

TOWN OF JONESBOROUGH  
Lincoln Park Educational Building  
307 E Main St.

## MEETING NOTICES

Thursday, March 26<sup>th</sup>, 2026, 6 p.m.  
Lincoln Park Education Building

### 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, March 26<sup>th</sup>, 2026, at the Lincoln Park Education Building, 307 E Main 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. Dawn to Dusk Lighting Policy – Tiger Park
6. Draft Fee Schedule
7. Appointment of Committee Officers
8. Persimmon Ridge Park Grant Application
9. Announcements

# **Parks and Recreation Advisory Committee**

## **Agenda Presentation**

Date: March 26<sup>th</sup>, 2026

Agenda Item: 3

Subject: Approval of December 2025 Minutes

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### **Town of Jonesborough Parks and Recreation Advisory Committee Meeting Minutes for December 18<sup>th</sup>, 2025**

The Jonesborough Parks and Recreation Advisory Committee met in a called meeting on Thursday, December 18<sup>th</sup>, 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  
January 15, 2026  
February 19, 2026  
March 19, 2026  
April 16, 2026  
May 21, 2026  
June 18, 2026

July 16, 2026  
August 20, 2026  
September 17, 2026  
October 15, 2026  
November 19, 2026  
December 17, 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       |
| • <u>Pressure Washer (Hot water)</u> | <u>\$5,000.00</u> |

**Total** **\$32,000.00**

**Parks & Recreation Projects:**

- Upgrade Park Bathrooms \$10,000.00
- Storage Unit for Tiger Park \$15,000.00
- Persimmon Ridge Ballfield Upgrades \$135,000.00

**Total** **\$160,000.00**

**Wetlands Water Park Equipment:**

- Pool Heater \$50,000.00

**Total** **\$50,000.00**

**Wetlands Projects:**

- Park Fencing \$20,000.00
- Roofing \$50,000.00
- Pump Room Replacement \$350,000.00

**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.



Remove Calerace

Add Gaga PM

Extend basketball court

Add Sand volleyball court

Remove utility structure

530.3 ft²

81.6 ft

3208 ft²

3152.6 ft²

80.8 ft

39 ft

241.2 ft

81.4 ft

71.5 ft

39.9 ft

43.7 ft

43.7 ft

221 ft

71.5 ft

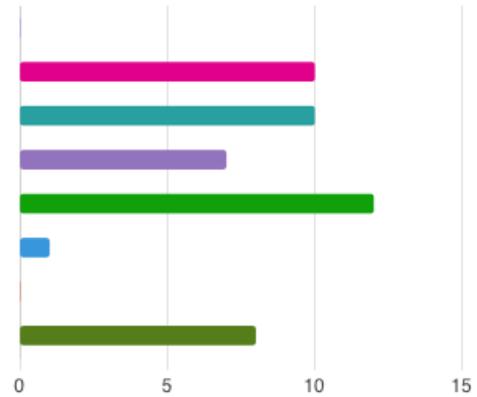
Below are screenshots of some of the survey results (with personal information removed), and the feedback was overwhelmingly positive.

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



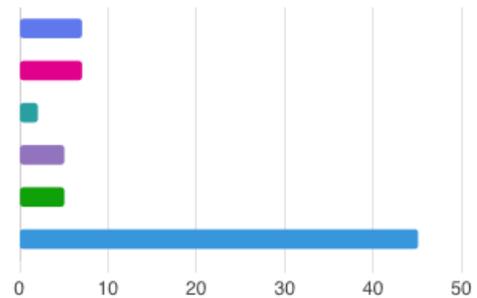
### How often do you visit Depot Street Park

● Daily	0
● Weekly	10
● Monthly	10
● A few times a year yes	7
● Never	12
● Seasonal	1
● Yearly	0
● Other	8



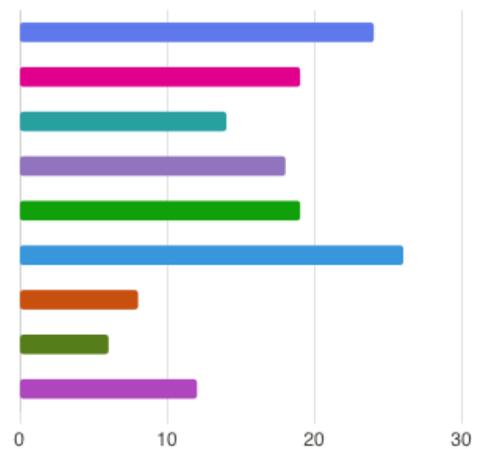
### What are the main reasons you visit Depot Street Park?

● Playground yes	7
● Open green space	7
● Basketball Court yes	2
● Walking/Exercise yes	5
● Social Gatherings yes	5
● Other	45



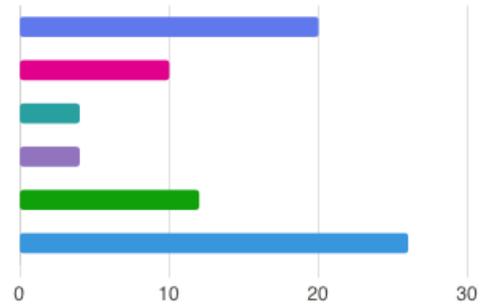
### What improvements or new features would you like to see at Depot Street Park?

● Splash Pad	24
● Updated Playground Equipment	19
● Improved Basketball Court	14
● Sidewalk Access	18
● Pavilion with picnic tables	19
● Updated Restrooms	26
● Outdoor Fitness Equipment	8
● Playground equipment	6
● Other	12



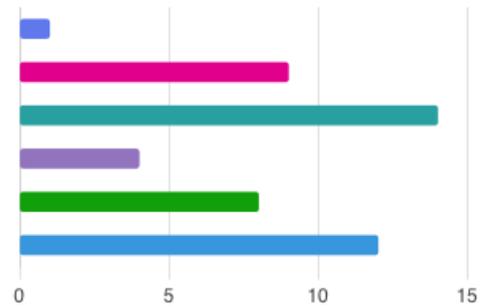
What age group(s) do you feel Depot Street park serves best?

● 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



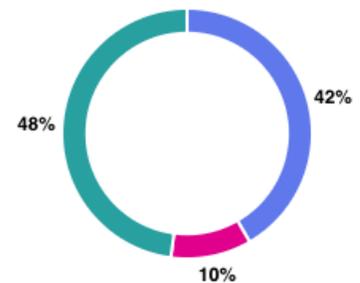
How would you rate the current conditions of the park?

● 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: March 26<sup>th</sup>, 2026

Agenda Item: 4

Subject: Depot Street Park

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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 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 precuring 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: March 26<sup>th</sup>, 2026

Agenda Item: 5

Subject: Dawn to Dusk Lighting Policy – Dawn to Dusk

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## Background

The Town of Jonesborough recently installed eight pickleball courts at Tiger Park, equipped with lighting. Historically, Jonesborough has followed a dawn-to-dusk policy for open park use. With new lighted amenities now in service, staff have developed a structured lighting schedule to expand access while balancing neighborhood considerations, operational costs, and real usage patterns.

All lighting is controlled remotely by Town staff through an app; there are no on-site activation options. This allows staff to maintain full control of lighting hours and track usage trends.

## Proposed Lighting Schedule

### 1. Evening Pickleball Lighting

**Summer (April 1 – Sept 30):**

- **Dusk to 10:00 p.m.**

**Winter (Oct 1 – March 31):**

- **Dusk to 8:00 p.m.**

### 2. Days of Operation (Pilot Phase)

Lights will operate on:

- **Mondays, Tuesdays, Fridays, Saturdays, and Sundays**

Lights will remain off on **Wednesdays and Thursdays** except during Town programming or permitted rentals.

Town staff will conduct random attendance checks to monitor actual usage and may recommend adding or removing lighting days after the first 90 days.

### **3. Operational Notes**

- All lighting is controlled exclusively through the Town's lighting control app.
- Staff may extend lighting within the seasonal windows for Town programs and permitted events.
- A light usage fee may apply to rentals requiring evening lighting.
- Staff retain authority to modify hours temporarily based on noise, safety, or maintenance issues.
- Staff is still working on a push-button option.

### **Discussion Points for the Committee**

1. Are the proposed seasonal hours appropriate for public access and neighborhood impact?
2. Is the pilot day schedule (Mon/Tue/Fri/Sat/Sun) an appropriate starting point?
3. Should the Committee set a review period (e.g., after 90 days) for adjustments?
4. Should the Committee recommend a formal fee structure for rentals requiring lighting?
5. Are additional signage or communication needs required before implementation?

### **Staff Recommendation**

Staff recommend the Parks & Recreation Advisory Committee approve the proposed lighting schedule as a pilot, with a formal review after the first 90 days of operation to evaluate:

- Usage data
- Energy costs
- Operational impacts
- Demand for expanding or reducing lighting days

Following review, staff will bring back recommended adjustments and a final policy for long-term adoption.

# Parks and Recreation Advisory Committee

## Agenda Presentation

Date: March 26<sup>th</sup>, 2026

Agenda Item: 6

Subject: Draft Fee Schedule

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### **BACKGROUND:**

The Town of Jonesborough recently adopted a rental fee structure for park pavilions to help offset operational costs and provide a consistent process for facility reservations. While this was an important first step, the Parks and Recreation Department has identified the need for a more comprehensive and structured fee schedule that applies consistently across all programs, facilities, rentals, and services.

The attached Draft Parks and Recreation Fees and Charges Policy establish a standardized framework for how fees are classified, applied, and administered. It clearly defines categories such as admission fees, rental fees, user fees, equipment fees, and program charges, while outlining procedures related to reservations, refunds, waivers, insurance requirements, and commercial use. The intent of this policy is not to fully fund traditional park services through fees, but rather to recover a portion of costs associated with high-demand amenities, exclusive facility use, and specialized programming.

It is important to note that most park amenities will continue to operate on a first-come, first-served basis for everyday public use. This policy is primarily intended to provide structure for situations where facilities are reserved in advance, such as organized games, practices, private events, or activities that require staff involvement for scheduling, preparation, supervision, or cleanup.

Overall, this draft policy provides transparency, consistency, and long-term structure for how the Town manages recreation fees, aligning with best practices while supporting the sustainability of parks and recreation services.



# DRAFT - Town of Jonesborough Parks and Recreation Services

## Fees and Charges Policy

Last Revised January 2026

### PREFACE

The Fees and Charges Schedule and Policy format was approved and adopted by the Jonesborough Board of Mayor and Alderman on **(insert date)**. The Board of Mayor and Alderman has authorized and charged the Parks and Recreation Department through the Town Administrator with the implementation of this policy, which is subject to revision, following review and recommendation by the Parks and Recreation Advisory Committee, in conjunction with the annual Town budget process.

Recreation fees are not intended to offset or cover the cost of providing traditional parks and recreation services to the town taxpayer, but to offset a portion of the cost of providing specific activities, programs, or facilities of special interest, limited participation, space availability or high demand. Most

facilities are operated on a First-Come First-Serve basis; however, certain fees have been established to reserve the facility in advance.

### **Classification of Fees and Charges**

- **Entrance Fees** are charges for vehicles to park.
- **Admission Fees** are described as charges made to enter a building or structure.
- **Rental Fees** are payments made for the privilege of exclusive use of tangible property such as pavilions, ball fields, pools and meeting space.
  - **Equipment** fees are designed to offset the costs of repairing and replacing equipment.
  - **Facility** rental fees are designed for exclusive use of a room or facility and are intended to recover the costs of one staff person, basic building maintenance and utilities.
- **User Fees** are defined as charges made for participation in an activity or fares for a controlled event.
- **Sales Revenue** is revenue obtained from the operation of concessions and from the sale of merchandise or other property.

### **Special Recreation Programs**

Special recreation programs are defined as recreation and/or cultural classes that are held in Town parks and recreation facilities at no expense to the Town. The participants pay all expenses including instructor fees, materials and related costs. This procedure enables the department to offer programs that exceed the basic scope of services provided by a government parks and recreation agency.

### **Gifts and Donations**

Any member of the general public may make a gift or donation to the Town for the purposes of land acquisition, planning and development, maintenance, operations and administration of the parks and recreation department facilities and programs.

### **Grants**

Any department employee in coordination with the Town Administrator may investigate the possibilities of securing a grant or outside funding source for department facilities and programs, provided they have discussed with the department director and secured authorization to do so.

### **Commercial Use Activities**

All costs incurred by the department resulting from commercial use of a parks and recreation facility must be recoverable as a part of the service or use fee. Therefore, commercial businesses may be charged up to three (3) times the normal rental rate.

### **Concession Operations**

Concession operations shall be developed where the need for services are present and the Town cannot directly provide the desired services due to the constraints of government, or

where the expertise to operate such services lies within the private sector. The concession operations cover a broad spectrum of various types of services and facilities, from complex food services to simple vending operations. Concession operations shall be viewed as an extension of the department's services and shall be managed with the same degree of accountability as those facilities managed directly by the department.

### **Insurance**

The required amount of insurance for use of Town facilities is a minimum of \$1 million liability coverage, naming the Town of Jonesborough as the additional insured. The insurance policy shall be provided to the department a minimum of fourteen (14) working days prior to the scheduled event. The Town of Jonesborough reserves the right to create an addendum to this policy requiring a higher amount of liability coverage for certain special events as determined by the parks and recreation designee.

### **Provision of Services**

The Provision of Services gives the department the ability to have private contractors/instructors provide work at Town facilities enhancing the program offerings without increasing staff. The Provision of Services is usually a 70/30 split with the Jonesborough receiving the 30% of the revenue generated by the program. This follows national standards for contract services in recreational programming. All sports officials are to be considered as contractors. The Sports Officials Provision of Services Agreement specifies an established rate of pay per game per sport.

### **Town of Jonesborough**

#### **Parks & Recreation Department**

#### **SCHEDULE OF FEES AND CHARGES**

##### **General Information**

In addition to the basic rates shown in the schedule of fees and charges, it should be noted that supplemental costs, will be charged when extra department personnel are required in connection with any activity or event for which fees are charged. The rates will vary with the pay scale of each employee used in connection with the service scheduled. All park rules and regulations must be adhered to while using the Town of Jonesborough's parks and recreation facilities. The following guidelines apply, but are not all inclusive of the applicable rules and regulations:

- No alcoholic beverages are allowed in parks or facilities, unless otherwise approved by the Board of Mayor and Alderman.
- No illegal substances are allowed in parks or facilities.
- The reserving party is responsible for damages at the current cost of repair or replacement.
- Unless specifically noted, the reserving party is responsible for set-up and clean-up.
- The entire park system is tobacco free.
- Other applicable local, state or federal regulations and laws shall be enforced.

The reservation procedures outlined in this policy will be uniformly applied for all parks and recreation facilities. In all cases, the parks and recreation department reserves the right to operate any and all concessions, or to contract this service under the guidelines of the Town.

### **Reservations**

As applicable, reservations are required for facility use and rental. The parks and recreation department must receive payment at the time of the reservation, unless otherwise noted. All field/court reservations must be made at least 72 hours in advance. Pavilion rentals must be made a minimum of 48 hours in advance.

### **Refunds**

#### **Programs, Classes and Events**

#### **Rental and Reservation Refunds**

When inclement weather requires the closure of Town administrative offices, all scheduled classes and programs, with the exception of athletic league games, for that day will be cancelled and a full refund will be given. As well as, if the class, event or athletic program is cancelled by staff a full refund will be given. If a class or program is partially cancelled by staff, a pro-rated refund will be given. Medical refunds may be considered upon request accompanied by a valid doctor's note. No refund will be given for a class, program or athletic program once it begins.

Refunds will be given for a class, program or athletic program before it starts. There will be an administrative fee of \$10 on any refund unless the program is non-refundable. Department operated classes, programs or athletic programs can be transferred within the same division for same fee; however, the transfer needs to be before start date. The Parks & Recreation Director can waive this fee at his/her sole discretion.

No refunds will be given on rentals and reservations.

### **Facility Use**

All applications for the rental or reservation of a Town parks and recreation facility shall be completed on a rental agreement or a facility use agreement. Any proposed use of Town facilities that is contrary to public policy or not in the best interest of the Town of Jonesborough, shall be denied. The Parks & Recreation Director, at his/her sole discretion, reserves the right to deny any reservation request. The applicant has the right to appeal to the Town Administrator, in writing, or his/her administrative designee. Please note certain facilities are unavailable to reserve at certain times due to season long reservation agreements.

### **Waivers**

On rare occasions, fees and charges may be waived or reduced when such use or activity is approved by the Parks & Recreation Director or his/her designee to be a civic or community event. Written requests for waiver of fees and/or charges must be received twenty-one (21) working days in advance, in letter form to the Parks & Recreation Director. Criteria to be considered shall include but may not be limited to: any fundraising activity where funds raised on Town property are utilized to benefit a cross section of the Jonesborough community or its citizens.

Variations from these proposed policies may be considered in reference to Jonesborough civic organizations that have entered into an agreement with the Town to sponsor a park and having the park named for the organization and its commitments to the Town to participate in funding, labor or material goods in the upkeep of a designated park. In these cases, the Parks & Recreation Director or his/her designee may determine to waive the normal fees or charges for use of this designated park for functions, programs or events specifically conducted by the Civic organizations.

### Use by Other Town Departments

A Town department may request use of a parks and recreation facility. The requesting department will be responsible for all costs associated with their event to include costs of labor and materials.

### Town of Jonesborough Parks and Recreation Schedule of Fees and Charges

It is the policy of the Parks & Recreation Department to restrict the lease of specific equipment expressly stated herein to Parks and Recreation Department property. All other equipment is reserved for departmental use only. Tables and chairs are included in room rental but are restricted to the specific park or recreation center and subject to an additional set up fee. Additional tables and chairs shall be the responsibility of the citizen to lease, transport and set up.

Prices listed below are hourly rates with all having a 2-hour minimum					
	Resident Rental Fee	Non-Resident Fee		Resident Rental Fee	Non-Resident Fee
<b>Depot Street Park Pavilion</b>	\$25	\$35	<b>Stage Road Park Pavilion</b>	\$25	\$35
<b>Golden Oak Park Pavilion</b>	\$25	\$35	Tennis/Pickleball Court	\$8	\$18
<b>Lincoln Park</b>			<b>Tiger Park</b>		
Ampitheatre	\$50	\$60	Pickle Ball Court 1	\$8	\$18
Education Building	\$50	\$60	Pickle Ball Court 2	\$8	\$18
Pavilion	\$25	\$35	Pickle Ball Court 3	\$8	\$18
Pickleball Court	\$8	\$18	Pickle Ball Court 4	\$8	\$18
			Pickle Ball Court 5	\$8	\$18
<b>Mill Spring Park Gazebo</b>	\$30	\$40	Pickle Ball Court 6	\$8	\$18
			Pickle Ball Court 7	\$8	\$18
<b>Jonesborough Middle School Field</b>	\$25	\$35	Pickle Ball Court 8	\$8	\$18
			Football Field	\$25	\$35
<b>Persimmon Ridge Park</b>			Baseball Field	\$25	\$35
Basketball Court	\$8	\$18	Softball Field	\$25	\$35
Ball Field 1	\$25	\$35	Multi-Purpose Field	\$30	\$40
Ball Field 2	\$25	\$35	Pavilion	\$25	\$35
Ball Field 3	\$25	\$35			
Ball Field 4	\$25	\$35	Tournament Field Rental	\$180 per day	\$200 per day
Civitan Pavilion	\$25	\$35	Football Field Maintenance/Prep	\$250/field/weekend	
			Soccer Field Maintenance/Prep	\$150/field/weekend	
<b>Stage Road Park</b>			Baseball/Softball Maintenance/Prep	\$125/field/weekend	
Pavilion	\$25	\$35	Portable Mounds	\$75/field/weekend	
Tennis/Pickleball Court	\$8	\$18	Lighting	\$10 per hour	
			Rates are 8a - 9p / After 9p Additional fees are applicable (\$30/field/hour)		

PROVISIONAL SERVICES AGREEMENT - SPORTS OFFICIAL  
POLICIES AND GUIDELINES

The purpose of these policies and guidelines is to implement a transparent, fair, non-bias, and accountable system of approving independent instructors presented to Jonesborough Parks and Recreation. All Jonesborough Parks and Recreation staff will follow these policies and guidelines when approached with such requests.

#### 1. Programming and Events

- A. The Program Request Form must be completed and submitted to the Director of Parks and Recreation or his/her designee for approval prior to any hiring of contractual sports official, marketing, or program implementation.
- B. All programs, and/or events that require a contractual sports official must be advertised to the general public and open to an application process. Parks and Recreation will be responsible for the advertisement of all positions.

#### 2. Independent contractors

- A. Even though identified as an independent contract with the Town of Jonesborough, one will be required to go through an application process. Steps include but are not limited to: Completion of Provision of Services Permit Form, Resume and Cover Letter, Compliance with TN State Background Check, Verification of any certification(s), Certificate of Liability Insurance will be required for high-risk activities as determined by Director or his/her designee, CPR/First Aid Certification, and AED Located/Trained.
- B. The Town may reimburse for expenses incurred due to additional training specifically required by Jonesborough Parks and Recreation. Reimbursements are determined by the Parks and Recreation Director or his/her designee.
- C. When the above items have been completed, a meeting will be scheduled between the contractor and the Director of Parks and Recreation or his/her designee. During this meeting the applicant and parks and recreation staff can ask question pertaining to the program.

#### 3. Fees and Payment

- A. As a contractual sports official you will receive per game rate of pay.
  - a. Adult Softball \$25 per game
  - b. Volleyball \$23 per game
  - c. Youth Football \$25 per game
  - d. Soccer \$23 per game
- B. It is the Town's policy to provide payment on a bi-weekly basis. It is the contractual sports officials' responsibility to submit an invoice at the end of each bi-weekly period documenting the date, number of games, and type of games to receive a timely payment. A sample invoice is attached for use. The Town will not withhold money for tax purposes. It is the instructor's responsibility to satisfy any taxes due.

#### 4. Absences, Substitutes, Cancellations

If a contractual sports official is ill or unable to officiate, the contractual sports official must notify the program coordinator as soon as possible but no later than one hour prior to the start of the scheduled game. If notification is not made to Parks and Recreation, the contractual sports official will be notified of a warning to their agreement. After two delinquent absences or cancellations, the contractual sports official agreement can be made void by the Director or his/her designee.

#### 5. Facility Usage

All facilities have Parks and Recreation staff assigned to open and close the facility. If staff is not present to open or close, the contractual sports official should contact the facility's supervisor. Contractual sports official may not use any Town owned property including copy machines, fax machines, computers, materials, and/or equipment without prior written approval of the Program Coordinator.

#### 6. Accident and Incident Reports

All accidents and incidents, no matter how minor they appear, should be reported. Notify a Parks and Recreation staff member on duty immediately.

BETWEEN TOWN OF JONESBOROUGH PARKS AND RECREATION AND \_\_\_\_\_. Under this agreement, the contractual sports official is not identified as an agent, employee, or servant of the Town of Jonesborough. The parties agree that the Contractor is not entitled to any benefits or rights enjoyed by the employees of the Town. For and in consideration of the mutual promise set below, the parties agree as follows: (please initial below)

\_\_\_\_\_ I understand I am an independent contractual sports official of Jonesborough Parks & Recreation and will conduct myself in a professional manner and agree to work with all departmental personnel in order to provide a quality program and successful experience for all.

\_\_\_\_\_ I have received and understand the fee and compensation schedule and agree to the terms.

\_\_\_\_\_ I understand that that the Town will not withhold money for tax purposes and it is my responsibility to satisfy any taxes due.

\_\_\_\_\_ I have read and understand the absence and cancellation policy.

\_\_\_\_\_ I will not attempt to interpret departmental policies or procedures to the public or the program participants. I agree to forward any such requests to the Program Coordinator.

\_\_\_\_\_ I understand that I have an annual agreement with Jonesborough Parks and Recreation.

\_\_\_\_\_ I understand that in case of any emergency, I am responsible for seeking emergency help and will notify a staff member immediately.

\_\_\_\_\_ I understand that I cannot be a Town or school employee and a contractual worker in the same time.

\_\_\_\_\_ I hereby waive and release any and all claims against the Town of Jonesborough, together with its various departments, employees, officers, elected officials, agents, or entities acting on its behalf, from any and all actions of any nature whatsoever asserting any injury, accident, harm, loss, damage, or cost arising in connection with the provision of the specific service stated in this agreement, and further undertake to defend and indemnify all of the aforesaid parties against any and all such claims and forever hold them harmless for the same. My signature below indicates that I have read, understand and agree to the provisions and guidelines of this contract. Any questions or clarifications should be directed to Program Supervisor.

Department/Division: \_\_\_\_\_

Description of Type of Service(s): \_\_\_\_\_

Fee for Services: \$ \_\_\_\_\_ per \_\_\_\_\_ Game Charge Code for Payment: \_\_\_\_\_

Fee for Services: \$ \_\_\_\_\_ per \_\_\_\_\_ Game Charge Code for Payment: \_\_\_\_\_

Fee for Services: \$ \_\_\_\_\_ per \_\_\_\_\_ Game Charge Code for Payment: \_\_\_\_\_

Fee for Services: \$ \_\_\_\_\_ per \_\_\_\_\_ Game Charge Code for Payment: \_\_\_\_\_

Fee for Services: \$ \_\_\_\_\_ per \_\_\_\_\_ Game Charge Code for Payment: \_\_\_\_\_

“Independent Contractor” Town of Jonesborough

By: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
Signature Signature Date

Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ W9 attached: [ ] Yes [ ] No [ ] On File

**Recommendation:**

**Review the fee schedule and provide feedback. There will be no vote on this.**

# Parks and Recreation Advisory Committee

## Agenda Presentation

Date: March 26<sup>th</sup>, 2026

Agenda Item: 7

Subject: Appointment of Committee Officers

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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 March 2027.**

# Parks and Recreation Advisory Committee

## Agenda Presentation

Date: March 26<sup>th</sup>, 2026

Agenda Item: 8

Subject: Persimmon Ridge Park Grant Application

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### **Background:**

The Town of Jonesborough Parks and Recreation Department is preparing to submit an application for funding through the Tennessee Department of Environment and Conservation (TDEC) Local Parks and Recreation Fund (LPRF) to support significant upgrades at Persimmon Ridge Park.

The proposed project directly aligns with the priorities identified in the 2025 Parks and Recreation Master Plan Update and is intended to enhance public health by encouraging outdoor physical activity while improving accessibility, safety, and overall user experience.

Key components of the project include:

- Expansion of ADA accessibility through the construction of fully ADA-compliant restrooms, concessions, and support facilities
- Installation of designated ADA-accessible parking spaces and ADA-compliant pedestrian routes connecting parking areas to ballfields and amenities
- Upgrades to dugouts and spectator areas to better accommodate users of all abilities
- Improvements to overall site circulation to ensure safe, accessible movement throughout the complex
- Enhancements to public safety through upgraded fencing, protective features, and modernized infrastructure
- Modernization of aging facilities to create a more inclusive and welcoming recreational environment
- Continued development of Persimmon Ridge Park as a community-centered recreational asset serving both Jonesborough and Washington County

Funding:

- TDEC Local Parks and Recreation Fund (LPRF) Grant

- Force Account Match (In-Kind Labor and Equipment)
- Remaining Cash Match from the Parks and Recreation Budget

**Recommendation:**

Staff recommends that the Parks and Recreation Advisory Board make a motion of support for the Town's submission of the LPRF grant application for Persimmon Ridge Park improvements.