

TOWN OF JONESBOROUGH
Visitor's Center
117 E Main St.

MEETING NOTICES

Thursday, September 17th, 2026, 6 p.m.
Visitor's Center

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 chair, 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, September 17th, 2026, at the Jonesborough Visitor's Center Community Room, 117 E Main St., Jonesborough, TN, to consider the following agenda:

AGENDA

1. Call to Order
2. Public Comments
3. Approval of July 2026 Minutes
4. Wetlands Subcommittee Report
5. Draft Fee Schedule
6. Programming Update

Parks and Recreation Advisory Committee

Agenda Presentation

Date: September 17th, 2026

Agenda Item: 3

Subject: Approval of July 2026 Minutes

Town of Jonesborough Parks and Recreation Advisory Committee Meeting Minutes for July 16th, 2026

The Jonesborough Parks and Recreation Advisory Committee met in a called meeting on Thursday, July 16th, 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: Jason Davis, Michelle Gunter, Mark Merriman, Spencer Street, Lori Rosenoff, David Barnette

Staff: Chris Kudera

Absent: Justin Simpson, Jimmy Rhein, Carla Weems, Adam Dickson, Bryan Barnett, Wendy Mckinney

Jason Davis called the meeting to order.

There were no public comments.

Agenda:

1.) APPROVAL OF MARCH 2026 MINUTES

Staff presented a copy of the March 2026 minutes. Michelle Gunter made a motion to approve, seconded by Lori Rosenoff. The motion passed unanimously.

2.) F&27 BUDGET UPDATE

Staff provided an update on the FY 2027 budget approved by the Board of Mayor and Aldermen on June 15. Parks and Recreation received funding for a \$35,000 comprehensive fertilization program covering all athletic fields at Persimmon Ridge Park, Tiger Park, and the former Jonesborough Middle School. Funding was also approved for the purchase of a top-dressing machine, \$50,000 in improvements to Depot Street Park, additional chairs and umbrellas at Wetlands Waterpark, and new trash receptacles at Persimmon Ridge Park to replace the existing blue cans with receptacles similar to those at Tiger Park. No action was taken.

3.) JONESBOROUGH SOCCER PARTNERSHP

Staff provided an update on Jonesborough Soccer. More than 200 players participated during the Spring 2026 season. Beginning with the Fall 2026 season, a new partnership model between the Town of Jonesborough, Jonesborough Soccer Association, and Sporting JC will be implemented. The partnership will provide additional player development opportunities, weekly training, and resources for volunteer coaches while the Town continues to oversee registration, scheduling, finances, and league administration. No action was taken.

4.) DRAFT FEE SCHEDULE

Staff brought the Draft Parks and Recreation Fees and Charges Policy back before the Board for final questions, comments, and recommendations. The policy is intended to provide a consistent framework for fees associated with facility rentals, programs, equipment, and other Parks and Recreation services. Staff clarified that revenue collected through these fees is deposited into the Town's General Fund and is not maintained in a special revenue account controlled by the Parks and Recreation Advisory Board. Budget adjustments may be considered when appropriate to direct funding toward expenses associated with facility damages, repairs, or basic park and recreation enhancements.

5.) WETLANDS WATERPARK PLANNING SUB-COMMITTEE

The Parks and Recreation Advisory Committee discussed the need for long-term strategic planning for Wetlands Waterpark, particularly as new aquatic facilities are being developed in surrounding communities. Staff recommended establishing a Wetlands Waterpark Planning Subcommittee to evaluate the future needs of the facility and assist in developing a long-range strategic plan for future improvements, investments, and opportunities.

The Advisory Committee voted to establish the subcommittee, which will work in tandem with Parks and Recreation staff and Wetlands Waterpark Director Nick Bogle. Wendy McKinney, David Barnette, and Spencer Street volunteered and were appointed to serve on the Wetlands Waterpark Planning Subcommittee. The subcommittee is expected to meet every other month and provide updates and recommendations to the full Parks and Recreation Advisory Committee.

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

Parks and Recreation Advisory Committee

Agenda Presentation

Date: September 17th, 2026

Agenda Item: 4

Subject: Wetlands Sub Committee Report

The Wetlands Waterpark Planning Subcommittee held its first meeting on August 6. During the meeting, Town staff discussed several preliminary ideas that have been considered for the future of Wetlands Waterpark and provided the subcommittee with an overview of the Town's budgeting process and how future capital improvements could be planned and funded.

The subcommittee also participated in a walk-through of the Waterpark to gain a better understanding of how the facility operates, including the function of existing attractions, infrastructure, and support areas. This provided members with additional context regarding how potential changes or improvements could impact overall park operations.

As a next step, the subcommittee will work with staff to develop a community survey to gather input from residents and Waterpark visitors. The results will help identify community priorities and guide the subcommittee as it begins developing recommendations for the long-term future of Wetlands Waterpark.

Recommendation: None

Parks and Recreation Advisory Committee

Agenda Presentation

Date: September 17th, 2026

Agenda Item: 5

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.

Recommendation: Approve Draft Fee Schedule as presented with full adoption to be considered at the Board of Mayor and Alderman meeting on September 14th.



DRAFT - Town of Jonesborough Parks and Recreation Services

Fees and Charges Policy

Last Revised July 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.
- All animals are to be kept on a leash. No animals are permitted on green spaces used for athletic purposes unless otherwise approved by the Parks and Recreation Director.

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 unless it is canceled by the Town.

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 rentals or reservations of Town parks and recreation facilities shall be completed on RecDesk. 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.

Variances 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 rentals, if applicable, 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-Thurs day	\$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 \$25 per game
 - c. Youth Football \$25 per game
 - d. Soccer \$25 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

Parks and Recreation Advisory Committee

Agenda Presentation

Date: September 17th, 2026, 2026

Agenda Item: 6

Subject: Programming Update

Fall programming is underway, with more than 250 participants enrolled in the Jonesborough Soccer program at Tiger Park. Jonesborough Little League is also offering fall baseball for the first time, with 130 participants registered.

The department has launched a new adaptive sports league, spearheaded by physical therapist Stacy Millar. The inaugural program will feature tee-ball on Sunday afternoons at Tiger Park. There are 19 participants registered with 12 volunteers.

The Adult Coed Softball League concluded the week of August 17th. We had 12 teams participate, which was the most we have ever had.

Additional programs and events planned for this fall include a kickball league, The Great Pumpkin Carving event in conjunction with Haunts and Happenings, and Storytime with Santa.