

TOWN OF JONESBOROUGH
Tiger Park Press Box
720 N Cherokee St.

MEETING NOTICES

Thursday, June 18th, 2026, 6 p.m.
Tiger Park Press Box

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, June 18th, 2026, at the Tiger Park Press Box, 720 N Cherokee St., Jonesborough, TN, to consider the following agenda:

AGENDA

1. Call to Order
2. Public Comments
3. Approval of March 2026 Minutes
4. FY 2027 Budget Update
5. Jonesborough Soccer
6. Draft Fee Schedule
7. Miscellaneous Updates

Parks and Recreation Advisory Committee

Agenda Presentation

Date: June 18th, 2026

Agenda Item: 3

Subject: Approval of March 2026 Minutes

Town of Jonesborough Parks and Recreation Advisory Committee Meeting Minutes for March 26th, 2026

The Jonesborough Parks and Recreation Advisory Committee met in a called meeting on Thursday, March 26th, 2026, at 6:00 p.m. at the Education Building at Lincoln Park. Lincoln Park is located at 307 E Main St. Jonesborough, TN 37659.

Present: Mark Merriman, Jason Davis, Jimmy Rhein, Carla Weems, Lori Rosenoff, Adam Dickson, Bryan Barnett, Issac Moore, Michelle Gunter, Wendy Mckinney

Staff: Chris Kudera, Craig Ford

Absent: Spencer Street, Justin Simmons

Jason Davis called the meeting to order.

There were no public comments.

Agenda:

1.) DEPOT STREET PARK

Chris Kudera gave an update on the planning for an overhaul of Depot St. Park. He mentioned that he has had multiple conversations with the Town Administrator and the Operations Manager about the vision of this remodel. Jimmy Rhein asked if there was funding for this project in the current fiscal year or if this would be an FY27 project. Chris stated that if funds allow, we would like to start in FY26, but he has requested \$50,000 in capital funds for the project in FY27. There was no action taken on this agenda item.

2.) DAWN TO DUSK LIGHTING POLICY

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.

Chris presented the above change to the Dawn to Dusk Policy for the Town. Chris also gave an update that the remote access app is not functional yet, but they will work with the police department and fire department to assist in turning the lights off at night. Chris also gave an update on the option for the public to have a button to turn the lights on with a preset timer. That technology is still a few months away, but Chris, through negotiations, has gotten confirmation that the Town will be provided that free of charge. The estimated time for installation is June. Jason Davis posed the idea that the Town could install signage with QR code for people to provide input and help track usage. Chris will install those and provide that data along with projected lighting costs in the coming months. Carla Weems made a motion to adopt the policy change as presented. Wendy Mckinney seconded and it was duly passed.

3.) DRAFT FEE SCHEDULE

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.

There was general discussion from the committee in support of having a fee schedule to offer consistency across the Parks and Recreation facilities. Mark

Marriman suggested to add a paragraph describing the difference between residency and non-residency due to the zip code 37659 "Jonesborough" extending outside of the Town limits. Chris mentioned that he will add the Wetlands Fees to this as input from this committee should be considered as it is a Parks and Recreation facility. Jason Davis asked Chris if he could find out where these funds are being deposited and if these funds could go in a separate account such as the Parks and Recreation Fundraising account. This would allow the Parks and Recreation Advisory Committee to allocate the funds on projects and programs that this committee is involved in. Chris stated he would report back at the next meeting. No action was taken on this agenda item.

4.) 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]

Jimmy Rhein mentioned that he believes the leadership of the committee should remain the same with Jason Davis as chairman and Mark Marriman as vice-chairman. Carla Weems made the motion and Lori Rosenoff seconded. It was duly passed.

5.) PERSIMMON RIDGE PARK LPRF GRANT APPLICATION

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

Chris presented the PowerPoint presentation and gave a general overview of the grant and the intended use should the Town be awarded the grant. All the members of the committee provided input regarding the dire needed of this grant. Adam Dickenson made a motion of support for the Town to pursue this grant opportunity, and it was seconded by Lori Rosenoff. The motion of support was passed unanimously.

With no further items on the agenda to discuss, the meeting was adjourned.

Parks and Recreation Advisory Committee

Agenda Presentation

Date: June 18th, 2026

Agenda Item: 4

Subject: FY 27 Budget Update

At its meeting on Monday, June 15, the Board of Mayor and Aldermen approved the Town's FY 2027 Budget. We are pleased to report that several key Parks and Recreation requests were included in the approved budget and will have a positive impact on our parks, athletic facilities, and recreational amenities.

Athletic Field Improvements

- Funding was approved for a \$35,000 comprehensive fertilization program covering all Town-maintained athletic fields, including:
 - All four fields at Persimmon Ridge Park
 - All four fields at Tiger Park
 - The athletic field at the former Jonesborough Middle School
- This investment is a year-to-year addition to the budget. It includes a monthly fertilization schedule with the intent of improving playing conditions on all athletic surfaces.

Top Dressing Equipment

- The budget also includes funding for a top-dressing machine.
- This equipment will allow us to top dress fields more frequently, aerate fields to reduce compaction, and dethatch fields.

Depot Street Park Improvements

- The Board approved \$50,000 for Depot Street Park improvements.
- These funds will be used to implement upgrades as discussed in future meetings. I will present a finalized plan in the coming months that will be presented to the full BMA for approval.

Wetlands Waterpark Improvements

- Funding was approved for the purchase of additional chairs and umbrellas at Wetlands Waterpark. This continues our mission of upgrading the overall guest experience.

Persimmon Ridge Park Enhancements

- Funding was approved to purchase additional trash receptacles for Persimmon Ridge Park.
- These new receptacles will replace the remaining blue trash cans currently located throughout the park and will be similar in design to the trash cans installed at Tiger Park.

Parks and Recreation Advisory Committee Agenda Presentation

Date: June 18th , 2026

Agenda Item: 5

Subject: Jonesborough Soccer

Staff would like to provide a brief update on the partnership between the Town of Jonesborough, Jonesborough Soccer Association, and Sporting JC as preparations continue for the Fall 2026 season.

The Spring 2026 season was a success, with more than 200 players participating in the program. During the spring season, the Town managed registration, scheduling, finances, and league administration while working alongside the Jonesborough Soccer Association Board to provide a quality recreational soccer experience for local families.

Beginning with the Fall 2026 season, the full partnership model with Sporting JC will be implemented. The goal of this partnership is to maintain the affordable and family-friendly atmosphere of a parks and recreation league while providing enhanced player and coach development opportunities.

Under the new model, Sporting JC will provide weekly technical training sessions for players, coaching resources for volunteer coaches, and additional support when needed to help strengthen player development throughout the league. The volunteer board will continue to play an important role in supporting league operations and providing community input, while the Town will continue handling league administration through RecDesk.

In preparation for the fall season, staff, board members, and Sporting JC representatives have worked together to establish league policies and procedures focused on competitive balance, player development, and a positive experience for all participants. These updates include a standardized player draft process, coaching guidelines, and developmental standards designed to benefit players at every age level.

Staff is excited about the opportunities this partnership will create and believes it will help continue growing youth soccer in Jonesborough while providing participants with an enhanced recreational experience.

Parks and Recreation Advisory Committee

Agenda Presentation

Date: June 18th, 2026

Agenda Item: 6

Subject: Draft Fee Schedule

BACKGROUND:

At a previous meeting, staff presented the Draft Parks and Recreation Fees and Charges Policy for review and discussion. The purpose of the policy is to establish a standardized framework for how fees are classified, applied, and administered across Parks and Recreation facilities, programs, rentals, and services.

The proposed policy provides consistency and transparency by defining categories such as admission fees, rental fees, user fees, equipment fees, and program charges, while also outlining procedures related to reservations, refunds, waivers, insurance requirements, and commercial use. The intent is not to fully fund traditional park services through user fees, but rather to recover a portion of the costs associated with high-demand amenities, exclusive facility use, specialized programming, and activities requiring staff support.

Since the initial presentation, staff has received questions regarding how revenue generated through these fees would be handled. It is important to note that all fees collected by Parks and Recreation are deposited into the Town's normal revenue accounts and become part of the General Fund. The revenue does not go into a separate special revenue account that is managed independently by the Parks and Recreation Advisory Board.

However, the revenue generated by these fees can help support future budget discussions and requests. As needs arise, budget amendments may be considered to allocate funding toward repairs, damage recovery, facility improvements, equipment replacement, or other enhancements within the Parks and Recreation system.

Staff is bringing this item back before the Board to provide an opportunity for any final questions, comments, or recommendations prior to moving forward with implementation of the policy.



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 is 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 reserve 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
Depot Street Park Pavilion	\$25	\$35	Stage Road Park Pavilion	\$25	\$35
Golden Oak Park Pavilion	\$25	\$35	Tennis/Pickleball Court	\$8	\$15
Lincoln Park			Tiger Park		
Ampitheatre	\$50	\$60	Pickle Ball Court 1	\$8	\$15
Education Building	\$50	\$60	Pickle Ball Court 2	\$8	\$15
Pavilion	\$25	\$35	Pickle Ball Court 3	\$8	\$15
Pickleball Court	\$8	\$15	Pickle Ball Court 4	\$8	\$15
			Pickle Ball Court 5	\$8	\$15
Mill Spring Park Gazebo	\$40	\$60	Pickle Ball Court 6	\$8	\$15
			Pickle Ball Court 7	\$8	\$15
Jonesborough Middle School Field	\$35	\$50	Pickle Ball Court 8	\$8	\$15
			Football Field	\$35	\$50
Persimmon Ridge Park			Baseball Field	\$25	\$35
Basketball Court	\$8	\$15	Softball Field	\$25	\$35
Ball Field 1	\$25	\$35	Multi-Purpose Field	\$35	\$50
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	
Stage Road Park			Baseball/Softball Maintenance/Prep	\$125/field/weekend	
Pavilion	\$25	\$35	Portable Mounds	\$75/field/weekend	
Tennis/Pickleball Court	\$8	\$18	Lighting	\$10 per hour per field	
			Light Rates are 8a - 9p / After 9p Additional fees are applicable (\$30/field/hour)		
			Wetlands Waterpark		
			Daily Entry Fee Youth/Senior	\$11	
			Daily Entry Fee Adult	\$13	
			After 3pm Daily Admission	\$6	
			Silver Season Pass Youth/Senior	\$70	
			Silver Season Pass Adult	\$90	
			Gold Season Pass Youth/Senior	\$120	
			Gold Season Pass Adult	\$120	
			Cabana Rental Sun-Thursday	\$60	
			Cabana Rental Fri-Sat	\$75	
			Birthday Party	\$350	
			After-Hours Rental Mon-Thurs	2-Hour \$650	3-Hour \$850
			After-Hours Rental Fri-Sun	2-Hour \$700	3-Hour \$900
			Town Holiday After-Hour Rental	2-Hour \$900	3-Hour \$1100

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.

PROVISIONAL SERVICES AGREEMENT SPORTS OFFICIALS

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 at 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. This will come back before this board in July for a vote.

Parks and Recreation Advisory Committee

Agenda Presentation

Date: June 18th, 2026

Agenda Item: 7

Subject: Miscellaneous Updates

- Work has officially begun on the new BrightRidge Park project. Initial phases have included site grading, preparation, and tree planting. Additional landscaping improvements are planned later this fall.
- Planning continues for additional flag installations behind the courthouse as part of ongoing downtown beautification efforts.
- Coordination is underway with the Chuckey Depot Advisory Board for their annual train show, which will be held at Jonesborough Elementary School later this summer.
- Staff are working with partners to host a national-level 5v5 soccer tournament in August. The event is expected to bring visitors to the community while generating revenue that can be reinvested into athletic field improvements.
- Parks and Recreation and Wetlands staff continue to evaluate and refine marketing strategies. Recent training opportunities and meetings with Town marketing staff have focused on improving audience targeting, increasing attendance, and maximizing revenue opportunities.
- Wetlands management has implemented new daily operational reporting procedures that provide staff with attendance, revenue, labor, and sales metrics. The goal is to improve employee awareness of operational performance and seasonal revenue targets.
- In partnership with the Jonesborough Civitan Club, Parks and Recreation coordinated a pickleball tournament fundraiser that will help support community programming while showcasing the Town's growing pickleball facilities.
- Wetlands Waterpark is now an officially registered American Red Cross Lifeguard Training Center. This allows the Town to conduct lifeguard certifications and recertifications in-house, creating both a cost-saving measure and a potential future revenue source.