance-style playground equipment. The plan would also include upgrades to the existing pavilion, selective removal of a few trees to improve functionality and sightlines, and improvements to the restroom facilities.

Additional proposed amenities could include extending the existing basketball court to create a full-size court, adding a sand volleyball court, installing a GAGA ball pit and horseshoe pits, and incorporating pedestrian-scale lighting similar to street lighting to improve safety. Consideration could also be given to adding a charcoal grill similar to the one at Lincoln Park, which could encourage families to plan informal “game day” gatherings, host small tournaments, and enjoy cookouts while using the park.

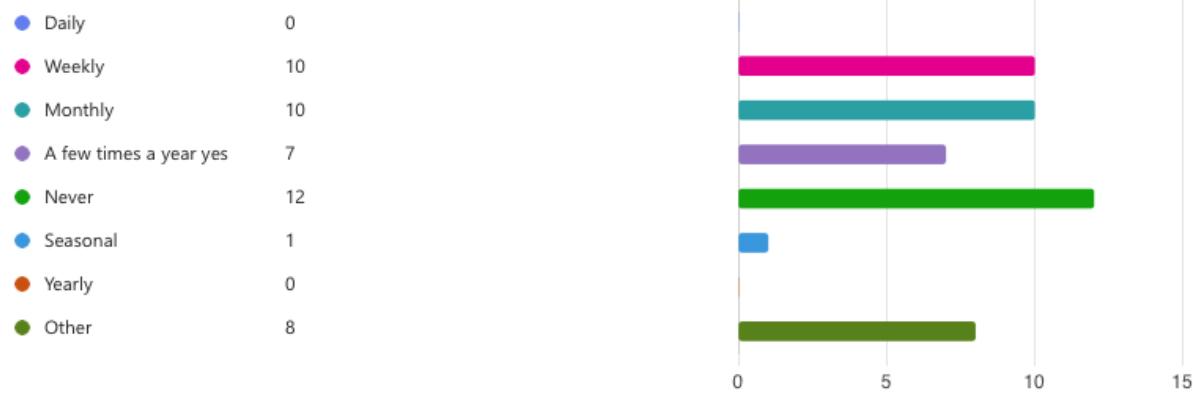


Below are screenshots of some of the survey results (with personal information removed), and the feedback was overwhelmingly positive.

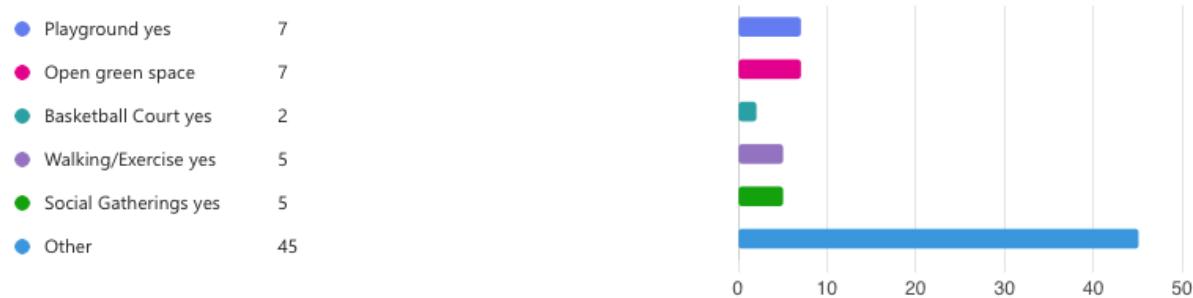
“If you could change one thing about the park, what would it be?”



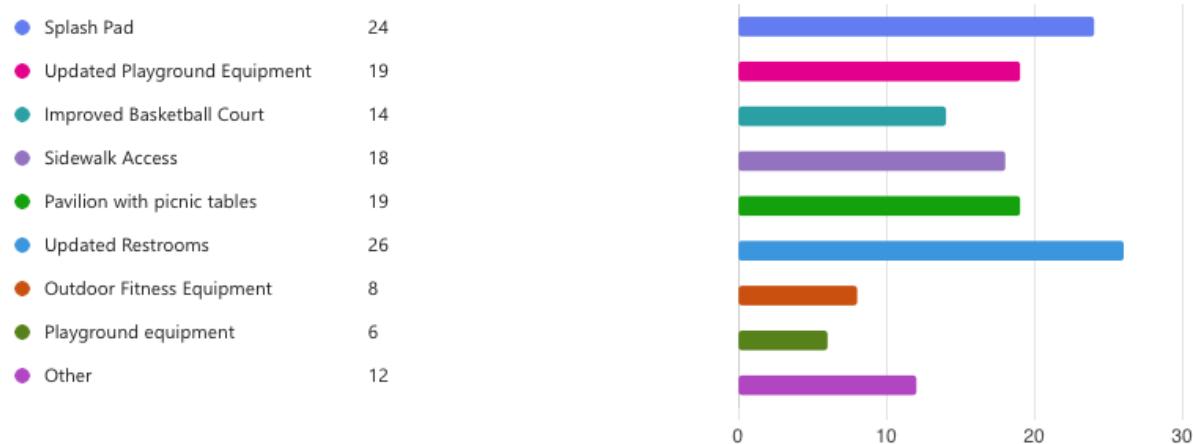
How often do you visit Depot Street Park



What are the main reasons you visit Depot Street Park?

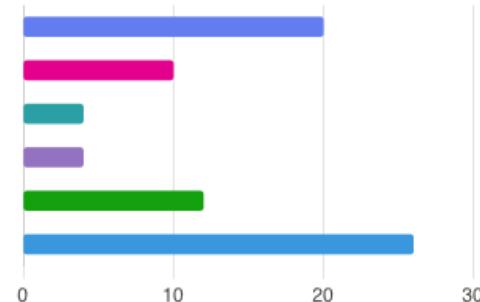


What improvements or new features would you like to see at Depot Street Park?



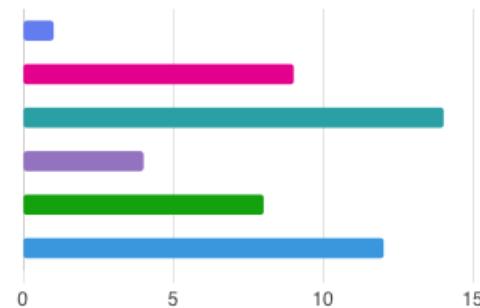
What age group(s) do you feel Depot Street park serves best?

● Toddlers (0-4 years)	20
● Young Children (5-10 years) yes	10
● Preteens (11-13 years) yes	4
● Teens (14-18 years) yes	4
● Adults (19+)	12
● Other	26



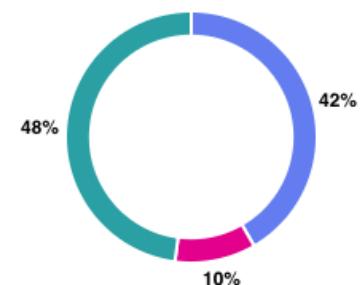
How would you rate the current conditions of the park?

● Exceptional	1
● Very good	9
● Good	14
● Fair yes	4
● Poor	8
● Other	12



Do you feel Depot Street Park has enough seating and shaded area?

● Yes	20
● No no	5
● Other	23



Recommendation: Approve as Presented

Parks and Recreation Advisory Committee

Agenda Presentation

Date: January 15th, 2026

Agenda Item: 4

Subject: Depot Street Park

Last month I presented a rough draft design of my thoughts for Depot Street Park. As you will recall, that included the removal of the jungle gym structure and balance features. It would include a the addition of outdoor charcoal grills, sand volleyball court, extending the basketball court to make it a full court, adding a gaga pit, horseshoes, adding some light for safety, updating the pavilion, and updating the bathrooms.

Alderman Dickson presented the ideas to a few residents in that area and received positive feedback. Here are some of the reactions from several residents:

- "Some individuals treat Depot Street Park like it is the Town's dog park. The owners are not cleaning up after their pets. If the upgrades occur, then there needs to be a way to make sure that this does not continue."
- "Could the Town paint the Pavillion in some bright color? It looks drab in the corner."
- "People go to the Park late in the evening, and the park is dark. The light needs to be on in the evenings."
- "I'm very excited to know that the Town would install grills near the Pavillion area."

I sat down with the Town Administrator and Operations Manager, and they provided some good feedback and charged me with providing another update as procuring more information and pricing. Craig mentioned we could use the same siding as the Chuckey Depot Museum for the bathroom remodel and pavilion to incorporate Depot St. Park with the Chuckey Depot. They also mentioned getting the sidewalk extended to the parking lot and having the parking lot striped.

I spoke with Todd Wood, civil engineer, about the sidewalk and the parking lot. He is going to work on designing the parking lot to optimize how many spots we can get out of it. The sidewalk cannot be continued along Depot Street due to a drain that is in the way and cannot be moved. However, he presented the idea that we could run the sidewalk through the park to the parking lot. Once I get that design back from him, I will update

my drawing for the layout of the park and present it again. I have also started sourcing material and pricing to provide that update at the time I get the drawings back.

Recommendation: None

Parks and Recreation Advisory Committee

Agenda Presentation

Date: January 15th, 2026

Agenda Item: 5

Subject: Jonesborough Youth Soccer Draft MOU

Below is a draft Memorandum of Understanding between the Town and Jonesborough Soccer Association. This was drafted based on conversation between the Jonesborough Soccer Association Board and Parks and Recreation Department. They expressed several needs that hinder their program overall to include website development, marketing, rising insurance costs, and financial management. Those needs could be fulfilled by the Town and the Jonesborough Soccer Association Board would help run the day-to-day operations.

Executive Summary

Proposed Administrative Partnership with Jonesborough Soccer Association

Overview

The Town of Jonesborough currently supports multiple independent youth sports organizations by providing facilities and absorbing associated operational costs, including utilities, internet service, mowing and landscaping, and field preparation. Jonesborough Soccer Association has expressed interest in transitioning to a Town-administered model in which the Town would provide centralized administrative and financial support while the existing soccer board continues to oversee day-to-day league operations.

This proposal does not eliminate the volunteer structure or community leadership of the soccer organization. Instead, it formalizes a partnership that improves efficiency, accountability, and long-term sustainability while enhancing the overall experience for participating families.

Current Structure

- Jonesborough Youth Soccer is operated entirely by a volunteer board
- The volunteer board manages:
 - Player registration and fee collection
 - Payment of officials and referees

- Sponsorship coordination
 - Website management, marketing, and communications
 - Team formation, scheduling, and league operations
 - Concession stand operations and volunteers
- The Town provides and maintains facilities and covers associated expenses, including utilities, internet service, mowing and landscaping, and field preparation

Proposed Model

Under the proposed Memorandum of Understanding (MOU):

- The Town would assume administrative functions, including:
 - Player registration and fee collection
 - Payment of officials and referees
 - Sponsorship coordination and corporate partnerships
 - Website management, marketing, and communications
- The existing Jonesborough Youth Soccer board would continue to manage:
 - Team formation and player placement
 - Scheduling and on-field operations
 - Referee coordination
 - Concession stand volunteers and game-day support

Due to the absence of a dedicated Program Coordinator, these responsibilities would be shared among the Parks & Recreation Director and existing Town staff, consistent with other Town-supported programs.

Financial Impact

While the Town would assume additional administrative and operational responsibilities, those costs would be offset by direct control of program revenue. Centralized management allows the Town to:

- Capture registration and sponsorship revenue currently managed by the volunteer board
- Generate additional revenue through concession stand operations, including:
 - Direct concession sales
 - Existing rebate programs and purchasing partnerships with US Foods and Coca-Cola, which return funds to the Town based on volume and product usage

These combined revenue streams position the program to operate as cost-neutral or revenue-positive, with surplus funds reinvested into facilities, equipment, and future programming.

Benefits to Residents and the League

- Improved customer experience through centralized registration, communication, and marketing
- Increased financial transparency and accountability
- Stronger sponsorship opportunities through Town-led partnerships
- Reduced administrative burden on volunteers

By shifting administrative responsibilities to the Town, the soccer board can focus its efforts on improving league quality, player development, coaching support, and the overall game-day experience, rather than managing the growing administrative workload.

Recommendation

Staff recommends entering into a formal Memorandum of Understanding with Jonesborough Youth Soccer to pilot this administrative partnership for an initial one-year term. This approach allows the Town to evaluate financial performance, operational efficiency, and community impact before considering long-term adoption or expansion to other youth sports programs.

MEMORANDUM OF UNDERSTANDING

Between
The Town of Jonesborough, Tennessee
and
Jonesborough Soccer Association

I. Purpose

This Memorandum of Understanding (MOU) establishes a cooperative framework under which the Town of Jonesborough (Town) will assume administrative, financial, and operational support functions for the Jonesborough Soccer program, while the Jonesborough Youth Soccer Association (JSA) continues to manage day-to-day, on-field, and volunteer-driven league operations.

The intent of this agreement is to:

- Improve efficiency, consistency, and accountability
- Expand participation and sponsorship opportunities
- Create a sustainable revenue model that offsets operational costs
- Preserve community-based leadership and volunteer involvement

II. Term of Agreement

This MOU shall commence on (insert date) and remain in effect for a period of one (1) year, with automatic annual renewal unless modified or terminated by either party with 60 days written notice.

III. Program Structure

The soccer league shall operate as a Town-supported recreation program administered collaboratively by the Town and JSA.

- The league will continue to operate under the name Jonesborough SoccerAssociation.
- JSA will retain its board structure and volunteer leadership.
- The Town will provide centralized administrative support and financial oversight.

IV. Responsibilities of the Town of Jonesborough

The Town agrees to assume responsibility for the following functions:

A. Registration & Financial Administration

- Manage player registration through the Town's approved registration platform
- Collect all registration fees
- Process payments for officials/referees
- Provide financial tracking, reporting, and transparency

B. Sponsorship & Revenue Development

- Coordinate corporate sponsorships and partnerships
- Assist with sponsorship outreach, agreements, and recognition
- Deposit sponsorship revenue into the program account

C. Marketing & Communications

- Maintain and update the league webpage on the Town's website
- Assist with marketing, promotion, and seasonal registration campaigns
- Provide graphic design and communications support when available

D. Facilities & Operations Support

- Provide use of Town-owned soccer facilities pursuant to existing policies
- Continue to cover standard facility costs, including:
 - Utilities
 - Internet service (where applicable)
 - Routine mowing and landscaping

- Field lining and preparation

E. Staffing Model

Due to the absence of a dedicated Program Coordinator, league administration will be supported collaboratively by:

- Parks & Recreation Director
- Administrative staff
- Maintenance staff (as applicable)

Responsibilities will be distributed internally to ensure continuity without reliance on a single staff position.

V. Responsibilities of Jonesborough Youth Soccer Association

JYSA agrees to retain responsibility for the following core league operations:

A. League Operations

- Formation of teams and player placement
- Scheduling of practices and games (in coordination with Town facilities)
- Coordination and assignment of referees
- Oversight of coaches and volunteers

B. Volunteer Coordination

- Recruitment and management of concession stand volunteers
- Game-day operations support
- Enforcement of league rules and conduct standards

C. Concessions

- Operate the concession stand during games and events
- Manage volunteers and daily operations
- Comply with all health, safety, and cleanliness requirements

VI. Financial Framework

- All registration and sponsorship revenue shall be deposited into a designated Town-managed account for the soccer program.
- Program expenses, including officials, marketing, and operational costs, shall be paid from program revenue.
- The intent is for program revenue to offset program expenses, with the goal of generating net positive revenue that can be reinvested into facilities, equipment, and future programming.

- Financial summaries may be provided to JSA leadership upon request.

VII. Insurance & Liability

- The Town shall maintain liability coverage consistent with municipal recreation programs.
- JSA volunteers and coaches shall comply with Town policies, including background checks and safety training requirements as applicable.

VIII. Independent Status

Nothing in this MOU shall be interpreted as dissolving JSA or removing its community-based leadership. This agreement is intended to be collaborative and supportive, not a takeover of governance or volunteer identity.

IX. Modification or Termination

This MOU may be modified at any time by mutual written agreement of both parties. Either party may terminate the agreement with 60 days written notice, provided that termination does not disrupt an active playing season without mutual consent.

X. Signatures

Town of Jonesborough

Name:

Title:

Date:

Jonesborough Youth Soccer Association

Name:

Title:

Date:

Recommendation: Review and comment on pros and cons.

Parks and Recreation Advisory Committee

Agenda Presentation

Date: January 15th, 2026

Agenda Item: 6

Subject: Appointment of Committee Officers

Under Section 1-504: Organization, rules, staff, this advisory committee shall elect a chairman and vice-chairman yearly. The current terms for both have expired and appointments will need to be made.

The advisory committee shall elect from its appointed members a chairman and vice-chairman. The terms shall be for one (1) year with eligibility for re-election. The Director of Parks and Recreation shall perform the duties of secretary and shall be present at all advisory committee meetings and sub-committee meetings. The chairman shall appoint all necessary sub-committees from the Advisory Committee. [Ord. of Dec. 11, 1979, § 103, as replaced by Ord. #96-16, Oct. 1996]

Recommendation: Nominate and approve Chairman and Vice-Chair that will hold the title until January 2027.