

**TOWN OF JONESBOROUGH**  
**Town Hall Board Room**  
**123 Boone Street**  
**Jonesborough, TN 37659**

**MEETING NOTICES**

**MONDAY, AUGUST 12, 2024**

**7:00 PM**

**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 Board of Mayor and Aldermen, 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

**PUBLIC HEARING**

1. Ordinance to rezone three tracts of land along Miller Drive and West Jackson Blvd from R-1 to PRD (Parcels 3.04 and 3.03), and B-3 to PRD (Parcel 1.01), on Washington County Tax Map 59-D, Group A
2. Ordinance of the FY23-24 Budget Amendments for the General Fund, Solid Waste Fund and Drug Fund
3. Ordinance establishing Building Permit Fees and Plan Review Fees for FY24-25

**REGULAR MEETING**

1. Call to Order
2. Opening Prayer
3. Pledge to the Flag
4. Roll Call

## **CONSENT AGENDA**

1. Approval of Minutes
2. Approval of Bills
3. Town Administrator Report
4. Operations Manager Report
5. Committee Reports
6. Supervisor Reports
7. Approval of a Contractor for the Demolition of the Solid Waste building
8. Approval of Position Descriptions

## **AGENDA**

1. Financial Report
2. Communications from the Mayor
  - a. Employee of the Month
3. Citizen Comments
4. Aldermen Communications
5. Town Attorney Comments
6. **OLD BUSINESS**
  - A. Discussion and possible action concerning second and final reading of an Ordinance to rezone three tracts of land along Miller Drive and West Jackson Blvd from R-1 to PRD (Parcels 3.04 and 3.03), and B-3 to PRD (Parcel 1.01), on Washington County Tax Map 59-D, Group A;
  - B. Discussion and possible action concerning second and final reading of an Ordinance of the FY23-24 Budget Amendments for the General Fund, Solid Waste Fund and Drug Fund;
  - C. Discussion and possible action concerning second and final reading of Ordinance establishing Building Permit Fees and Plan Review Fees for FY24-25;
7. **NEW BUSINESS**
  - A. Discussion and possible action concerning first reading of an Ordinance to Establish an Updated Occupational Safety and Health Program Plan, Devise Rules and Regulations, and to Provide for a Safety Director and the Implementation of such Program Plan;

- B. Discussion and possible action concerning approval of a Resolution to Accept Donation from Ballad Health for the Jackson Theatre;
- C. Discussion and possible action concerning approval of the Mattern & Craig Scope of Services and Fee Proposal for a Warrant Study Regarding SR-354 at Parsons Circle;
- D. Discussion and possible action concerning approval of an Outdoor Use Permit Application for Grace Meadows Farm Creamery, 115 East Main Street;
- E. Discussion and possible action concerning approval of Jonesborough Locally Grown to hold the Farm-To-Table Event at the Visitors Center as an alternative location in the event of inclement weather;
- F. Discussion and possible action concerning approval to Purchase the Rights to *A Spot on the Hill* from Heritage Alliance;
- G. Discussion and possible action concerning approval of Bids for Tiger Park Playground Equipment;
- H. Discussion and possible action concerning approval of Letter of Agreement – Direct Appropriation for First Frontier Trail Phase 1
- I. Discussion and possible action concerning approval of the purchase of Engle properties located at 258 East Main Street;
- J. Adjournment.

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

*Consent Agenda*

DATE: AUGUST 12, 2024 AGENDA ITEM #: 1

SUBJECT: Approval of Minutes

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No minutes are available for approval.

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

*Consent Agenda*

DATE: AUGUST 12, 2024 AGENDA ITEM #: 2

SUBJECT: Approval of Bills

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Attached for BMA approval are the list of bills for July 2024

**Check Register - General Fund - July 2024**

07/01/24	110105 - 110157		61,895.48
07/02/24	110158 - 110162		10,650.77
07/08/24	110163		1,200.00
07/10/24	110164 - 110169		2,914.53
07/10/24	110114 - void		(1,870.00)
07/10/24	110063 - void	June	(626.16)
07/12/24	110170 - 110254	June	350,231.14
07/15/24	110160 - void		(1,186.27)
07/16/24	110255 - 110278		31,008.49
07/18/24	110279	June	8,620.58
07/19/24	110280 - 110312		102,647.11
07/23/24	110313	June	38,251.31
07/25/24	110314 - 113041	June	71,347.38
07/26/24	113042 - 113077		48,923.74
07/31/24	110336 - void		(1,050.00)
			<b>722,958.10</b>

**Check Register- Water Fund July 2024**

07/01/24	67674 - 67689		4,104.30
07/02/24	67690		7,854.50
07/10/14	67691		4,500.00
07/12/24	67692 - 67722	June	36,696.47
07/16/24	67723 - 67728		4,897.35
07/18/24	67729		2,537.07
07/19/24	67730 -67737		41,217.78
07/23/24	67738		56,801.15
07/23/24	67708 - void		(104.98)
07/25/24	67739 - 67754	June	41,032.14
07/26/24	67755 - 67769		7,698.91
07/31/24	67746 - void		(104.98)
			<b>207,129.71</b>

**Check Register -Sanitation Fund - July 2024**

07/01/24	10485 - 10486		302.75
07/12/24	10487 - 10495		6,260.36
07/16/24	10496		163.45
07/19/24	10497 - 10499		3,775.40
07/25/24	10500 - 10503	June	12,271.45
07/26/24	10504 10506		473.85
			<b>23,247.26</b>

**Check Register -School Fund June - 2024**

06/18/24	1160 - 1161		46,738.82
06/25/24	1162 - 1163		191,808.25

Address	Cost	0.0055	Permit Cost
346 Azure Landing	425,000.00	2,337.50	
350 Azure Landing	345,000.00	1,897.50	
321 Azure Landing	350,000.00	1,925.00	
345 Azure Landing	365,000.00	2,007.50	
431 Middays Rest	433,000.00	2,381.50	
930 Daybreak Crest	372,000.00	2,046.00	
409 Middays Rest	433,000.00	2,381.50	
337 Azure Landing	380,000.00	2,090.00	
926 Daybreak Crest	385,000.00	2,117.50	
	<b>Total Cost</b>	<b>\$19,184.00</b>	

TOWN ADMINISTRATOR MONTHLY REPORT

AUGUST 2024

1. **Downtown Local Façade Grant:** With a starting budget of \$10,000.00 for FY24, we closed out the year with a total of 3 businesses downtown taking advantage of the matching grant, including owners Herman Jenkins 123 E. Main Street; Mark Edmonds 105 E. Main Street; and Joel Conger 101 W. Main Street. A total of \$6,535.00 was spent and a total reimbursement (50% match) of \$3,267.50 was paid back to the merchants. I consider this a successful year, and with the BMA being generous to budget \$10,000.00 for FY25, I foresee more businesses taking advantage of the grant. It is on a first come, first serve basis for applications so please spread the word about this Jonesborough led effort. Lastly, you may be recognizing there is a steady pattern of work downtown on fixing up facades, whether that be brick work, scraping, painting, caulking, roofs, etc., - it is indicative of the quality of life and pride in Jonesborough that is at the root of these efforts.

2. **TDOT Related Projects:**

**Tiger Way Signalization Project** (Permanent Signal): You may want to be seated for this next update. We are closer than ever on this project with the final reviews being conducted between TDOT and our consulting engineers at Mattern & Craig on the last step of going to bid. I project that going to bid is within 30-60 days and once I am notified, the board will be notified. Not only is the traffic signal part of the project but road improvements as well to maximize best vehicular movements and turning signal timings. Thanks to efforts of Commissioner Butch Ely to listen to communities across Tennessee, the local programs division of TDOT (which this project has been living for years) is undergoing a major transformation/reorganization. At a recent Johnson City MPO meeting, Director Glenn Berry expressed hope for the first time in years at not only the organizational efforts but the Commissioner placing a longtime seasoned veteran of TDOT at the helm – Steve Allen. The name of the new reorganization is “Local Programs & Community Investments”. If longtime MPO Director Glenn Berry is expressing hope, then I think we are in for a much better process of projects under “Local Programs”.

3. **SR-354 (Boones Creek Road):** This project is in your BMA packet as part of a recommended approval for Mattern & Craig to complete a Warrant Study on our efforts to fund a roundabout on Boones Creek Road that will connect to the school property at Skyline Drive.

SR-354 is a major arterial road in Washington County connecting Jonesborough with Johnson City. The growth in our region by both population and traffic volumes is increasing significantly each year. The segment of SR-354 within the city limits measures 1.6 miles, and there had been 34 accidents within this stretch of road in 2023. Most of these accidents were caused by excessive speeding with many



occurring in the area of the Parsons Circle intersection. As you are aware, as we continued with the new Jonesborough K-8 School project, we discussed plans to construct a new public road from the school (Skyline Road) to SR-354 with the intersection at the west side of Parsons Circle. The town submitted conceptual plans to TDOT that included a roundabout to improve roadway safety. As we are seeking State funding for this project, TDOT is requiring a Warrant Study. It has been communicated to TDOT that the town prefers a roundabout as a safer alternative to a traffic signal as the roundabout will improve traffic flow and slow vehicular speeds on SR-354. A traffic signal will help the traffic to enter SR-354, however the signal will not slow down the vehicular speeds and potentially create more accidents.

The town requested TDOT SPOT Safety and Highway Improvement Program funds to construct a roundabout at this intersection to improve roadway safety for the motorists and reduce the number of severity of crashes on SR-354, however TDOT responded back that since we are within the Johnson City Metropolitan Planning Organization (MPO) we would need to work through the MPO to be eligible for this project (the roundabout) to receive 100% funding. Furthermore, TDOT is requiring that the town submit a Warrant Study prepared by an engineer and said study to be submitted to TDOT for their concurrence that a roundabout is warranted at this proposed intersection. TDOT recognizes both roundabouts and traffic signals as part of a Warrant Study therefore both will be explored as part of the study.

We have had great success continuing to partner with our colleagues at Mattern & Craig, Inc on traffic engineering studies and I am recommending we utilize them for studying the project. Mattern & Craig were contacted, and we received a proposal to complete the Warrant Study for the lump sum fee of \$10,000.00. The scope of service is such that it meets the needs of the study and once completed will be electronically submitted to TDOT for concurrence. Once there is concurrence, the MPO will need to add this project as an approved MPO project with a funding budget. The estimated time of a report is 60 days following the town's Notice to Proceed with Mattern & Craig. This project will continue to be included in the monthly report and progress on the project will be updated periodically.

#### 4. Utilities Updates:

Kevin, Janet and I met with USDA representative Matthew Smyth on different projects in July, and one being the timeline on USDA approval/funding for the **new treatment plant**. Matthew provided a timeline based on best case scenario and another if problems developed during the process. We continue to move forward as fast as possible with USDA on this project. As you are aware D&D Easement Services has been engaged to acquire easements for the **water transmission line** project involving an estimated 140 property owners. They are progressing on their contract, and we will be getting progress updates from Utility Manager Kevin Brobeck monthly. Staff have been working to contact property owners that are within the scope of the **A-Station elimination project**. The BMA has approved the project to go to bid and be constructed for this fiscal year (FY25) so we continue to work out details of sewer easements

necessary to be acquired from property owners. I more detailed update on our progress will be provided at the next board meeting in the monthly report.

Another piece of great news is that we are receiving a grant (no match) in the amount of \$994,000 that is being received due to our complications during the winter weather emergency in 2022. These funds will serve to fund the three generators we have discussed at our various meetings involving utilities and vulnerabilities. The water intake and Rockhouse pump station are 2 of the generators, and the third is for the treatment plant that will be sized to serve the current plant and the new plant. The remaining funds will serve to take many of the temporary repairs from 2022 event and fix them permanently. Matthew is working through the details of the grant with his superiors, and we should have a major update on our next steps by mid-August 2024.

5. December 2022 – January 2023 Emergency Disaster Declaration: We cannot forget the winter weather emergency that started in December 2022. We submitted to FEMA all documentation for eligible reimbursements. Past and current teams prepared a strong case and justifications for each requested reimbursement. We cleared FEMA back in February 2024 and FEMA obligated to the Town of Jonesborough \$197,000.00. Currently, it is in the hands of TEMA which has reported that our record keeping was great and they foresee no issues with reimbursement of the total funds obligated by FEMA. I will update the board as I receive updates from TEMA.
6. Engel Property: As you know, staff have been engaging Don Engel, POA for Walter and Sara Engel about the properties located on E. Main Street for months. At the end of all discussions and before the BMA at the August 12<sup>th</sup> board meeting is the agenda item to purchase the business and land. The idea is to secure the properties which are contiguous with the McKinney Center, and to hold perhaps a visioning session with officials/staff on the uses of both assets. This will help determine the best and highest use of the properties, with the caveat that we are in the driver's seat on use and purpose.
7. Jackson Theatre: On the GRC contract, which includes completion of all Stage related equipment and electronics, we are in the last phase of GRC completing their punch list of items needed to be touched up or fixed. Mostly, it is cosmetic in nature like touch up paint, sinking screws into baseboard, but no major issues have been found. We should receive our Certificate of Occupancy from the State Fire Marshal very soon, with only one electrical need to be completed as part of the duct smoke detectors. All looks fantastic on the outside including the alleyway and finished brick work from Main Street Café to 1<sup>st</sup> Avenue. Operations Manager Amber Crumley is doing a fantastic job, and we are in a better position with the help of consultant Dan Hays to recognize our operational staff needs which is included in the August 12<sup>th</sup> BMA meeting packet (includes an organization chart).

8. MOTS and Brews and Tunes are going great with food trucks to help feed the audience. It provides a consistent seasonal opportunity for community engagement with music on Fridays and Sundays.
9. Farmer's Market is going great, and vendors seem very pleased with the season. If you like fresh sausage (in a biscuit) head over there on Saturday mornings, they are the first vendor entering into the Stephenson parking lot. Of course, so many great vendors with fresh produce and other food groups, coffee, music, some arts, etc.
10. From Operations Manager Craig Ford's monthly report, you will find us very busy with a myriad of activities and projects on a daily, weekly and monthly basis.

To be continued...

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

*Consent Agenda*

DATE: AUGUST 12, 2024 AGENDA ITEM #: 3

SUBJECT: Town Administrator Report

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Employee Hire/Promotions/Transfers/Resignations – July 1, 2024 – July 31, 2024

Employee Hires:

7/8/24 – Sheri Wright, Administrative Assistant, General Administration  
Grade 6 Step 9

7/29/24 – Brian Moore, Public Safety Officer, Police Department, Grade 8 Step 7

7/29/24 – Bethany Minor, Public Safety Officer, Police Department, Grade 8 Step 4

Employee Promotions/Transfers

7/8/24 – Jonathan Peace, Police Dept., Promoted to Lieutenant, Grade 13 Step 6

7/8/24 – Derrick Malone, Police Dept., Promoted to Sergeant, Grade 10 Step 7

7/8/24 – Heath Saine, Police Dept., Promoted to Sergeant, Grade 10 Step 6

7/8/24 – Caleb Couch, Police Dept., Promoted to Sergeant, Grade 10 Step 7

7/15/24 – Terry Henry, Public Safety, Promoted to Dispatch/Volunteer Fire Major,  
Grade 13 Step 1

7/15/24 – Nick Bogle, Wetlands Water Park, Promoted to Interim Director, Grade 16 Step 1

7/22/24 – Nora Sword, Promoted to Police Dept Administrative Assistant, Grade 8 Step 2

Resignations / Retirements:

7/12/24 Resigned – Mitchell Calvin, Visitor Center, Website & Marketing Specialist

## MEMORANDUM

To: Glenn Rosenoff, Town Administrator

From: Craig Ford, Operations Manager

Ref: July 2024 Monthly Report

Date: August 09, 2024

We received a temporary certificate of occupancy on the Jackson Theatre. There were two citations for sprinkler heads that had to be readjusted and the installation of two HVAC fire duct detectors.

The sprinkler heads have been repaired and the duct detectors have been installed. There is a wire that needs to be installed from the detectors to the alarm panel. Once this wire is installed, we should be able to receive a permanent certificate of occupancy from the State Fire Marshall's office.

The Street Department and Recreation Department have begun some long overdue renovations on Stage Road Park. We are working on some things that can be completed now; however, we will probably move in to complete the project around the middle of September. This is a better time to replace and plant new trees, flowers, shrubs, and grass/sod.

The Street Department finally installed the four lights over the play surface at Lincoln Park with the assistance of Brightridge. This is the last unfinished item at Lincoln Park and one that will truly make a positive impact on the park.

Myself and Malcolm Highsmith met with Bob Presser of Berry Enterprises at the old Solid Waste building. That is the individual you requested I meet with regarding the demolition of that building. After the meeting, Mr. Presser indicated he could get started the week of August 12.

He has agreed to take the building down for the scrap materials in the building. The Street Department will have to haul off all the spoils from the site. I am very excited to get this started, so we can finally get started on the new building.

The Street Department is removing the final pieces of their tools and equipment out of the building in order for demolition to begin.

I will be meeting in the very near future with the building contractor to look at any price adjustments that may have occurred since this building was advertised for bids. It is the plan to bring an updated price to the Board of Mayor and Alderman at the September meeting. I would like to have this building under roof before winter in order that we can get started on the interior office space for the Street, Solid Waste, and Recreation Departments.

Although the installation actually occurred today, Chris Craig has been working with Replynish on a cooperative agreement to take the Town's plastic recyclables. Replynish provides the empty bags and picks up the plastic for recycling. We are now able to receive plastic at our recycling convenience center at the Town garage site. I still hope we can find a couple more sites in Town for additional recycling centers.

I have continued to work on updating and writing new position descriptions. There are nine (9) more for the Board of Mayor and Aldermen approval at the August 12 meeting.

I have also continued to work with ISO on the Fire Department's retrogression plan. This has been a long and difficult process. Certainly, one I hope not to have to repeat. We are certainly on the right track with ISO.

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

*Consent Agenda*

DATE: AUGUST 12, 2024 AGENDA ITEM #: 5

SUBJECT: Committee Reports

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1. McKinney Center Advisory Committee
2. Historic Zoning Commission

August 15, 2024

Subject: Approval of Minutes

**McKinney Center Advisory Committee Meeting**

**Thursday, July 18, 2024, 3:30pm**

**McKinney Center – in Person**

**Agenda Presentation**

1. Call to Order: Bre Walker-Schadler, Skye McFarland, Isaac Woods, Anne G'Fellers-Mason, Richie Hayward, Michelle Treece – call in, Kay Grogg, Nancy Kavanaugh
2. Not Present: Buttons McKinney, Adam Dickson, Theresa Hammons, Sharon Squibb, Karen Sullivan, Pauline Douglas
3. Approval of Minutes: Nancy motioned to approve and Kay seconded. Did not have enough for a quorum Will need to approve May & July minutes in August.
4. Director's Report:
  - i. The painting crew finished their paint job in June and did a good job.
  - ii. We had 70 registrations for summer camps and 8 registrations for private lessons with Jonathan. Total summer registration for 2024 is 78.
  - iii. Fall 2024 classes have been released online. We are working on a physical version of the catalog. We are reviewing current teacher pay and considering giving the teachers raises.
  - iv. We gave out 12 scholarships for summer camps valued at \$1,750. For the 2023-2024 fiscal year, we gave out 23 scholarships for a total of \$3,453.
  - v. We have raised over \$20,000 for the scholarship endowment.
  - vi. Theresa will be scheduling visits to other art centers to research how to grow our program sustainably and with realistic resources.
  - vii. Our next exhibit opening is Jean G'Fellers and Christina Nech, July 19.
  - viii. We received \$7,750 for Traditional Art classes. It is an increase of \$3,250 from last year.
5. Outreach:
  - i. We had about 400 people reached at Jonesborough Days.
  - ii. We have a volunteer going to the Jonesborough Farmer's Market on July 20<sup>th</sup>.
  - iii. We will see an increase in social media in the coming days and weeks, due to the radio show, historic marker event, Nancy, fall classes, and fall market.
  - iv. We have volunteers signed up for Nancy. We will need volunteers to help us with schools open houses.
  - v. D&E Committee met on May 30<sup>th</sup>.



- vi. The May & June CTM podcasts have released. Jamie White and Anthony Jones are in the July CTM that is being worked on.
6. StoryTown:
- i. Salute to Veterans sold out. Get tickets to the July show while they are available.
  - ii. We raised \$3,250.00 in sponsorships for the 2024 season.
  - iii. We received an Art Support Project grant of \$7,710 from the Tennessee Arts Commission for the fiscal year 2024-2025.
  - iv. Play in a week camp was successful with 14 students, 8 guest artists, and 100 audience members for the performance.
  - v. The film crew did preliminary filming for the project on July 2<sup>nd</sup>. They will be back in town August 12-16 to do the rest.
  - vi. The Ford v Ford Marker ceremony will be held at the Holston Valley Unitarian Universalist Church on August 8<sup>th</sup> at 11:00am.
  - vii. Nancy is sold out!
7. Old Business:
- i. The new StoryTown cushions have arrived. We will need to get a system in place before we use them at the August show.
8. New Business:
- i. We are looking to increase teachers salaries. Members reviewed what potential increases look like. Nancy motioned to increase salary by 10%. No second. Richie motioned to increase teachers salary by 12%. Michelle seconded the increase by 12%. All in favor. Did not have a quorum present.
9. Nancy motioned to increase teachers' salary by 10%. Richie motioned to increase teachers' salary by 12%. Michelle motioned to increase by 12%. All in favor.

Meeting Dismissed at 4:20 PM

# HISTORIC ZONING COMMISSION

## MINUTES

The Jonesborough Historic Zoning Commission met in a regular meeting on Thursday, May 9, 2024, at 6:00 p.m., in the Board Room at the Town Hall, Jonesborough, Tennessee.

**Members Present:** Frank Collins, Chris Basar, Marcy Hawley, Chad Hylton, Herman Jenkins, Rebecca Moss, Nita VanTil

**Members Absent:** Chairman Zac Jenkins, Aaron Bible

Due to the absence of Chairman Zac Jenkins and Vice-Chairman Aaron Bible, Frank Collins, Secretary, presided the meeting.

### ITEM I. Call to Order

Frank Collins called the meeting to order noting that a quorum was present and asked Commissioners if they had a conflict-of-interest with any of the items listed on the agenda. Herman Jenkins noted 123 East Main Street and Chris Basar noted 210 West Main Street.

Frank Collins asked if there were any additions to the agenda. Herman Jenkins asked that downtown procedures be added to the agenda for discussion. Frank Collins called for a motion to add the downtown procedures to the agenda. Herman Jenkins made the motion for the addition to the agenda, seconded by Nita VanTil, and passed unanimously.

Frank Collins asked if there was anyone present with Public Comments and there were none.

Chris Basar recused himself from acting as a Commissioner.

### ITEM II. 210 West Main Street – Jon Sanders, Owner

**Presented by: Chris Basar, Painting Contractor**

Request for approval to paint the exterior of the house a new color scheme, as follows:

Body - Bradstreet Beige

Trim - Indian White, OC88

Windows - Tate Olive, HC112

Porch Ceiling – Mystic Blue, HC792

Porch Floor - Gloucester Sage, HC100

Chris Basar reviewed the distribution of the color scheme, and said the paint line will be Sherwin Williams matching Benjamin More colors, and will be a satin finish.

**Motion:** Nita VanTil made the motion to accept the new color scheme for 210 West Main Street as presented, seconded by Herman Jenkins and passed unanimously.

Chris Basar rejoined the meeting.

**ITEM III. 109 East Main Street – Neuma Coffee, Dylan & Noah Davis**

**Presented by: Dylan & Noah Davis**

Request for approval to place new furniture, two wooden 2ft square tables and matching chairs (2 chairs at each table) on the sidewalk in front of the business. It was noted that the Building Inspector would have to be contacted to measure the placement of the table and chairs to make sure that there is enough pedestrian walking space between them and the edge of the sidewalk. Dylan Davis said the tables will be brought inside of the building at the close of each business day and not left out overnight.

**Motion:** Nita VanTil made the motion, seconded by Chris Basar, to approve the outdoor furniture request as presented. The motion was passed unanimously.

Herman Jenkins recused himself from acting as a Commissioner

**ITEM IV. 123 East Main Street – Beverly & Herman Jenkins, Owners**

**Presented by: Herman Jenkins**

Request for approval to paint the building a new color scheme using the following colors, using Valspar paint – Royal Garnet, 1011-S and Kamado (yellow), 8002-22G. Herman Jenkins discussed the distribution of the colors and said he would come back for approval for the medallion and front door paint colors.

**Motion:** Rebecca Moss made the motion to approve the new color scheme request as presented, seconded by Nita VanTil, and passed unanimously.

Herman Jenkins rejoined the meeting.

**ITEM V. Downtown Procedures**

Discussion took place about policy and procedures; and educating new business owners and new property owners so that they know to come before the Historic Zoning Commission before they do any exterior changes to buildings and houses. Commissioners also discussed that any work done in the Historic District, but not yet reviewed or approved should be brought to the attention of the HZC Chairman who may need to include the Town building inspector.

**ITEM VI. Approval of Minutes – Meeting of April 11, 2024**

The motion to approve the minutes the of the April 11, 2024 meeting as presented was made by Chris Basar, seconded by Nita VanTil, and passed unanimously.

With there being no further business for discussion, the motion to adjourn the meeting was made by Nita VanTil, seconded by Herman Jenkins, and passed unanimously.

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

*Consent Agenda*

DATE: AUGUST 12, 2024 AGENDA ITEM #: 6

SUBJECT: Supervisor Reports

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1. McKinney Center
2. McKinney Center Program Manager
3. Utility Manger
4. Water Quality
5. Water Distribution
6. Wastewater
7. Water Treatment Plant
8. Fire Department
9. Building Inspector
10. Director of Tourism & Main Street
11. Parks & Recreation
12. Street Department
13. Animal Control
14. Police Department
15. Senior Center
16. Visitor Center Manager
17. Jackson Theatre Operations Manager

## Theresa Hammons, McKinney Center Director, Monthly Report – July 2024

### July Events

July 4-6	Jonesborough Days Parade and Kids Craft Booth - Outreach
July 11	StoryTown Voices from the Archives Podcast
July 19	Artist Exhibition Opening with Christina Neche & Jean G'Fellers
July 22	StoryTown Radio Show – Epic Summer Fails
July 25	StoryTown – Director's Cut Podcast
July 27	Vincent Dial Day - Outreach
July 30	Teacher In-Service Day - Outreach

**Fall 2024 Classes** – We have seventy-nine registrations for Fall 2024. Early Bird deadline is August 10. Deadline to register is August 17. I have written two press releases for fall classes. I have asked the marketing team to assist in scheduling tv and radio spots to talk about classes. Skye has created a Facebook commercial for fall classes, and we have boosted that post. I have secured three digital billboards throughout the Tri-Cities for advertising.. I have ordered twenty new yard signs to distribute for our new “registration day” on August 10. We have sent newsletters to our email list and notices out to our members and scholarship recipients about upcoming classes. **Teacher Meeting** - I have been working to schedule a faculty meeting. Trying to get all of them together at the same time is proving to be difficult. I will schedule a meeting for when the majority is available and go over basic logistics and procedures and sign paperwork. I also met Carla Crowder of Wind Song Jewelry. Carla will be offering jewelry making classes in the spring of 2025. **Scholarships** – I have spent time processing scholarships this month. We have sent out reminders to past scholarship recipients to reapply, if necessary, in hopes of getting more applications.

**Pay Increase for teachers** – Our contract teachers have been paid \$25/hour since 2013. That sounds like a more than equitable payrate. However, when you teach a 1.5 hr. class for 10 weeks, that is only \$375.00, which is divided over 2-3 months. It is time to raise the amount we pay our instructors. The biggest concern I always have is increasing the registration fee of our classes is whether people can afford them. After running some numbers, if we raise their pay to \$28.00, we would only be raising the registration fees anywhere between \$2 - \$10 depending on the class and the other expenses associated with that class. Our advisory committee looked at this information and voted to raise the pay to \$28.00 for the spring of 2025. I will be taking this into consideration when putting together the spring catalog of classes. I hope the increase will inspire current teachers to offer more classes and I hope it will attract new teachers.

**Scholarship Endowment** – I have organized a meeting with myself, Glenn, the East Tennessee Foundation and two of our advisory committee members to talk about what it will take to create an Endowment for the McKinney Center. I particularly want to know how much we would need for a minimum contribution and what would the ETF fees be each year. I think we have raised enough money to start an endowment. Our main mission is arts education. I would like to see if an endowment could financially support some of the costs for all our classes to make the cost of those classes more affordable for the public. It will be beneficial to me to have someone from ETF discuss options and how an endowment would most benefit our organization.

**Future Growth of MBM Classes and Workshops** – Glenn and I met with Don Engel in July to discuss where the town and Mr. Engel are in the process of selling and purchasing the property next door. The Engel family is ready to sell. The Engel family has had an appraisal completed. The letter of first right of refusal is in the Town's possession. My understanding is that the letter needs to be reviewed. Glenn will

notify me if there is anything else I need to do. The day of our meeting, I assisted Mr. Don Engel with finding places to dispose of some household chemicals. Jeff White assisted Mr. Engel with inspecting fire extinguishers and disposing of some expired devices. I was also present in the home and shop with the Heritage Alliance staff and members to assist in collecting any items that would be appropriate for preservation.

If the McKinney Center were able to secure the property, the short-term plan would be to move our pottery classes to the shop. We could use the kitchen in the house to move our canning classes from the Gillespie Building. We would seek donations of a washer and dryer so that we could wash aprons and dirty towels and tablecloths on site, during the day, and not have to take them home to wash. We would move our recording studio to the house as well. We could do interviews in a cleaner, more comfortable space than the space we have in the Gillespie Building. The restrooms in the house have been renovated so that would be more comfortable for interviewees and students. We could use another downstairs area as a classroom. We could also store artwork and donations in the shop basement or in the house to free up closet space in the McKinney Center making classrooms less cluttered.

The long-term idea I have for expansion is to connect the history of the town with traditional and contemporary trades and crafts. I would love to have studio spaces constructed on the property that would look like buildings from 1779, when the town was founded. Each studio would contain one or two trades such as printing (printing press and contemporary printing), woodworking (barrels, wagon wheels, and contemporary work), black smithing and metal smithing (horseshoes, nails, knives, contemporary work). These are just a few examples of what we could do. I envision an experience that would feel like a mix of Colonial Williamsburg and Arrowmont School of Craft.

The property could also be used for survival or naturalist classes. I have had a request from our "Learning to Grow Herbs for the Kitchen," teacher for garden space. We could have several raised beds for her classes. We could have plant and tree identification classes. The property would also give us more space during our summer camps to spread out. The children currently have little green space to run and play during breaks and lunch. I could also see expanding our Fall Market. We could have more vendors outside in the green space. Or we could do an "art in the park" type event. The possibilities are endless.

**Hallway Exhibition Program** – We opened an exhibition on Friday, July 19. The artwork of Jean G'Fellers and Christina Neche is currently on exhibit. The show will last until August 16. Our next exhibit is with Vickie Fellers. We will compliment Vickie's 2D work with the baskets of Jennifer Dyer. Mrs. Dyer passed away a few years ago. This month I met with her widower and chose baskets for the exhibition. Mr. Dyer will be donating any proceeds of sales to the McKinney Center.

**Living Here Exhibition** - I have had the idea for an exhibition like this for decades. Last September we got the right AmeriCorps Volunteer to do the project. For nine months, Isaac Woods has been interviewing people living in Jonesborough. Skye has been taking portraits of the interviewees as well as videoing the stories. This month, I ordered mats and frames for the 16x24 portraits. Our team has been working on this exhibit for a September opening.

**Fall Market** – August 23 & 24 We had more indoor application than ever this year. While that is a good problem to have, it is always hard to tell people that they were not juried in. We do still have outdoor vendor space available and gave that option to those who did not get an inside space. Some artists were extremely grateful for the opportunity, and some were not. I have found that with vendor events, you can never make everyone happy.

**Halloween Exhibition** – I have been working on our extremely popular Halloween Exhibition. Before Mitchell left, I revised our website information, prospectus, and artist information. Mitchell got it up on the website. This month I have written a press release and Skye has worked on social media marketing. This is a juried exhibition and an incredibly fun event.

**Spot on a Hill** – Anne will be doing Spot-On-A-Hill, again under the umbrella of the McKinney Center. We have been working on the plan for this series of events.

**StoryTown Radio Show** – The June show almost sold out. The July show had over seventy people in the audience. Anne is doing an excellent job marketing the program, securing sponsorships, and working with our team to make the Radio Show and the StoryTown Program the best they can be. We have a long way to go, but things are going well. Numbers do not lie:

Month	2023	2024
January	35	0
February	18	125
March	45	98
April	35	71
May	27	78
June	24	111
July	48	78
	<b>232</b>	<b>561</b>

**Jackson Theatre** – Anne and I met with Amber to help her iron out some rental planning for the Jackson. Anne has been meeting with David Verde, Amber, and Cameo, regarding the Jackson Video regularly. I think our team has completed all that is needed on our end. Anne, Isaac, and I helped David with a video shoot this month as extras. We will be available the week of the filming, in August, if needed. And we are on the Jackson Programming committee and will help where needed.

**Nancy** – at ISC on August 12. The play, Nancy, is sold out! We hope to do this play again in the future.

**Heritage Alliance Agreement** – Anne wrote several plays while employed as the Executive Director of the Heritage Alliance. She would like to continue those plays under the umbrella of the Town of Jonesborough. The Heritage Alliance would like 10% of the revenues of the small shows such as Nancy, and Legs in a Barrel. They would like to sell the town the rights to Spot-On-A-Hill due to its revenue potential. Anne and I met with members of the HA board on two occasions to discuss and iron out details.

**Historic Marker** – A StoryTown project started in February of 2022 and was a one-year grant project, is now finally being completed. I appreciate Anne's efforts in working with the UU church and the community members who did the research in finalizing this project. After Ms. Corriere's departure, I was able to locate the marker in a TDOT garage in Johnson City. Anne and I met with the pastor of the church in-person, and we have been working as a team with the church to advertise the marker unveiling and to try and give it the attention that it deserves. Several of the community members who did the research will be there, along with Ms. Corriere. Alderman Dickson and Glenn Rosenoff have confirmed their participation. Anne has contacted Representative Rebecca Alexandria's office and Senator Rusty Crowe's office. We hope to have representatives from their offices present at the unveiling. The church and McKinney Center are hosting a reception after the program. We will have the unveiling of the marker on August 8, 11am at 136 Bob Jobe Road, Gray, Tennessee, 37615. We would love to see our town aldermen there for this event!

**Grants** – Anne has received the ASP grant from the TAC again for \$7,170. This supports the Radio Show. Anne has applied for the ABC grant from the TAC that supports the Play-In-A-Week Camp. I applied for the Berea College Traditional Arts grant and found out this month that we were awarded \$7,750. This will support our Canning class, Herb Growing class and several summer camps.

**Staff** – We interviewed several candidates for host positions. This month, I hired four of those people. Bre and Skye and I put together a meeting for the hosts to start their training. Each new host has been paired with an existing host at least twice before staffing the building alone. I also made sure that we had four sets of keys for the new hosts. So far, things are going well with all the hosts. Isaac Woods, our AmeriCorps Volunteer, has decided to finish his one-year contract in September and not renew it for a second year. We will be advertising our two AmeriCorps positions very soon. I also had all our staff, including the hosts, do the Title VI training.

**Marketing** – I have written several press releases this month (Fall Market, G’Feller and Neche Exhibition, Halloween Exhibition Call for Artists, Fall Classes, and Fall Class Deadlines). I negotiated three digital billboards for fall classes. And three digital billboards for the fall market. I have ordered twenty new yard signs for our registration day on August 10. I have ordered an updating of 20-yard signs for the fall market this month. Mike Morgan requested a meeting asking if he could volunteer to do 360-degree videos of our rental spaces. We met and he did the video. Once finished it will go on our website. I was a guest on Dave Light’s radio show. Anne and I met with Paul Harris to answer his questions about press releases and media spots. I worked with the HighRoad Agency to fix one of our website pages. I also reviewed all the press releases written by Anne, Skye, and Isaac this month. I created and sent out a monthly membership newsletter.

**Outreach** – I provided the wagon for our parade float. I personally purchased the costumes for our parade float for Jonesborough Days. I also shopped and bought some of the float decorations. I helped decorate and participated in the parade. I also helped with our craft tent on Friday. Skye is working on getting volunteers to help with public school open houses. I will be at Lamar on August 3, with a McKinney Center information table.

**Rentals** – This past month we have had some different rental requests and issues. I have helped Bre navigate through those. Some things include renters wanting extra discounts and last minute requests.

**2025 Planning** – I spent some time this month finalizing details for the rest of 2024 activities. I also began scheduling events for 2025.

**Building** – I ordered and received acrylic sheets to place behind each classroom sink to keep paint and other materials from splashing on the newly painted walls. Did a PO for our Ice Machine to be plumbed properly. Rick secured the estimate and scheduled the work to be done. The Ice Machine was not plumbed correctly during the original installation. When the building was painted, we needed to move the machine out of the tiny space it was located in which meant cutting the water line. Once the painting was finished, we were able to get the ice machine installed correctly. I did the PO and turned in receipts for the basement door materials. The wood around the basement door had all but rotted away. Rick replaced the door. Ballasts in the basement were replaced and lights were replaced with LED bulbs. I have worked with Malcomb and Rick to get “slow down” signs for our alley way. This will help parents and others coming up the alley of the McKinney Center to remember to drive slowly up that hill and into our top parking lot. After the painting and cleaning out, we realized we had some surplus items such as old computer screens, lock box, etc. All those items have been claimed now by other departments. I am



working with Fleenor Security to change update our security codes for individuals that need access to the McKinney Center.

### Visitation Numbers:

Month	Classes	General Visitors	Rentals	Outreach Events	MBM Digital Outreach	StoryTown Digital Outreach	Paper Outreach	Total
January	37.00	229.00	116.00		24573.00	2387.00	8300.00	35,642.00
February	353.00	489.00	439.00		11296.00		145.00	12,722.00
March	385	351.00	527.00	850.00	37135.00		50.00	39,298.00
April	302.00	935.00	93.00	580.00	30940.00		40.00	32,890.00
May	116.00	434.00	85.00	40.00	29729.00		100.00	30,504.00
June	402.00	451.00	27.00					880.00
July	46.00	314.00	270.00					630.00
August								0.00
September								0.00
October								0.00
November								0.00
December								152,566.00
								0
								152,566.00
								0
Total	1641.00	3203.00	1557.00	1470.00	133673.00	2387.00	8635.00	0

### Other Tasks:

- Prepare agenda and preside over Weekly Staff Meetings.
- Prepared agenda for monthly meeting with the Marketing Team. The Marketing Team had to cancel.
- Prepare agenda and preside over Advisory Committee Meeting.
- Attend Main Street meeting.
- Attend JAMSA meeting.
- Approve AmeriCorps Time Sheets, paperwork, and reports.
- Prepared and coded invoices.
- Sent Gina Course Storm deposit information from classes.
- Attended a free virtual Capacity Board Building workshop offered by Brushy Fork Institute at Berea College.
- Addressed a student (mental health) concern with a parent.
- Attended Supervisor Meeting.
- Attended a workshop on Technology Stress.
- Participated in conversations regarding how to preserve Doc McConnell's Buggy.

### Upcoming Events

July 19 – Aug. 16	Artist Exhibition
August 8, 11am	Marker Unveiling
August 8	Voices from the Archives Podcast
August 10, 10am-Noon	Registration Day
August 12, 7pm	Nancy
August 23&24	Fall Market
August 26	Radio Show
August 28	StoryTown Director's Cut Podcast
August 29	StoryTown Radio Show Podcast

## July 2024 Monthly Report, Skye McFarland

### Outreach

This month we had in person outreach with Jonesborough Days Festival in downtown Jonesborough, the Farmer's Market, and Vincent Dial Day. For Jonesborough Days I worked to create the screen to print on bandanas as well as recruited volunteers. For the Farmer's Market I came up with a pinwheel craft and packed the box for a volunteer to work the event. I also put together information and a craft to take to Vincent Dial Day and worked this event. We reached about 480 people in person for this month. Online, our social media presence has picked up in pace as we are now posting about our Fall semester, the Fall market, the historic marker event, the Nancy Play, and soon we'll post about the Halloween Exhibit, too. I work each month to schedule and post including scheduling posts through the weekend or when I will not be in the office.

Facebook- Page Followers: 5.2K

Page Following: 22

Instagram- Followers: 1911

Reach: 1380

YouTube- Subscribers: 245

Watch Time: 7.6 Hours

New Subscribers: 4

Month	Number	Digital	Paper	
January		24,573	8,300	32,873
February		11,296	145	11,441
March	850	37135	50	38,035
April	580	30940	40	31560
May	40	29729	100	29869
June	466	18876	20	19362
July	480	20,904		21384
August				0
September				0
October				0
November				0
December				0
				184,524

### Volunteers

During this month our volunteers worked to help us during Jonesborough Days, worked at the farmer's market, and helped with the Radio show. I worked to recruit these volunteers, contact them before events, and give them instructions.

	McKinney	StoryTown	Total
January		112	112
February	4	115	119
March	18	116	134
April	36	118	154
May	25.5		25.5
June	61.5	127	188.5
July	30		30
August			0
September			0
October			0
November			0
December			0
			763

### **Diversity & Equity**

The Diversity & Equity Committee plans to meet on July 31<sup>st</sup> at 2pm. I will create the agenda, set up the zoom, and write meeting minutes from last meeting.

Conversations That Matter for July was released on July 26<sup>th</sup> featuring Anthony Jones and Dr. Jamie White. Anthony and Jamie are both employees at Science Hill High School and we were able to discuss education in the modern world regarding cell phones in the classrooms, and a whole lot more. I helped schedule these guests, ran technology to record the conversation, edited the video and audio versions, wrote the press release, created the graphic, and posted it to social media. Our next conversation will likely be our annual catch up with the moderators.

### **Marketing & Miscellaneous**

Videos: I continue to work on capturing video of classes and workshops to create a new video for the McKinneyCenter.com home page. I took video of Sandy Freschi, Sadi Hyatt, Summer Buchanan, Bobby Apodaca, Theresa Bryant, Xavier Smith, and Lucus Schmidt for the Living Here project. I also took video of Jean G'Fellers and Christian Nech to create an artist exhibition video.

Photography: Each Living Here interview we do, I take portraits in addition to the videos. I work to edit those after each session. This month I am very thankful for Kay Grogg for filling in to take photographs of the artists exhibition opening and the storytown radio show. I do go back and edit these photos after Kay takes them.

Graphics: I have worked this month to create the August Radio Show graphic, weekly graphics to advertise for the radio show. I also worked this month to create a "mini catalog" to replace our typical catalog for this semester as a resource for those who want a printed version of our catalog. I created a handout with a list of our classes as well as a version with a full list and description of classes. I have also worked to create billboards for the upcoming fall market and fall semester. I also created a poster for the artists exhibition.

In addition to these marketing responsibilities, I have worked to provide information for newsletters to our members, edited the weekly calendars with Bre, and trained the new hosts on how to use our light and sound.

## **Breanna Walker-Schadler July Monthly Report- McKinney Center**

### **Special Events & Classes:**

During the month of July, we held private lessons. Jonathan had 8 private lesson students who were taking guitar or vocal lessons. Private lesson students meet four times a month, usually during the same day/time slot each week. Jonathan has a steady base of students who come back every month to learn with him. We had two camps planned for July, Printmaking for Beginners and Pottery Studio 303, that were cancelled due to low registrations.

We released the Fall 2024 classes at the beginning of July. We have the usual range of classes that consist of kid's clay, adult clay, kids general art, adult watercolor, dance for kids, movement for adults, and one day workshops. We do have several new workshops from two new teachers. Introduction to Scratchboard Art is one of the new workshops, which is very exciting because scratchboard art has never been taught at the center before. We hope to reach more people with the addition of these workshops. Staff worked to release a mini version of the catalog that can be printed off at the center. We also are handing out flyers with information for people who don't want a print catalog and would prefer to look online.

The center hosted Jean G'Fellers and Christina Nech artist reception opening on July 19<sup>th</sup> from 5:00-7:00pm. There were 34 people in attendance throughout the event. The exhibit will be up through August 16<sup>th</sup>, so we anticipate people coming in to view and purchase art over the next month. The center held "Epic Summer Fails" with the Jimmie D. band on July 22<sup>nd</sup> at 7:00pm. There were 111 people in attendance. Staff attended Jonesborough Days, July 4-6<sup>th</sup>, on a rotating schedule for the parade and the kids crafts.

### **Rentals:**

During the month of July, we had eight rentals. There were two rentals that happened over a span of two days. A community member held a private cookie decorating class on the afternoon of July 3<sup>rd</sup> and paid a rate of \$60.00 for classroom 2 during business hours. A church group held a training and VBS session on the night of July 12<sup>th</sup> and the morning of July 13<sup>th</sup>. They paid a nonprofit rate of \$325.00 for both days. A community member rented the auditorium during the afternoon of July 13<sup>th</sup> for a baby shower. They paid \$300.00 for the rental and were returned their full refundable damage deposit. JAMSA used our auditorium the morning of July 18<sup>th</sup> for their meeting, which was comped. The comp value was \$75.00. A community member held a dance on the evening of July 20<sup>th</sup> and paid the nonprofit rate of \$130.00 for the dance. Jonesborough Elementary had comp rentals on July 25<sup>th</sup> and July 26<sup>th</sup> in the auditorium for cheerleading camp. The comp value was \$1,012.50.

During July, I gave several rental tours to perspective renters. People booked rentals into 2025. I spent time reviewing the calendar for 2025 to prepare for more people renting into 2025. There are five rentals on the books for August so far, so I have been in contact with them to ensure we have the information needed for a good rental experience. I spent time doing rental contracts, rental payments, and rental invoices.

#### **Front Desk:**

My responsibilities while working at the front desk of the center is to greet people when they enter the building and answer the front desk phone. Greeting people as they come in is good for customer service and a good way to represent the center in general when people come through. A lot of people are surprised and happy if they are recognized from a prior visit. We had quite a few phone calls during the month of July about fall classes, rentals, *Nancy*, and the artist reception. Students came to pick up artwork from the pottery camps.

In general, I spent time going around the building and cleaning each room. It's important to go through each room between the semesters to tidy up. The pottery room sees a lot of use, so things tend to be left around the room. The auditorium closet was cleaned up and the loft area was rearranged. We also finished putting together the building after painting and then summer camps back-to-back.

We held the monthly Advisory Committee meeting on July 18<sup>th</sup>. We had four members in attendance and went through the agenda. I took notes and prepared the meeting minutes afterward.

#### **MBM Support:**

Fall classes have been released online. Staff prepared a mini catalog to give out in person and flyers with qr codes for people who prefer to view the classes online. There have been a few cases of students accidentally registering for classes without using the correct promo code or registering for a class twice. At the beginning of a new semester there is an increase in customer service due to registrations. Several individuals come in in person or call in to have me fill out the registration online for them. I have also spent time gathering old registration information, forwarding the new class information to past students. For kid's classes, this information includes where to find information for the Ernest and Marion McKinney scholarship.

Theresa reviewed the submissions for the fall market in August and touched base with artists. We did have an overflow of artists applying inside 10x10 booths and inside 6 ft tables. We offered those artists to move to outside 10x10 booths. A couple of artists

moved outside; the rest requested a refund. Fred Collins will be cooking outside for the fall market.

June 2024 was the end of the fiscal year for the town. We spent time going through the rest of the receipts for June and adding them to the 2023-2024 budget. We then spent time getting ready to start the budget paperwork for 2025.

The new hosts started at the beginning of July. We held a general information session at the beginning of July for all hosts and then had a special technology session for the new hosts. The four new hosts had several shifts where they shadowed the current hosts for rentals, special events, and classes. The current hosts have all said good things about the new hosts. We are very excited and fortunate to have them.

**Donations:**

We received a \$50.00 donation in the mail for our classes. We had two \$100.00 donations for the play *Nancy*.

## Isaac Wood – July 2024 Monthly Report - McKinney Center

### Story Initiative:

- StoryTown Radio Podcast
  - Voices from the Archive:
    - Found a summer story about a woman swimming across Watauga Lake in interview archives
    - Edited interview into a story
    - Wrote and recorded narration for the story
    - Went through edits with the staff. Contacted the interviewee who confirmed the story and how we edited it together
    - Posted to podcast apps with episode description and all other information
  - Posted June Radio Show to podcast apps w/ accompanying social media
  - Edited audio of a story spotlight and posted with a graphic
- Radio Show
  - Printed off scripts, cut program inserts, helped staff programs
  - Set up concession stand with popcorn and candy
  - Coordinated volunteers during show for concessions stand and ticket table
  - Delivered Radio Show posters to businesses in JBO

### McKinney Center:

- Jonesborough Days
  - Worked McKinney Center craft booth on Friday and Saturday
  - Rode on parade float with staff
- Art exhibit
  - Hung paintings for art exhibit
  - Cut out and hung artist labels
- Proofread press releases and other documents

### Living Here – interview project on life in Jonesborough

- Led meeting to discuss where we are at with the project. Decided on website to order prints from. Planned opening reception.
- Created Asana plan for exhibit
- Interviewed about ten people
  - We have now interviewed over thirty people for this project
- Contacted five or six other people who are interested in interviews

## July 2024 Monthly Report, Anne G'Fellers-Mason

### Program Manager

#### StoryTown Radio Show

The "Salute to Veterans" on June 24<sup>th</sup> was almost sold out, and we had over 70 people at "Epic Summer Fails" on July 22<sup>nd</sup>. McLeod Organics sponsored the June show. Storyteller Don White was a special guest, along with the Warrior's Canvas and A Walk in Their Boots. The Jonesborough Novelty Band did their annual sing along in June. In July, our special guest was StoryWander Travel and the musical guest was the Jimmie D Band.

- 1) We have currently raised \$3,250.00 in sponsorships for the 2024 season.
- 2) ON HOLD: The Marketing Team is still working on a Marketing Guide for StoryTown Radio Show.
- 3) We advertised the June & July shows in the local papers, on the radio, and on WJHL. The events were boosted through the StoryTown page.
- 4) The StoryTown Radio Show's seat cushions have arrived. We are working up a numbering system and pricing system for rentals for the August 26<sup>th</sup> show.
- 5) **We received an Arts Support Project grant for \$7,170 from the Tennessee Arts Commission for fiscal year 2024-2025.**

#### Play in a Week Camp

I have a grant review panel with the TN Arts Commission on July 31<sup>st</sup> to consider my Arts Build Community grant application for the 2025 camp.

#### Jackson Theatre Project

Fourteen interviews have been collected for this project and all the transcripts have been received. I am meeting with the filmmaker David Verde once a week to work on the script. He will arrive in town on August 7<sup>th</sup> and filming will take place from August 11-16.

#### Ford vs Ford Historical Marker

This marker recognizing the role of the Black Ford children and their friends in securing their freedom through this historic court case will be placed at Holston Valley Unitarian Universalist Church on August 8<sup>th</sup> at 11:00 am. This is the conclusion to a Neighborhood Story Project grant from Humanities Tennessee that was conducted between the McKinney Center and the church. The project resulted in a new, State historic marker. We hope to see you at the church (136 Bob Jobe Road Gray, TN 37615) on August 8<sup>th</sup>.

#### Use of Intellectual Property from Heritage Alliance

While employed by the Heritage Alliance, I wrote several plays that I would like to continue to produce in my role at the McKinney Center. A memo has been prepared by the Heritage Alliance Board and sent to Town Administrator Glenn Rosenoff by Theresa Hammons to continue this conversation.



## Podcast

We continue to post Voices of the Archive, Director's Cut, and StoryTown Radio Show podcasts every month.

**Total Downloads: 646 in the last thirty days**

## Social Media Posts

### **Facebook last 28 days**

Page Followers: 1.5K

Page Following: 427

Most interacted with Post (non-boosted) – Day of show for July 22<sup>nd</sup> (303 post reach & 29 post engagement), Boosted post for July show tickets reached 4,704 people and had 784 engagement

**Post reach:** 6,449

**Post engagement:** 1,113

**New Page Followers:** 7

**Interactions Reactions:** 395

**Comments:** 17

**Shares:** 75

**Photo views:** 268

**Link clicks:** 24

### **Instagram last 28 days**

Followers: 772

**Reach:** 2.9K (990 from organic, 1,967 from ads)

**Content Interactions:** 474

**Profile Visits:** 54

**Link Clicks:** 8

A post about the Historic Marker unveiling and the Neighborhood Story Project was the most acted with share during this time with a post reach of 391 and 14 likes.

### **YouTube last 28 days**

Subscribers: 18

Views: 28

Watch Time: 0.6

New Subscribers: -1

Impressions: 1.9K

## **Numbers for Month:**

**StoryTown Players:** 77 (Number of volunteer hours, 154)

**Additional StoryTown Volunteers:** 6 (Number of volunteers hours, 4)

**Interactions:** JAMSA – 33, Jackson Theatre related – 26, StoryTown Radio Show Production Meeting – 3, McKinney Center Advisory Board – 4, Marketing Team – No meeting this time, Main St Board – No meeting this time, Media – 2, StoryTown Audience – 181, Interviews - 1, Northeast TN Museum Association - 16, Rotary Club – 15, Story Gathering for July Show – 1, Heritage Alliance Meetings - 4, Podcasts – 4, Nancy Rehearsal – 6, Misc - 6

**Total for Month - 385**

# Utility Manager Monthly Report

## July 2024

All utilities departments operated under normal operating conditions for the month of July.

**Distribution department** installed 41 new service taps and repaired 42 service leaks for the month of July. The distribution department also completed 35 miscellaneous work orders and located 197 TN 811 one calls.

**Water Quality Department** read 13,445 meters for the month of July. The Water Quality Department cut off 112 meters with 68 of those for nonpayment. The Water Quality Department had a total of 20,526 total actions taken in the month of July. As of July 31<sup>st</sup>, the Water Quality Department has changed 13,445 meters to the new AMR meter system. The Water Quality Department completed all scheduled flushing for the month of July.

**Water Plant** processed 86.689 million gallons of water with a daily average of 2.796 million gallons per day in the month of July. The Water Treatment plant is operating at full capacity and is in need of an upgrade. Persimmon Ridge Tank has maintained an average level of 25 feet for July and Woodlawn Tank has maintained an average level of 15 feet for July.

**Wastewater Department** operated under normal conditions for the month of July. Wastewater had no releases in July. The North Cherokee extension is at the 99% completion mark. The new school sewer was completed. All industries are within compliance. The WWTP is operating well. The diesel redundancy pump did operate in July. The month of July experienced 11 days of precipitation for a total of 2.95 inches. The need for further I&I work is still apparent. Current data indicates a daily inflow rate between 30-45 %. For July, this rate was 26%, equating to an average of nearly 161,000 gallons daily.

**County water line construction crew** started the Dry Creek/Rockhouse Rd water line extension in the month of September. The Construction crew finished the installation of 16,000 feet of 6" DIP waterline on Dry Creek in the month of February and have installed @ 1500 feet of 6" DIP on Rockhouse rd. The county crew started a new project April 15<sup>th</sup> on McCall Rd and completed the project on June 25<sup>th</sup>. To date the Construction crew has installed @ 80,000' of 6" DIP.

We had a busy July in Utilities. As of July 31<sup>st</sup>, 2024, the Water Quality and Wastewater Department has no vacancies. Water Distribution has 2 vacancies, and The Water Treatment Plant has 1 vacancy. We are actively interviewing potential employees, but we struggle when it comes to start out pay to attract the people with the skill set, we need. I am working daily with GRW on the planning and design phase of the Water Treatment plant, transmission line and "A" Station replacement. We have submitted the new Water Plant plans to SRF and USDA for review. We should be getting feedback in a few weeks on what the next steps are that we need to take. I am also working with Brightridge to formulate a plan to install generators at our pump stations and at the Water Treatment plant.

Kevin Brobeck

Utility Manager

**Town of Jonesborough**  
**Water Quality Department**  
**Monthly Report**  
**July 2024**

<u>Meters Read:</u>	<u>Meters Cut On:</u>	<u>Meters Cut Off:</u>	<u>Meters Rechecked:</u>
13,445	117	112	151

<u>Meter Maintenance:</u>	<u>Water Cut Off List:</u>	<u>Customer Inquiries:</u>
58 Meter Lids Replaced	68	47
53 Meters Marked		
166 Meters Serviced		
5,377 Locations Entered in Harmony		

<u>Water Line Flushing:</u>	<u>Service Line Leaks:</u>	<u>Reports &amp; Spreadsheets:</u>
35	78	295

<u>Valve Maintenance:</u>	<u>Cross Connection:</u>	<u>Water Line Locates:</u>
19 Valves exercised	Physical Files Created: 3	72
	Digital Files Created: 2	

<u>Dispatch &amp; Service Calls:</u>	<u>New Services:</u>
428	58

Total Actions Taken:  
20,526



## TOWN OF JONESBOROUGH

123 BOONE STREET  
JONESBOROUGH, TN 37659  
TELEPHONE (423) 753-1030  
FAX (423) 753-1074

### Monthly Report July 2024

#### Water Distribution

**Complaints Total - 5** ..... **4 - Total Complaints Last Month**

**Taps Installed - 41** ..... **26 - Total Taps Last Month**

**Tennessee One Call - 197** ..... **189- Total Last Month**

*This Month there were 197 locations marked on our Water System for proposed work such as Telephone Co, Gas co, Cable co, and Power Board.*

**Water Leaks Total- 42** ..... **33 - Total Last Month**

**Down Meters Installed Total - 0** ..... **0 - Last Month**

**Meter Box Replaced Total - 0** ..... **4 - Total Last Month**

**Paving Locations - 8** ..... **9- Total Last Month**

**Yard Work Clean Total - 0** ..... **122- Total Last Month**

1. Yards to sow (111 to sow)
2. Work on the Grant Funding with GRW Engineering for water line replacement.
3. Taps to be done =4

### GPS Project Goals

**July 2024:** For the month of July 2024 there were no GPS points surveyed.

The GPS crew started back up in November 2021. This is a summary of the progress made since the end of February 2022.

- 163,901 meters or 101 miles of water line
- Valves – 430
- Meters – 1,703
- Hydrants – 94
- Blow Off - 75

The following data is a summary of the work provided by our part-time interns mapping our water system from **July 2020- July 2021.**

Linear feet of water line GPS- 906,626'

Miles of water line GPS- 171 miles

Meters GPS- 3,946

Valves GPS- 767

Hydrants GPS-193

We currently have 1/3 of our water lines GPS.

GPS- The Town of Jonesborough water system is approximately 35% mapped, with approximately 1,848,000 feet of water line in the ground. The Goal is to get all water lines, valves, hydrants, and meters mapped in a GIS format that can be used on an IPAD for reference online size and valve location. This will reduce time spent on leak repair and help with isolating the water system in putting the fewest customers out of water during a leak repair. It has been suggested that we utilize an intern program from ETSU for the summer.

This will help tremendously due to the department being shorthanded and having only limited time to dedicate to GPS program. Currently we are looking at 10-15 years before the water system is completely mapped.

### **Meter Change Out Program**

Water Distribution is working to have our large meters updated and functioning at AWWA standards (101% and no lower than 98.5%). All large meters will have a bypass so they can be repaired and tested without customer water interruption. It is suggested the meters be tested on a yearly basis for accuracy. Working with a spreadsheet of our top water consumption customers we have been replacing antiquated meters with new compound meters. We have about 21 businesses on the list that are due for meter change out. Koyo 4", Academy Hills 2", Davey Crocket High School 4", Chuckey Sales meter and Hexpol have been changed out as part of the program bringing the total to 16.

It is the goal for the Water Distribution to replace 1 large meter a week when in stock. The agenda is to maintain accurate meters, so the Town of Jonesborough does not lose revenue. We have around 1,300 residential meters to replace.

### **For the month of July Town Crew**

The Town Crew has concentrated their efforts on repairing all leaks (42) due to the drought and storage tank levels.

### **Upcoming Line Extensions Town Crew**

Vines Farm- 800' of 2" plastic line.

Drain Lane 350' of 2"



### **Completed Line Extensions Town Crew**

Paynetown Road 300' – **Completed**

Industrial Park EDA Project 4,000' - **Completed**

Fire line 6" k-8 school – **Completed**

Big Wood Road 750' of 6" D.I. - **Completed**

K-8 School 2" line and water spigots. **Completed**

### **Upcoming Line Extensions County Crew**

- Taylor Bridge Road
- Highway 11E Slaughterhouse – 1,000'
- Jackson Bridge

### **County Crew Completed Projects**

Treadway Trail- 3,000' DI-- **County Crew Completed**

Greenwood Drive- Cecil Gray to Mill Springs 3,100' DI, Shipley Ct to Oliver Edwards  
2,000' DI – **County Crew Completed**

Ralph Hoss 4,300' DI – **County Crew- completed**

Mathes Circle/ Nolichucky Fire Dept 800' **County Crew-Completed**

Malone Hollow- **County Crew- Completed**

Saylor Hill Road- **County Crew -Completed**

Rock House Road- 1900' - **Completed**

Dry Creek Road- **Completed**

McCall Road- **Completed**

### **County Construction Crew**

***For the month of July 2024***, the County Construction Crew has worked on Blalock Road. This is a County EDA Project. The County has installed 2,800' of 12" ductile iron and have made 4 taps on the road. They have also installed a hydrant and a tee to the connection of the existing water line on 11E.

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## TOWN OF JONESBOROUGH

123 BOONE STREET  
JONESBOROUGH, TN 37659  
TELEPHONE (423) 753-1030  
FAX (423) 753-1074

# Wastewater – July 2024 Monthly System Operations Summary

Date: August 5, 2024

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### Customer Calls:

Total: 7                      Resolved: 7

TN811:            Taken: 315                      Required Action: 153

### Sewer Taps:

New: 45                      Completed: 8                      Pending: 3                      Pending Contracted: 161

### Projects Underway:

1. Washington County Industrial Park EDA Project

### System Maintenance:

Line Cleaning: 0'                      Line Inspections: 500'                      System Repairs: 2  
Station Repairs: 4                      Station Cleaning: 11                      STEP Unit Repairs: 2

### Overflows/Releases/Bypasses:

- None

## Work Orders By Type

07/01/2024 to 07/31/2024 as of 8/5/2024  
 ...Powered By eWorkOrders.com

**Status:** 2-Closed

**Department:** Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	304
<b>Total Work Orders:</b>	<b>304</b>

## Work Orders By Type

09/01/2017 to 07/31/2024 as of 8/5/2024  
 ...Powered By eWorkOrders.com

**Status:** 0-Open

**Department:** Town of Jonesborough

Work Order Type	Quantity
WW-Preventive Maintenance	84
WW-Requested Work	7
WW-Corrective	13
<b>Total Work Orders:</b>	<b>104</b>

	Current Month	Previous Month	% Change
Work Orders Generated	326	264	+19%
Percentage of Completion	93%	86%	+7%
Work Orders Completed	304	226	+26%

\*Data Entry related to Preventative Maintenance Tasks are currently ongoing. As additional tasks are added the number of work orders generated increases. This will significantly impact values. Until the data entry is completed a relative value of the work being completed will not be available. Tasks not logged in the electronic system are still being logged utilizing traditional paper tracking methods.

Town of Jonesborough  
Environmental Services  
Department Monthly Report

July 1, 2024  
thru  
July 31, 2024

**Wastewater Plant:** The WWTP is running well. The Diesel Redundancy Pump did operate in July. The month of July experienced 11 days of precipitation for a total of 2.95 inches. The need for further I&I work is still apparent. Current data indicates a daily inflow rate between 30-45%. For July, this rate was 26%, equating to an average of nearly 161,000 gallons daily. No Bypasses occurred in the Month of July.

**Wastewater Plant Compliance – July 2024**

Parameter	Result	Limit	Violation Y/N
CBOD Monthly	6mg/l – 36lb/d	21mg/l – 167lb/d	N
CBOD Weekly	7mg/l – 37lb/d	25mg/l – 208lb/d	N
CBOD Daily	7mg/l – 96%Rmv	30mg/l – +40%Rmv	N
Ammonia Mo.	1.2mg/l – 6.6lb/d	8mg/l – 67lb/d	N
Ammonia Wk.	1.5 mg/l – 7.9lb/d	12mg/l – 100lb/d	N
Ammonia Day.	2.4 mg/l	16mg/l	N
TSS Monthly	5mg/l – 28lb/d	30mg/l – 250lb/d	N
TSS Weekly	7mg/l – 35lb/d	40mg/l – 304lb/d	N
TSS Daily	8mg/l – 96%Rmv	45mg/l – +40%Rmv	N
E. coli Monthly	16/100ml	126/100ml	N
E. coli Daily	86/100ml	941/100ml	N
Chlorine	0.44 mg/l	2.0mg/l	N
Sett. Solids	0.1ml/l	1.0ml/l	N
Diss. Oxygen	7.2 mg/l	6.0mg/l Minimum	N
pH	7.1su/7.9su	6su – 9su min/max	N

Please note that the information provided in the compliance table is accurate through 7/29/24 and should not be considered conclusive for the entire month.

**Sewer Construction/Collection System:** One Release occurred during the month of July. The Washington County Industrial Park extension and pump station are mostly complete. The staff is wrapping up punch list items on the project while awaiting power connection from Brightbridge to the station.

**Industrial Pretreatment:** Sungwoo Hi-Tech is currently out of compliance with its discharge permit due to a service connection in its QC Lab. TDEC conducted a Pretreatment Compliance Inspection during the month of June. The Director and TDEC met with the Sungwoo Plant Manager and discussed the needed changes to the QC Lab. The resolution of this issue is still ongoing. TDEC will cite our program for not following our ERP during this process.

**NPDES Permit:** The WWTP is in complete compliance with the NPDES permit..

If you have any questions, please do not hesitate to contact me at: Office: 753-1022

Cobern O. Rasnick  
Director of Environmental Services

# Jonesborough Water Treatment Facility

## Monthly Report

### JULY 2024

For the month of July the total amount of water processed was 86.689 million gallons, with a daily average of 2.796 million, a maximum of 2.912 million, and a minimum of 2.677 million.

This month Aaron Cichowski, and Dustin Purcell were all hired as water treatment operators, also Cody Elliot was transferred back to water treatment from distribution to utilize his experience in water treatment. Bob Freeman retired on July 26<sup>th</sup> and will be missed. As for the Water Plant operations we are still dealing with electrical problems with the high service pumps, and the raw daily flow meter at the water treatment plant and are working to resolve the issues, due to the daily raw flow meter going out the raw flow numbers are estimated between 7/6/24 and 7/25/24, the raw flow meter was fixed on 7/25/24. We kept the treatment plant at max capacity to try and combat exceedingly high usage due to dry and hot weather. All employees worked to keep the grounds at the plant, tanks, and pump stations mowed and sprayed. We completed all of our state sampling requirements for the month.

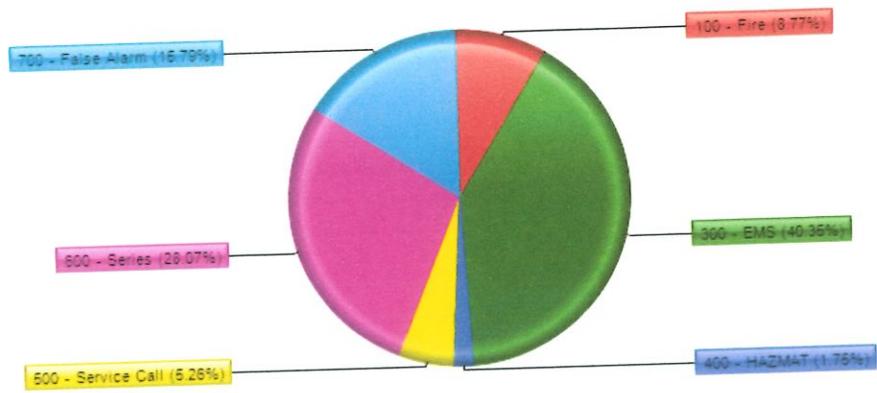
In conclusion, all in house laboratory test results as well as all external laboratory test results came out well within appropriate standards and regulations.

Prepared by Morgan Johnson, Interim Director of Water Treatment, if you have any questions, you can reach me by email ([Morganj@jonesboroughtn.org](mailto:Morganj@jonesboroughtn.org)) or by phone at 423-791-3837.

Alarm Date between 2024-07-01 and 2024-07-31

**Fire Incident Type Breakdown**

Incident Type Group	
100 - Fire	5
300 - EMS	23
400 - HAZMAT	1
500 - Service Call	3
600 - Series	16
700 - False Alarm	9
	<b>57</b>



Alarm Date between 2024-07-01

and 2024-07-31

### Incident List by Alarm Date/Time

Incident Number	Alarm Date	Alarm Time	Location	Incident Type Code	Incident Type	NFIRS Number
24118055	7/2/2024 1:46:39 PM	1:46 PM	139 OAKWELL LN	445	Arcing, shorted electrical equipment	1000232
24118099	7/2/2024 2:58:20 PM	2:58 PM	1500 PERSIMMON RIDGE RD E	100	Fire, other	1000233
24118280	7/2/2024 8:58:43 PM	8:58 PM	1498 E JACKSON BL	745	Alarm system activation, no fire - unintentional	1000234
24118425	7/3/2024 1:47:39 AM	1:47 AM	102 YARNSPINNER DR	744	Detector activation, no fire - unintentional	1000235
24118479	7/3/2024 4:11:22 AM	4:11 AM	102 YARNSPINNER DR	600	Good intent call, other	1000236
24119382	7/4/2024 11:51:07 AM	11:51 AM	395 E JACKSON BL	322	Motor vehicle accident with injuries	1000237
24120045	7/5/2024 12:14:22 PM	12:14 PM	BETHANY DR	631	Authorized controlled burning	1000238
24120054	7/5/2024 12:25:05 PM	12:25 PM	47 RED FOXX CT	611	Dispatched & canceled en route	1000239
24120165	7/5/2024 3:45:25 PM	3:45 PM	351 SUGAR HOLLOW RD	322	Motor vehicle accident with injuries	1000240
24120746	7/6/2024 2:34:22 PM	2:34 PM	157 OLD TURNPIKE RD	600	Good intent call, other	1000241
24120821	7/6/2024 5:38:55 PM	5:38 PM	348 MISS MAUDE PATTON LN	743	Smoke detector activation, no fire - unintentional	1000242
24120833	7/6/2024 6:05:36 PM	6:05 PM	250 COUNTY FARM RD	611	Dispatched & canceled en route	1000243
24120948	7/6/2024 9:05:31 PM	9:05 PM	251 HALL RD	600	Good intent call, other	1000244
24120975	7/6/2024 9:30:40 PM	9:30 PM	646 CONKLIN RD	600	Good intent call, other	1000245
24121355	7/7/2024 2:26:58 PM	2:26 PM	1403 W JACKSON BL	721	Bomb scare - no bomb	1000246
24121408	7/7/2024 4:47:03 PM	4:47 PM	308 ROY PHILLIPS RD	311	Medical assist, assist EMS crew	1000247
24121904	7/8/2024 12:07:12 PM	12:07 PM	165 OLD STATE ROUTE 34 HWY	600	Good intent call, other	1000248
240708-152655-JFDTN	7/8/2024 2:20:00 PM	2:20 PM	1103 West Jackson BLVD	500	Service Call, other	1000250
24122018	7/8/2024 3:42:27 PM	3:42 PM	132 HIGHLAND CHURCH RD	745	Alarm system activation, no fire - unintentional	1000249
24122430	7/9/2024 11:21:35 AM	11:21 AM	179 RIDGECREST RD	311	Medical assist, assist EMS crew	1000251
24122442	7/9/2024 11:50:27 AM	11:50 AM	110 S SECOND AVE	745	Alarm system activation, no fire - unintentional	1000252
24122527	7/9/2024 2:56:28 PM	2:56 PM	1113 PERSIMMON RIDGE RD	311	Medical assist, assist EMS crew	1000253
24122574	7/9/2024 4:40:44 PM	4:40 PM	132 HIGHLAND CHURCH RD	745	Alarm system activation, no fire - unintentional	1000254
24122753	7/9/2024 11:33:30 PM	11:33 PM	1007 BOONES CREEK RD	311	Medical assist, assist EMS crew	1000255
24123566	7/11/2024 9:08:33 AM	9:08 AM	233 UNION CHURCH RD	600	Good intent call, other	1000256
24123724	7/11/2024 12:57:42 PM	12:57 PM	501 E JACKSON BL RD	322	Motor vehicle accident with injuries	1000257
24123762	7/11/2024 2:25:59 PM	2:25 PM	309 W JACKSON BL	322	Motor vehicle accident with injuries	1000258
24123835	7/11/2024 4:11:46 PM	4:11 PM	112 PECANWOOD DR	311	Medical assist, assist EMS crew	1000259
24123906	7/11/2024 6:33:07 PM	6:33 PM	186 CLAUDE SIMMONS RD	311	Medical assist, assist EMS crew	1000260



24124518	7/12/2024 2:55:13 PM	2:55 PM	112 DEBBIES CR	311	Medical assist, assist EMS crew	1000261
24125151	7/13/2024 3:54:50 PM	3:54 PM	1072 HAIRETOWN RD	311	Medical assist, assist EMS crew	1000262
24125207	7/13/2024 6:17:01 PM	6:17 PM	287 BUNCOMB HILL RD	142	Brush or brush-and-grass mixture fire	1000263
24125788	7/14/2024 3:36:05 PM	3:36 PM	174 MILLER RD	143	Grass fire	1000264
24127401	7/17/2024 2:04:59 AM	2:04 AM	195 BERRY RIDGE RD	311	Medical assist, assist EMS crew	1000265
24128038	7/17/2024 10:06:49 PM	10:06 PM	3714 W WALNUT ST	600	Good intent call, other	1000266
24128127	7/18/2024 12:52:11 AM	12:52 AM	114 HERITAGE CT	700	False alarm or false call, other	1000267
24129204	7/19/2024 3:59:43 PM	3:59 PM	BRIDLE BROOK LN	322	Motor vehicle accident with injuries	1000268
24129356	7/19/2024 8:40:52 PM	8:40 PM	2235 MEADOW CREEK LN	733	Smoke detector activation due to malfunction	1000269
24129699	7/20/2024 12:32:05 PM	12:32 PM	185 Anderson RD	600	Good intent call, other	1000270
24129711	7/20/2024 1:02:27 PM	1:02 PM	580 SAND VALLEY RD	600	Good intent call, other	1000271
24129906	7/20/2024 10:32:53 PM	10:32 PM	620 E MAIN ST	311	Medical assist, assist EMS crew	1000272
24131114	7/22/2024 6:55:50 PM	6:55 PM	168 COUNTY FARM RD	311	Medical assist, assist EMS crew	1000273
24131536	7/23/2024 12:58:41 PM	12:58 PM	450 MT ZION CHURCH RD	311	Medical assist, assist EMS crew	1000274
24131780	7/23/2024 8:36:35 PM	8:36 PM	3532 MCKINLEY RD	311	Medical assist, assist EMS crew	1000275
24131827	7/23/2024 10:09:48 PM	10:09 PM	901 W COLLEGE ST	622	No incident found on arrival at dispatch address	1000276
24132520	7/24/2024 7:36:56 PM	7:36 PM	154 MCINTURFF LN	600	Good intent call, other	1000277
24132830	7/25/2024 8:27:23 AM	8:27 AM	OLD BOONES CREEK RD	553	Public service	1000278
24133413	7/25/2024 9:23:00 PM	9:23 PM	620 E MAIN ST	311	Medical assist, assist EMS crew	1000279
24134044	7/26/2024 8:24:45 PM	8:24 PM	1018 SUNRISE VALLEY DR	611	Dispatched & canceled en route	1000280
24134049	7/26/2024 8:29:57 PM	8:29 PM	160 CLAUDE SIMMONS RD	151	Outside rubbish, trash or waste fire	1000281
24134296	7/27/2024 9:07:52 AM	9:07 AM	103 CLOVER RUN	151	Outside rubbish, trash or waste fire	1000282
24134467	7/27/2024 3:06:05 PM	3:06 PM	518 SPRING ST	553	Public service	1000283
24134728	7/27/2024 11:25:37 PM	11:25 PM	280 OLD EMBREEVILLE RD	311	Medical assist, assist EMS crew	1000284
24135459	7/29/2024 12:25:02 PM	12:25 PM	1116 E MAIN ST	324	Motor vehicle accident with no injuries.	1000285
24135623	7/29/2024 5:26:21 PM	5:26 PM	448 CLAUDE SIMMONS RD	324	Motor vehicle accident with no injuries.	1000286
24135673	7/29/2024 7:12:30 PM	7:12 PM	1014 E MAIN ST	622	No incident found on arrival at dispatch address	1000287
24135688	7/29/2024 7:41:09 PM	7:41 PM	1912 HIGHWAY 81 S	311	Medical assist, assist EMS crew	1000288

Alarm Date between 2024-07-01

and 2024-07-31

District	Incident Type Code	Alarm Date	Incident Number	NFIRS Number	Addresses Combined More
		7/2/2024 2:58:20 PM	24118099	1000233	1500 PERSIMMON RIDGE RD E
		7/9/2024 2:56:28 PM	24122527	1000253	1113 PERSIMMON RIDGE RD
		7/9/2024 11:33:30 PM	24122753	1000255	1007 BOONES CREEK RD
		7/25/2024 9:23:00 PM	24133413	1000279	620 E MAIN ST
		7/20/2024 10:32:53 PM	24129906	1000272	620 E MAIN ST
		7/4/2024 11:51:07 AM	24119382	1000237	395 E JACKSON BL
		7/11/2024 2:25:59 PM	24123762	1000258	309 W JACKSON BL
		7/11/2024 12:57:42 PM	24123724	1000257	501 E JACKSON BL RD
		7/29/2024 12:25:02 PM	24135459	1000285	1116 E MAIN ST
		7/2/2024 1:46:39 PM	24118055	1000232	139 OAKWELL LN
		7/8/2024 2:20:00 PM	240708-152655-JFTN	1000250	1103 West Jackson BLVD
		7/27/2024 3:06:05 PM	24134467	1000283	518 SPRING ST
		7/25/2024 8:27:23 AM	24132830	1000278	OLD BOONES CREEK RD
		7/8/2024 12:07:12 PM	24121904	1000248	165 OLD STATE ROUTE 34 HWY
		7/3/2024 4:11:22 AM	24118479	1000236	102 YARNSPINNER DR
		7/11/2024 9:08:33 AM	24123566	1000256	233 UNION CHURCH RD
		7/23/2024 10:09:48 PM	24131827	1000276	901 W COLLEGE ST
		7/29/2024 7:12:30 PM	24135673	1000287	1014 E MAIN ST
		7/18/2024 12:52:11 AM	24128127	1000267	114 HERITAGE CT
		7/7/2024 2:26:58 PM	24121355	1000246	1403 W JACKSON BL
		7/19/2024 8:40:52 PM	24129356	1000269	2235 MEADOW CREEK LN

		7/6/2024 5:38:55 PM	24120821	1000242	348 MISS MAUDE PATTON LN
		7/3/2024 1:47:39 AM	24118425	1000235	102 YARNSPINNER DR
		7/2/2024 8:58:43 PM	24118280	1000234	1498 E JACKSON BL
		7/9/2024 11:50:27 AM	24122442	1000252	110 S SECOND AVE
		7/13/2024 6:17:01 PM	24125207	1000263	287 BUNCOMB HILL RD
		7/14/2024 3:36:05 PM	24125788	1000264	174 MILLER RD
		7/26/2024 8:29:57 PM	24134049	1000281	160 CLAUDE SIMMONS RD
		7/27/2024 9:07:52 AM	24134296	1000282	103 CLOVER RUN
		7/7/2024 4:47:03 PM	24121408	1000247	308 ROY PHILLIPS RD
		7/9/2024 11:21:35 AM	24122430	1000251	179 RIDGECREST RD
		7/23/2024 8:36:35 PM	24131780	1000275	3532 MCKINLEY RD
		7/17/2024 2:04:59 AM	24127401	1000265	195 BERRY RIDGE RD
		7/12/2024 2:55:13 PM	24124518	1000261	112 DEBBIES CR
		7/11/2024 6:33:07 PM	24123906	1000260	186 CLAUDE SIMMONS RD
		7/11/2024 4:11:46 PM	24123835	1000259	112 PECANWOOD DR
		7/27/2024 11:25:37 PM	24134728	1000284	280 OLD EMBREEVILLE RD
		7/13/2024 3:54:50 PM	24125151	1000262	1072 HAIRETOWN RD
		7/29/2024 7:41:09 PM	24135688	1000288	1912 HIGHWAY 81 S
		7/22/2024 6:55:50 PM	24131114	1000273	168 COUNTY FARM RD
		7/23/2024 12:58:41 PM	24131536	1000274	450 MT ZION CHURCH RD
		7/5/2024 3:45:25 PM	24120165	1000240	351 SUGAR HOLLOW RD
		7/19/2024 3:59:43 PM	24129204	1000268	BRIDLE BROOK LN
		7/29/2024 5:26:21 PM	24135623	1000286	448 CLAUDE SIMMONS RD
		7/6/2024 2:34:22 PM	24120746	1000241	157 OLD TURNPIKE RD
		7/6/2024 9:05:31 PM	24120948	1000244	251 HALL RD
		7/6/2024 9:30:40 PM	24120975	1000245	646 CONKLIN RD

		7/20/2024 1:02:27 PM	24129711	1000271	580 SAND VALLEY RD
		7/20/2024 12:32:05 PM	24129699	1000270	185 Anderson RD
		7/17/2024 10:06:49 PM	24128038	1000266	3714 W WALNUT ST
		7/24/2024 7:36:56 PM	24132520	1000277	154 MCINTURFF LN
		7/5/2024 12:25:05 PM	24120054	1000239	47 RED FOXX CT
		7/6/2024 6:05:36 PM	24120833	1000243	250 COUNTY FARM RD
		7/5/2024 12:14:22 PM	24120045	1000238	BETHANY DR
		7/8/2024 3:42:27 PM	24122018	1000249	132 HIGHLAND CHURCH RD
		7/9/2024 4:40:44 PM	24122574	1000254	132 HIGHLAND CHURCH RD
		7/26/2024 8:24:45 PM	24134044	1000280	1018 SUNRISE VALLEY DR

Alarm Date between 2024-07-01

and 2024-07-31

Incident Type Code	Alarm Date	Incident Number	NFIRS Number	Addresses Combined More
	7/2/2024 2:58:20 PM	24118099	1000233	1500 PERSIMMON RIDGE RD E
	7/13/2024 6:17:01 PM	24125207	1000263	287 BUNCOMB HILL RD
	7/14/2024 3:36:05 PM	24125788	1000264	174 MILLER RD
	7/26/2024 8:29:57 PM	24134049	1000281	160 CLAUDE SIMMONS RD
	7/27/2024 9:07:52 AM	24134296	1000282	103 CLOVER RUN
	7/7/2024 4:47:03 PM	24121408	1000247	308 ROY PHILLIPS RD
	7/9/2024 11:21:35 AM	24122430	1000251	179 RIDGECREST RD
	7/9/2024 2:56:28 PM	24122527	1000253	1113 PERSIMMON RIDGE RD
	7/9/2024 11:33:30 PM	24122753	1000255	1007 BOONES CREEK RD
	7/23/2024 8:36:35 PM	24131780	1000275	3532 MCKINLEY RD
	7/17/2024 2:04:59 AM	24127401	1000265	195 BERRY RIDGE RD
	7/12/2024 2:55:13 PM	24124518	1000261	112 DEBBIES CR
	7/11/2024 6:33:07 PM	24123906	1000260	186 CLAUDE SIMMONS RD
	7/11/2024 4:11:46 PM	24123835	1000259	112 PECANWOOD DR
	7/27/2024 11:25:37 PM	24134728	1000284	280 OLD EMBREEVILLE RD
	7/13/2024 3:54:50 PM	24125151	1000262	1072 HAIRETOWN RD
	7/29/2024 7:41:09 PM	24135688	1000288	1912 HIGHWAY 81 S
	7/25/2024 9:23:00 PM	24133413	1000279	620 E MAIN ST
	7/20/2024 10:32:53 PM	24129906	1000272	620 E MAIN ST
	7/22/2024 6:55:50 PM	24131114	1000273	168 COUNTY FARM RD
	7/23/2024 12:58:41 PM	24131536	1000274	450 MT ZION CHURCH RD
	7/4/2024 11:51:07 AM	24119382	1000237	395 E JACKSON BL
	7/5/2024 3:45:25 PM	24120165	1000240	351 SUGAR HOLLOW RD
	7/19/2024 3:59:43 PM	24129204	1000268	BRIDLE BROOK LN
	7/11/2024 2:25:59 PM	24123762	1000258	309 W JACKSON BL
	7/11/2024 12:57:42 PM	24123724	1000257	501 E JACKSON BL RD
	7/29/2024 12:25:02 PM	24135459	1000285	1116 E MAIN ST
	7/29/2024 5:26:21 PM	24135623	1000286	448 CLAUDE SIMMONS RD
	7/2/2024 1:46:39 PM	24118055	1000232	139 OAKWELL LN
	7/8/2024 2:20:00 PM	240708-152655-JFDTN	1000250	1103 West Jackson BLVD
	7/27/2024 3:06:05 PM	24134467	1000283	518 SPRING ST
	7/25/2024 8:27:23 AM	24132830	1000278	OLD BOONES CREEK RD
	7/8/2024 12:07:12 PM	24121904	1000248	165 OLD STATE ROUTE 34 HWY
	7/3/2024 4:11:22 AM	24118479	1000236	102 YARNSPINNER DR
	7/6/2024 2:34:22 PM	24120746	1000241	157 OLD TURNPIKE RD
	7/6/2024 9:05:31 PM	24120948	1000244	251 HALL RD
	7/6/2024 9:30:40 PM	24120975	1000245	646 CONKLIN RD
	7/20/2024 1:02:27 PM	24129711	1000271	580 SAND VALLEY RD
	7/20/2024 12:32:05 PM	24129699	1000270	185 Anderson RD
	7/11/2024 9:08:33 AM	24123566	1000256	233 UNION CHURCH RD
	7/17/2024 10:06:49 PM	24128038	1000266	3714 W WALNUT ST
	7/24/2024 7:36:56 PM	24132520	1000277	154 MCINTURFF LN

	7/5/2024 12:25:05 PM	24120054	1000239	47 RED FOXX CT
	7/6/2024 6:05:36 PM	24120833	1000243	250 COUNTY FARM RD
	7/26/2024 8:24:45 PM	24134044	1000280	1018 SUNRISE VALLEY DR
	7/23/2024 10:09:48 PM	24131827	1000276	901 W COLLEGE ST
	7/29/2024 7:12:30 PM	24135673	1000287	1014 E MAIN ST
	7/5/2024 12:14:22 PM	24120045	1000238	BETHANY DR
	7/18/2024 12:52:11 AM	24128127	1000267	114 HERITAGE CT
	7/7/2024 2:26:58 PM	24121355	1000246	1403 W JACKSON BL
	7/19/2024 8:40:52 PM	24129356	1000269	2235 MEADOW CREEK LN
	7/6/2024 5:38:55 PM	24120821	1000242	348 MISS MAUDE PATTON LN
	7/3/2024 1:47:39 AM	24118425	1000235	102 YARNSPINNER DR
	7/2/2024 8:58:43 PM	24118280	1000234	1498 E JACKSON BL
	7/8/2024 3:42:27 PM	24122018	1000249	132 HIGHLAND CHURCH RD
	7/9/2024 11:50:27 AM	24122442	1000252	110 S SECOND AVE
	7/9/2024 4:40:44 PM	24122574	1000254	132 HIGHLAND CHURCH RD

Fire - Incident Types Codes with Detail Breakdown

Date: Thursday, August 1, 2024  
Time: 6:01:22 AM

Alarm Date between 2024-07-01 and 2024-07-31

Incident Type Group	Incident Type Code	Alarm Date	Incident Number	NFIRS Number	Incident Type	Action Taken 1	Property Use Code	Property Use
<b>100 - Fire</b>								
	<b>100</b>							
		7/2/2024 2:58:20 PM	24118099	1000233	Fire, other	Extinguishment by fire service personnel	965	Vehicle parking area
						<b>1</b>		
	<b>142</b>							
		7/13/2024 6:17:01 PM	24125207	1000263	Brush or brush-and-grass mixture fire	Extinguishment by fire service personnel	931	Open land or field
						<b>1</b>		
	<b>143</b>							
		7/14/2024 3:36:05 PM	24125788	1000264	Grass fire	Extinguishment by fire service personnel	615	Electric-generating plant
						<b>1</b>		
	<b>151</b>							
		7/26/2024 8:29:57 PM	24134049	1000281	Outside rubbish, trash or waste fire	Investigate	931	Open land or field
		7/27/2024 9:07:52 AM	24134296	1000282	Outside rubbish, trash or waste fire	Investigate fire out on arrival	419	1 or 2 family dwelling
						<b>2</b>		
<b>5</b>								
<b>300 - EMS</b>								
	<b>311</b>							
		7/7/2024 4:47:03 PM	24121408	1000247	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		7/9/2024 11:21:35 AM	24122430	1000251	Medical assist, assist EMS crew	Standby	419	1 or 2 family dwelling
		7/9/2024 2:56:28 PM	24122527	1000253	Medical assist, assist EMS crew	Provide manpower	460	Dormitory-type residence, other
		7/9/2024 11:33:30 PM	24122753	1000255	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		7/11/2024 4:11:46 PM	24123835	1000259	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		7/11/2024 6:33:07 PM	24123906	1000260	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		7/12/2024 2:55:13 PM	24124518	1000261	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		7/13/2024 3:54:50 PM	24125151	1000262	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		7/17/2024 2:04:59 AM	24127401	1000265	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		7/20/2024 10:32:53 PM	24129906	1000272	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		7/22/2024 6:55:50 PM	24131114	1000273	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		7/23/2024 12:58:41 PM	24131536	1000274	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling

		7/23/2024 8:36:35 PM	24131780	1000275	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		7/25/2024 9:23:00 PM	24133413	1000279	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		7/27/2024 11:25:37 PM	24134728	1000284	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
		7/29/2024 7:41:09 PM	24135688	1000288	Medical assist, assist EMS crew	Provide manpower	419	1 or 2 family dwelling
							<b>16</b>	
<b>100</b>								
		7/4/2024 11:51:07 AM	24119382	1000237	Motor vehicle accident with injuries	Investigate	961	Highway or divided highway
		7/5/2024 3:45:25 PM	24120165	1000240	Motor vehicle accident with injuries	Investigate	962	Residential street, road or residential driveway
		7/11/2024 12:57:42 PM	24123724	1000257	Motor vehicle accident with injuries	Investigate	961	Highway or divided highway
		7/11/2024 2:25:59 PM	24123762	1000258	Motor vehicle accident with injuries	Investigate	961	Highway or divided highway
		7/19/2024 3:59:43 PM	24129204	1000268	Motor vehicle accident with injuries	Investigate	962	Residential street, road or residential driveway
							<b>5</b>	
<b>100</b>								
		7/29/2024 12:25:02 PM	24135459	1000285	Motor vehicle accident with no injuries.	Investigate	962	Residential street, road or residential driveway
		7/29/2024 5:26:21 PM	24135623	1000286	Motor vehicle accident with no injuries.	Investigate	419	1 or 2 family dwelling
							<b>2</b>	
<b>23</b>								
<b>100</b>								
		7/2/2024 1:46:39 PM	24118055	1000232	Arcing, shorted electrical equipment	Incident command	419	1 or 2 family dwelling
							<b>1</b>	
<b>1</b>								
<b>100</b>								
		7/8/2024 2:20:00 PM	240708- 152655- JFDN	1000250	Service Call, other	Investigate	931	Open land or field
							<b>1</b>	
<b>100</b>								
		7/25/2024 8:27:23 AM	24132830	1000278	Public service	Investigate	931	Open land or field
		7/27/2024 3:06:05 PM	24134467	1000283	Public service	Investigate	419	1 or 2 family dwelling
							<b>2</b>	
<b>3</b>								



7/11 Good Intent								
7/11								
		7/3/2024 4:11:22 AM	24118479	1000236	Good intent call, other	Investigate	419	1 or 2 family dwelling
		7/6/2024 2:34:22 PM	24120746	1000241	Good intent call, other	Investigate	931	Open land or field
		7/6/2024 9:05:31 PM	24120948	1000244	Good intent call, other	Investigate	419	1 or 2 family dwelling
		7/6/2024 9:30:40 PM	24120975	1000245	Good intent call, other	Investigate	931	Open land or field
		7/8/2024 12:07:12 PM	24121904	1000248	Good intent call, other	Investigate fire out on arrival	931	Open land or field
		7/11/2024 9:08:33 AM	24123566	1000256	Good intent call, other	Investigate	419	1 or 2 family dwelling
		7/17/2024 10:06:49 PM	24128038	1000266	Good intent call, other	Investigate	931	Open land or field
		7/20/2024 12:32:05 PM	24129699	1000270	Good intent call, other	Investigate	931	Open land or field
		7/20/2024 1:02:27 PM	24129711	1000271	Good intent call, other	Investigate	419	1 or 2 family dwelling
		7/24/2024 7:36:56 PM	24132520	1000277	Good intent call, other	Investigate	931	Open land or field
						<b>10</b>		
7/11 Dispatched & Canceled								
		7/5/2024 12:25:05 PM	24120054	1000239	Dispatched & canceled en route	Cancelled en route	UUU	Undetermined
		7/6/2024 6:05:36 PM	24120833	1000243	Dispatched & canceled en route	Cancelled en route	419	1 or 2 family dwelling
		7/26/2024 8:24:45 PM	24134044	1000280	Dispatched & canceled en route	Cancelled en route	NNN	None
						<b>3</b>		
7/11 No Incident Found								
		7/23/2024 10:09:48 PM	24131827	1000276	No incident found on arrival at dispatch address	Investigate	419	1 or 2 family dwelling
		7/29/2024 7:12:30 PM	24135673	1000287	No incident found on arrival at dispatch address	Investigate	931	Open land or field
						<b>2</b>		
7/11 Authorized Controlled Burning								
		7/5/2024 12:14:22 PM	24120045	1000238	Authorized controlled burning	Investigate	931	Open land or field
						<b>1</b>		
<b>16</b>								
7/11 False Alarm								
		7/18/2024 12:52:11 AM	24128127	1000267	False alarm or false call, other	Investigate	419	1 or 2 family dwelling
						<b>1</b>		
<b>20</b>								

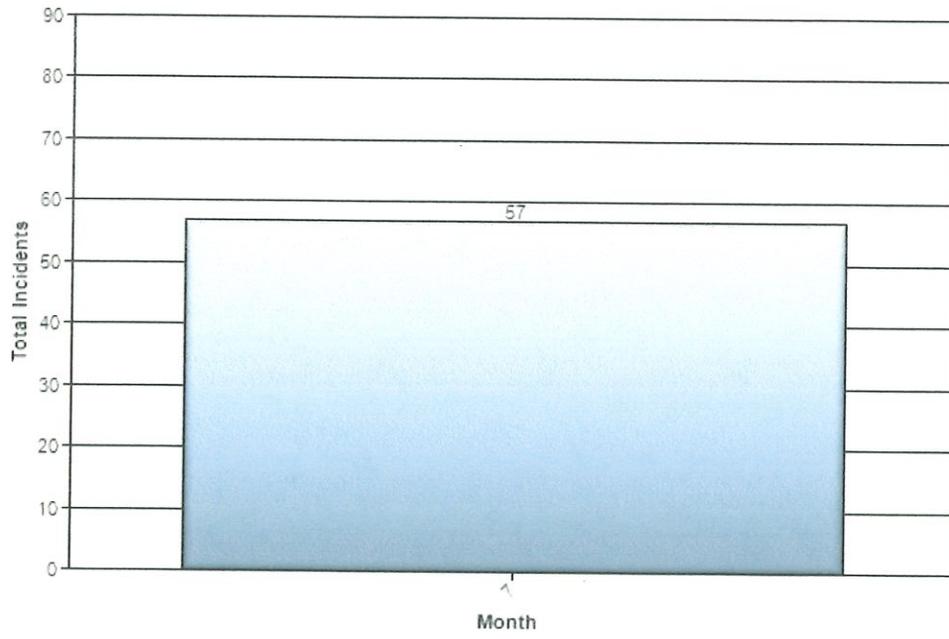
	7/7/2024 2:26:58 PM	24121355	1000246	Bomb scare - no bomb	Standby	965	Vehicle parking area
							1
	7/19/2024 8:40:52 PM	24129356	1000269	Smoke detector activation due to malfunction	Investigate	419	1 or 2 family dwelling
							1
	7/6/2024 5:38:55 PM	24120821	1000242	Smoke detector activation, no fire - unintentional	Investigate	419	1 or 2 family dwelling
							1
	7/3/2024 1:47:39 AM	24118425	1000235	Detector activation, no fire - unintentional	Investigate	419	1 or 2 family dwelling
							1
	7/2/2024 8:58:43 PM	24118280	1000234	Alarm system activation, no fire - unintentional	Investigate	539	Household goods, sales, repairs
	7/8/2024 3:42:27 PM	24122018	1000249	Alarm system activation, no fire - unintentional	Investigate	213	Elementary school, including kindergarten
	7/9/2024 11:50:27 AM	24122442	1000252	Alarm system activation, no fire - unintentional	Investigate	152	Museum
	7/9/2024 4:40:44 PM	24122574	1000254	Alarm system activation, no fire - unintentional	Investigate	213	Elementary school, including kindergarten
							4
9							

Alarm Date between 2024-07-01

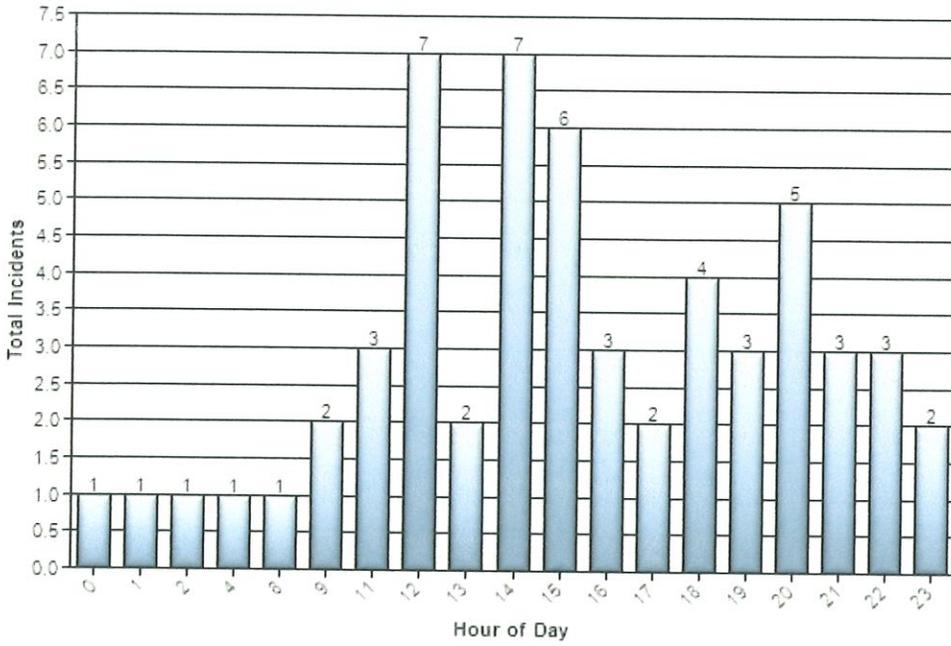
and 2024-07-31

City	2024-07-01	
Jonesborough	48	<b>48</b>
Telford	1	<b>1</b>
Johnson City	8	<b>8</b>
	<b>57</b>	<b>57</b>

## Monthly Breakdown of Incidents



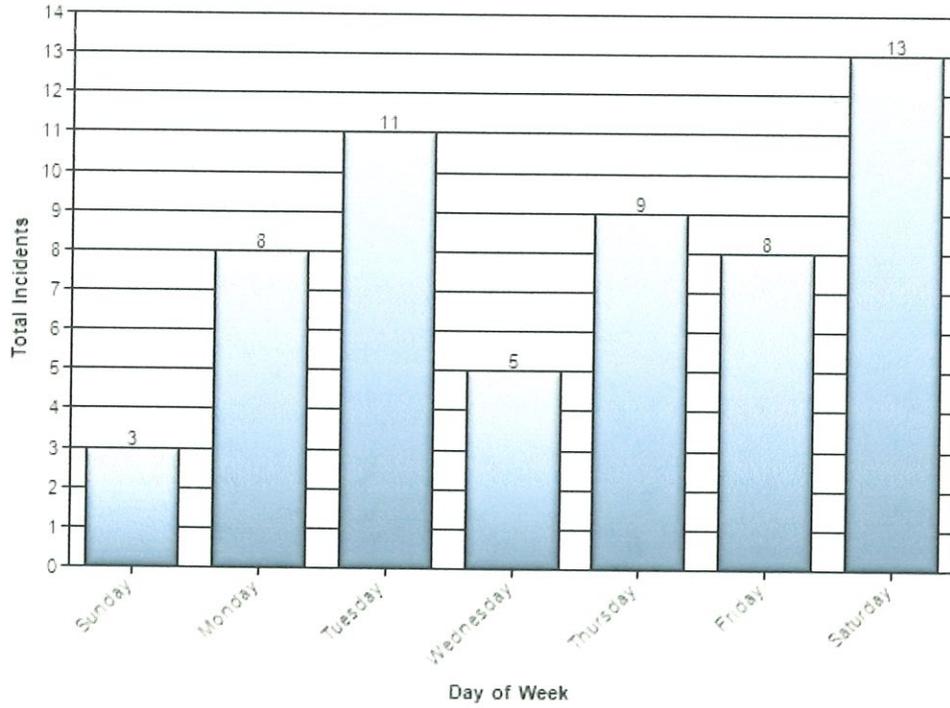
## Hourly Breakdown of Incidents



Alarm Date between 2024-07-01

and 2024-07-31

### Monthly Breakdown of Incidents



# Jonesborough



## DEPARTMENT of PUBLIC SAFETY

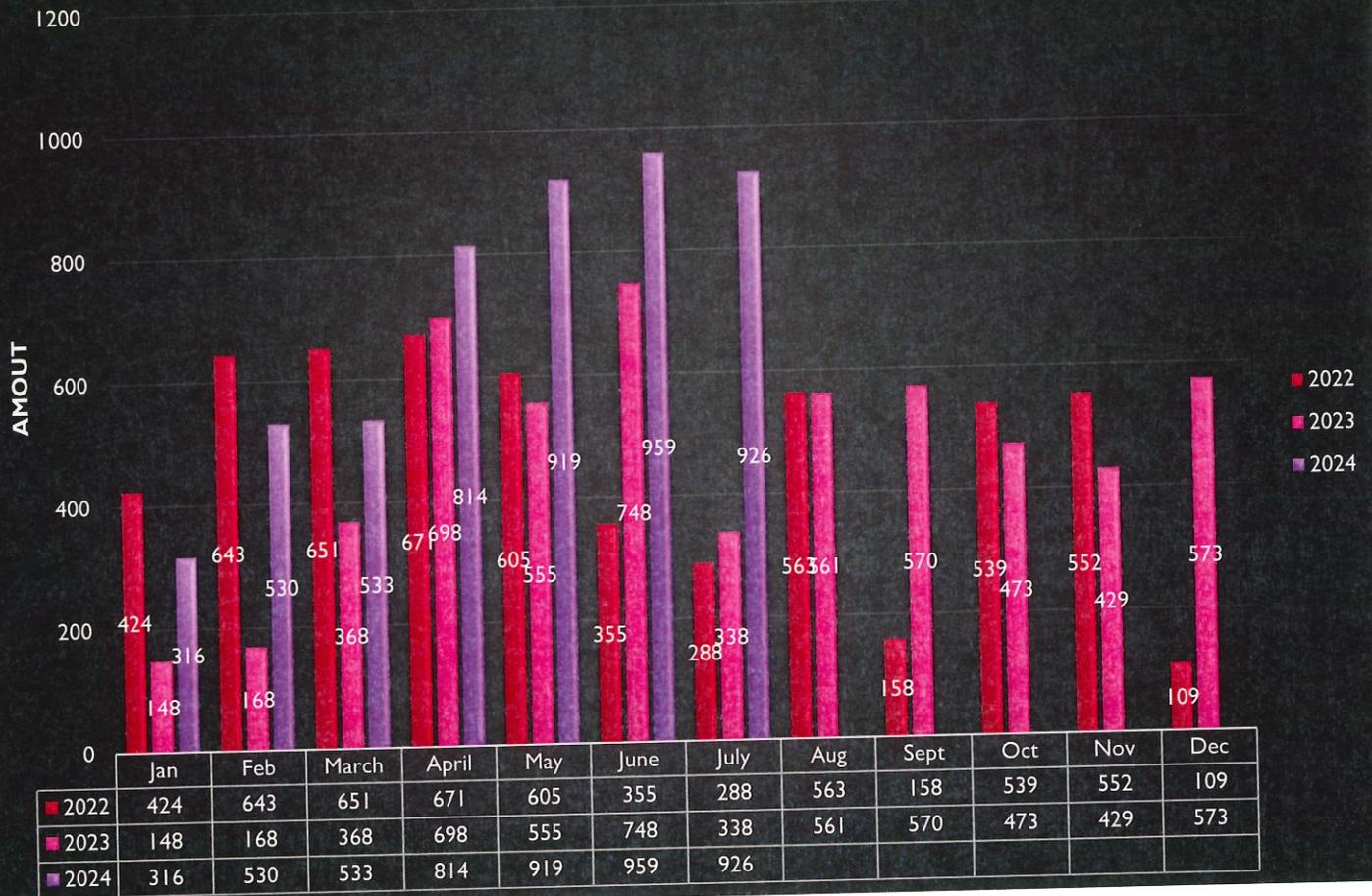
123 BOONE STREET JONESBOROUGH TN 37659 PHONE 423-753-1053 FAX 423-753-1072

### July 2024 Redflex Report

From July 1<sup>st</sup> through July 31<sup>st</sup> the traffic cameras registered a total of **(926)** violations with **(89)** violations remaining for processing. Of the total violations, Redflex and Jonesborough officers rejected **(153)** resulting in **(684)** violations mailed. The primary reasons for violations being rejected are Plate/Vehicle Obstruction, Funeral Procession, Glare/ Weather Conditions, Incorrect Plate and Extended Vehicle.

The highest number of violations occurred at Forrest and Jackson Blvd. (Food City) with **(427)** violations followed by Jackson and Forrest (Westbound) with **(215)**.

#### Violations Mailed



# 2024 BUILDING PERMITS REPORT

	# PERMITS	AMOUNT	FEES	NEW HOUSES	COMMERCIAL	RENOVATIONS			ADDITIONS	SIGNS
						PLUMBING	MECHANICAL	MISCELLANEOUS		
January	9	2,995,200.00	16,743.60	9	0	0	0	0	0	0
February	7	481,740.74	2,392.01	1	1	4			1	
March	9	4,515,000.00	24,832.50	6	1	2		0	0	0
April	16	2,595,000.00	14,484.50	12	1	3		0	0	0
May	18	3,010,015.00	16,912.47	11	0	6		0	1	1
June	18	3,181,275.00	17,998.04	8	2	5		1	2	2
July	38	7,507,021.00	41,348.32	30	29	6		1	2	2
August										
September										
October										
November										
December										
<b>TOTALS</b>	<b>115</b>	<b>\$24,285,251.74</b>	<b>\$134,711.44</b>	<b>77</b>	<b>34</b>	<b>26</b>		<b>2</b>	<b>6</b>	<b>6</b>

	<u>Monthly Total</u>	<u>Year-To-Date</u>
New House Permits	7,386,406.00	\$21,874,251.00
New House Permit Fees	40,626.50	\$120,579.65
Commercial Permits	36,700.00	\$1,970,345.74
Commercial Permit Fees	160.29	\$7,974.59
Renovations, Additions Permits	83,915.00	\$440,655.00
Renovations, Additions Permit Fees	561.53	\$3,157.20



JONESBOROUGH BUILDING PERMITS

COMPARISON SHEET

YEAR - 2023				YEAR - 2024			
MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE	MONTH	# OF PERMITS	PROJECT COST	PERMIT FEE
January	5	350,900.00	1,929.95	January	9	2,995,200.00	16,743.60
February	12	2,031,200.00	11,171.60	February	7	481,740.74	2,392.01
March	35	3,776,990.00	23,648.20	March	9	4,515,000.00	24,832.50
April	13	284,035.04	1,662.20	April	16	2,595,000.00	14,484.50
May	25	2,322,195.00	12,791.70	May	18	3,010,015.00	16,912.47
June	32	2,278,158.00	12,529.92	June	18	3,181,275.00	17,998.04
<b>July</b>	<b>36</b>	<b>109,225.15</b>	<b>600.74</b>	<b>July</b>	<b>38</b>	<b>7,507,021.00</b>	<b>41,348.32</b>
August	55	2,021,948.00	10,378.69	August			
September	No Report - Due to Resignation of Building Inspector						
October	31	643,786.00	3,755.25	October			
November	55	5,573,016.00	30,769.02	November			
December	5	1,090,173.54	6,270.80	December			
<b>TOTALS</b>	<b>304</b>	<b>\$20,481,626.73</b>	<b>\$115,508.07</b>	<b>TOTALS</b>	<b>115</b>	<b>\$24,285,251.74</b>	<b>\$134,711.44</b>

**TOWN OF JONESBOROUGH  
2024 BUILDING PERMITS**

DATE	OWNER	ADDRESS	CONSTRUCTION	COST	FEE
July					
7/3/24	Greater Impact Realty	372 E Jackson Blvd	Sign	1,700.00	79.36
7/3/24	Wolfe Development	452,454,456,458 Flintlock Tr	Townhome	600,000.00	3,300.00
7/3/24	Wolfe Development	Flintlock Tr	Townhome	900,000.00	4,950.00
7/1/24	Lino & Elizabeth Alvarez	114 Broyles Dr	New Addition	20,000.00	110.00
7/3/24	Aaron Gilreath	101 Lorena Ln	New Home	200,000.00	1,100.00
7/3/24	Aaron Gilreath	157 Lorena Ln	New Home	200,000.00	1,100.00
7/3/24	Aaron Gilreath	173 Lorena Ln	New Home	200,000.00	1,100.00
7/3/24	Aaron Gilreath	585 10 Mile View	New Home	200,000.00	1,100.00
7/15/24	Richard Tucker	628 Birds Eye View	New Home	300,000.00	1,650.00
7/15/24	Richard Tucker	644 Birds Eye View	New Home	300,000.00	1,650.00
7/18/24	Washington Co (JBO School)	720 N Cherokee	Sign	35,000.00	80.93
7/18/24	Matt & Crystal Kehn	703 W Main St	New Roof	24,893.00	136.91
7/18/24	D R Horton	1076 Saylor's Pl	Townhome	136,529.00	751.00
7/18/24	D R Horton	1078 Saylor's Pl	Townhome	136,529.00	751.00
7/18/24	D R Horton	1080 Saylor's Pl	Townhome	136,529.00	751.00
7/18/24	D R Horton	1082 Saylor's Pl	Townhome	136,529.00	751.00
7/18/24	D R Horton	1084 Saylor's Pl	Townhome	136,529.00	751.00
7/18/24	D R Horton	1086 Saylor's Pl	Townhome	136,529.00	751.00
7/18/24	D R Horton	1088 Saylor's Pl	Townhome	136,529.00	751.00
7/22/24	James Davis	242 Forest View Dr	Shed	17,122.00	94.17
7/19/24	George Bagley	405 Bowman Ave	Remodel	3,500.00	19.25
7/22/24	John Carlson	1073 Riddle Ridge Rd	Remodel	8,400.00	46.20
7/23/24	Jacob Sclater	90 Lorena Ln	Deck	10,000.00	55.00
7/24/24	D R Horton	1077 Saylor's Pl	Townhome	136,529.00	751.00
7/24/24	D R Horton	1079 Saylor's Pl	Townhome	136,529.00	751.00
7/24/24	D R Horton	1081 Saylor's Pl	Townhome	136,529.00	751.00
7/24/24	D R Horton	1083 Saylor's Pl	Townhome	136,529.00	751.00

**TOWN OF JONESBOROUGH  
2024 BUILDING PERMITS**

	DATE	OWNER	ADDRESS	CONSTRUCTION	COST	FEE
July - Page 2	7/24/24	D R Horton	1085 Saylor's Pl	Townhome	136,529.00	751.00
	7/24/24	D R Horton	1087 Saylor's Pl	Townhome	136,529.00	751.00
	7/24/24	D R Horton	1089 Saylor's Pl	Townhome	136,529.00	751.00
	7/30/24	Russell Hendrix	305 S Cherokee St	Demo Garage	self	100.00
	7/30/24	Tucker Home Builders, LLC	734 Twilight Falls	New Home	325,000.00	1,787.50
	7/30/24	Tucker Home Builders, LLC	716 Twilight Falls	New Home	325,000.00	1,787.50
	7/30/24	Tucker Home Builders, LLC	700 Twilight Falls	New Home	325,000.00	1,787.50
	7/30/24	Tucker Home Builders, LLC	680 Twilight Falls	New Home	325,000.00	1,787.50
	7/30/24	Tucker Home Builders, LLC	648 Twilight Falls	New Home	425,000.00	2,337.50
	7/30/24	Tucker Home Builders, LLC	634 Twilight Falls	New Home	425,000.00	2,337.50
	7/30/24	Tucker Home Builders, LLC	493 Twilight Falls	New Home	425,000.00	2,337.50
				<b>TOTAL</b>	<b>7,507,021.00</b>	<b>41,348.32</b>



Cameo Waters  
Director of Tourism & Main Street  
July 2024 Monthly Report

### **Updates and Projects**

1. Main Street and Downtown Update
2. Tourism Update
3. Marketing
4. Events
5. Other

### **Main Street and Downtown Update**

Attended the JAMSA board meetings for the month, multiple marketing meetings, event meetings

Oversaw the Harry Potter event- this took up the majority of my time during July. We did do well and saw a profit of nearly \$7,000 that goes to JAMSA. For this event I setup all aspects, created all marketing pieces and worked the day of

Attended DIG Program webinar

Attended Main Street Managers meeting

Met with FTDD about DIG program

### **Tourism update**

Attended NETTA board meeting

Attended TDTD webinar on upcoming grants and other opportunities

Submitted TDTD tourism and marketing grant

### **Marketing**

Sent out RFP for Jackson theatre website and began reviewing those proposals

We are continuing our weekly segment on WJCW. The goal is to share information regarding Town projects and to keep individuals informed

Kept up with needed marketing tasks for all departments and events- McKinney center, wetlands, brews & tunes, MOTS, JAMSA events, etc.

Was interviewed by multiple media outlets to promote the Harry Potter event

### Events

Worked Jonesborough Days with overseeing food vendors, contests and socials.

Met with the Goose Chase on a regular basis to stay in the loop on Harry Potter event needs

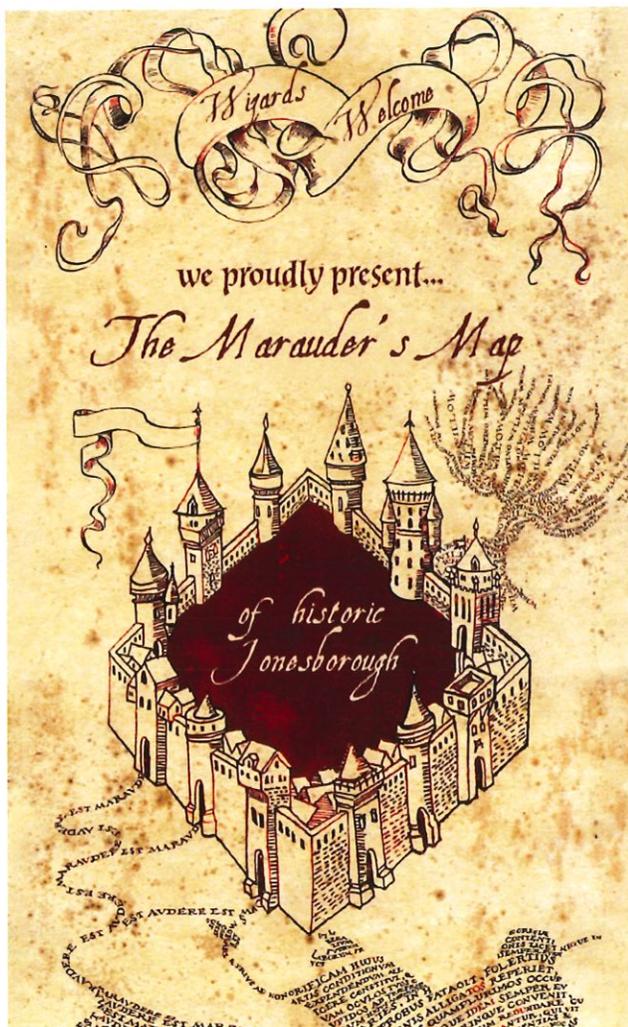
Met with staff about Halloween events

Created and publicized Made Around Here Market application

### Other

Held interviews for open positions

Program created for Harry Potter event:



### Wild Grove Studios

Step into the enchanting world of Wild Grove Studios! Enjoy a themed photo session where magic meets photography. Each participant will receive up to 2 professionally edited photos, ready for instant digital download when ready. 1 ticket per person or \$5 per photo. Due to space, spots are limited to groups of 5.

### Throughout Downtown

#### Howler Delivery & Postal Station

Purchase a howler to be delivered to someone at the event located across from the courthouse check-in table! The howler delivery person will recite exactly what Ron Weasley's Howler says with two exceptions, the name of the individual receiving it will be inserted and the purchaser will tell us what it is they wish to yell about. i.e. leaving wet towels on the floor, being too cute. One Howler is \$10. They will also have items available for purchase from \$2-\$10.

#### Jonesborough Repertory Theatre Players

As you stroll through Town, you're sure to run into some of Hogwarts most famous students, teachers, and creatures. Be sure to ask for a photo with your favorite character. Special thanks to JRT for adding to the magic!

#### Looking for Dinner?

Peaks and Pies Food Truck will be setup near Hagrid's Hut (Christopher Taylor Cabin) where you can enjoy locally-sourced and delicious pizza!

Texas Burritos and More on Courthouse Sq.

Opossum's Tale on Fox St. will offer themed-specials!

**mischief managed!**

# Middle Main Street

## In front of the Courthouse

EVEN WITHOUT A TICKET YOU CAN STILL JOIN IN ON THE FUN! THE BELOW ACTIVITY IS FREE, UNLESS NOTED.

### Oak & Thistle Wand Shop

There will be free wand making for the muggles! Then, starting at \$10 per wand, make a more advanced wand at Oak & Thistle Wand Shop in front of the courthouse on Main Street. You will fill out a scroll listing what type of core you'd like for your wand. Each wand tip has been handcrafted and is as unique as the witch or wizard who it chooses. After your wand is complete, you'll practice your swish and flick to make sure it works!

### The Crooked Broom Tavern

Butterbeer \$5: Taste the best Butterbeer this side of Hogsmeade! The Crooked Broom Tavern is located in front of the courthouse on Main Street and Butterbeer is non-alcoholic. Butterbeer (alcoholic and non-alcoholic) can also be purchased at Texas Burritos & More.

### Costume Contest 6:15 p.m.

Join us in front of the courthouse and show off your best Harry Potter outfit!

You can sign up for the contest beginning at 5 p.m. Categories are as follows:

1. Best Harry (kid and adult)
2. Best Hagrid (kid and adult)
3. Best Luna (kid and adult)
4. Best group

### Birthday Cake

In honor of Harry's Birthday, we will sing Happy Birthday to him in front of the courthouse after the costume contest. Stick around and enjoy a free piece of cake in celebration!

### Photo-OP

In front of Mauk's, beside the Courthouse, you'll discover a photo-op with some of your favorite wizardly shops! Please tag us on social @MainStreetJonesborough

### Jonesb. Genealogical Society at Central Christian Church

Pretzel & Chocolate Wands

### Kaley's & Co. at 139 E. Main St.

Themed Alcoholic & Non-Alcoholic Drinks

### Lollipop Shop at 129 E. Main St.

Sugar Wands & Play Time in the Retro Arcade

### Mid-Century Dragonfly at 105 Fox St.

Themed Cookies

### Neuma Coffee at 109 E. Main St. Suite 101

Mandrake Cupcakes

### All Located at the Storytelling Center at 100 W. Main St.

 Butterbeer Cupcakes & themed-drink from the

 Intl. Storytelling Center

 Chocolate Frogs from the Herald & Tribune

 Snitch Oreo Truffles from the Visitors Center

### Tennessee Hills Distillery at 127 Fox St.

The Goblet of Fire (cocktail)

The Golden Snitch (mocktail)

### Texas Burritos & More at 109 Courthouse Sq.

Butterbeer alcoholic and non-alcoholic options

Non-alcoholic Butterbeer also available in front of the Courthouse.

### Wild Grove Studio at Central Christian Church

Themed Photo Session

All stops and activities are open from 5-9 p.m.

## Parks and Recreation Chris Kudera

1. Wetlands Water Park
2. Local Programming
3. Stage Rd Park Update
4. Park Maintenance

### Wetlands Water Park

#### Attendance Highlights:

- **Jonesborough Days Swim Night:** We welcomed 150 attendees who enjoyed a festive evening at the waterpark.
- **Praise by the Pool:** This community event drew 135 participants who gathered for a unique poolside experience.
- **National Water Park Day:** A record-breaking 375 guests joined us for a day of fun in the sun, making it one of our most successful events to date.
- **Back to School Bash:** We had 157 attendees who not only enjoyed the waterpark but also received some school supplies to kick off the new academic year.

#### New and Growing Programs:

- **Morning Lap Swimming:** We're excited to report that our morning lap swimming sessions, now offered on Mondays, Wednesdays, and Fridays, are steadily growing in attendance. This provides a great opportunity for early risers to get in a refreshing workout.
- **Sensory Swim Nights:** We have planned two Sensory Swim Nights in September, catering to families and individuals who prefer a quieter, less stimulating environment. These nights are designed to ensure everyone in our community has the chance to enjoy the waterpark.

#### Party Bookings and Challenges:

- **July Party Bookings:** July was fully booked for parties, showing just how popular Wetlands Waterpark is as a venue for celebrations. Unfortunately, we had to cancel four parties towards the end of the month due to inclement weather, but we are committed to ensuring our guests still have great experiences despite the setbacks.

### Facility Improvements and Repairs:

- **Pool Heater Repairs:** We are actively working on obtaining quotes to get our pool heater fixed, ensuring a more comfortable experience for our guests in cooler weather.
- **Shade and Accessibility:** We've added 15 new umbrellas to the pool deck to provide additional shade, along with two new handicap-accessible seating areas, making our facility more comfortable and inclusive.
- **Pool Liner Repairs:** There were tears in the liners of both the Big Otter and Little Otter slides. We're pleased to report that these have been repaired under warranty, ensuring the continued safety and enjoyment of our guests.

### Health and Safety:

- We are proud to have received a **98** on our most recent health inspection, reflecting our commitment to maintaining the highest standards of cleanliness and safety at Wetlands Waterpark.

### Looking Forward:

- **August Party Bookings:** All dates in August are fully booked for after-hours parties, showcasing the ongoing demand for our venue.
- **Toddler Swim:** Starting in August, we will offer a dedicated Toddler Swim on Mondays, Wednesdays, and Fridays from 9:00 AM to 12:00 PM, giving our youngest visitors a safe and fun environment to enjoy the water.
- **Extended Lap Swimming:** We're extending our lap swimming hours, now available on Mondays, Wednesdays, and Fridays from 6:00 AM to 12:00 PM, catering to a broader range of schedules.
- **Paddle Board Yoga:** New this August, we'll be offering Paddle Board Yoga on Thursdays, combining fitness and fun in a unique aquatic setting.



## **Local Programming**

### **Jonesborough Youth Soccer**

Jonesborough Youth Soccer has 299 registered for their fall league. These games will be played at Persimmon Ridge again this year due to the delays at Tiger Park.

### **Jonesborough Little League**

Jonesborough Little League will have a fall softball league consisting of 8 teams. It is their first year offering this league. Due to Tiger Park's fields not being ready to play this fall, this softball league will move to Grandview Elementary to play since Jonesborough Youth Soccer will be at Persimmon Ridge.

### **Adult Coed Softball**

Co-ed softball will wrap up around the 22<sup>nd</sup> of August with 7 teams playing in the league.

## **Stage Road Park**

Stage Road Park is well underway for its facelift. In conjunction with the street department, the clearing of a large "brush dump" revealed 3 springs that feed the creek flowing through Stage Road. This area will be revitalized with new trees to provide shade and native value as well as a grassed area for families and friends to enjoy. The downspouts from the pavilion have been tied in underground to provide a better drainage system. The playground area was freed of weeds through hand-pulling to ensure no children/families/pets were negatively affected by pesticide residues.

The next steps will be pressure washing all equipment and backfilling all playground areas with certified mulch. We have quotes out to have the fence fixed for both the tennis court and the playground area.

## **Park Maintenance**

July saw the completion of a large project at the new school. The new Jonesborough Elementary School had a few setbacks during the original planting. Some species did not take root as intended and lead to many necrotic plants. However, Davy and his crew as well as Lauren Little worked to re-plant this area to bring it back to the initial vision. So far, the plants have done well.

Two ash trees on Main Street in front of the Storytelling Center were trimmed up to remove dead/decaying branches. We removed diseased and dying rose bushes at the Senior Center to improve the landscape and prevent further disease spread.



## TOWN OF JONESBOROUGH

123 BOONE STREET  
JONESBOROUGH, TN 37659  
TELEPHONE (423) 753-1030  
FAX (423) 753-1074

Street Department

Monthly Report

July 2024

The month of July was another busy month for Street Department Forces. Forces worked on several different projects during the month. Forces performed grade work on N. Cherokee St/Thompson Meadow Lane road shoulders, grade work and drainage installation on the Stage Road Park project, installation of street lighting adjacent to Lincoln Park activity area, as well as working before/during/after the Jonesborough Days festival. Forces patched potholes, mowed ROW's, performed animal control duties, and supported other departments in several different roles and capacities during the month.

Forces began the month by working to prepare for, then to work during the annual Jonesborough Days festival. Forces placed all traffic control devices necessary to close the appropriate town streets to the normal traffic flow during the festival. Forces placed traffic control, signage and water barricades so that motorists were well informed, and pedestrians remained safe. Forces then placed all traffic control necessary to close a section of Jackson Boulevard along the parade route. Forces then worked an assigned post during the JB Days parade. Immediately following the parade, Forces removed all traffic control devices to return traffic to the normal traffic pattern as quickly as possible. Forces then reported in to work Saturday evening, to again place traffic control along Jackson Blvd in advance of the Fireworks display. Forces again worked an assigned post during the fireworks. As the fireworks display marked the conclusion of the JB Days festival, Forces then cleaned town streets, then removed all traffic control items, signage and water barricades so that traffic could return to the normal traffic pattern the following morning. Forces also provided traffic control for another special event during the month, The Wizardly World of Jonesborough, which by all accounts was well attended and a successful event.

Forces spent a major portion of the month returning to work on the Stage Road Park project. The park was to get some maintenance and improvements to flora and fauna, as well as to infrastructure. Street Forces installed roof drainage for the pavilion, so that storm water runoff could more effectively be controlled. Forces also extended an existing portion of the park drainage system, again to better control storm runoff and to control erosion. Forces cut and removed several downed trees from the wetlands/spring area. Forces then worked carefully to remove overgrown thicket and vegetation from the wetlands area. Forces discovered the existence of two more spring head areas in the wetland during the work. Forces loaded out and hauled away the brush generated from

clearing activities. Forces then removed a section of the existing asphalt trail that was bucked up from tree root infiltration. Forces hauled away the material then placed and compacted base stone as a temporary measure on the trail until such time as asphalt could be placed. Forces removed Class A-1 rip rap stone from several spillways for storm runoff, as the stone was no longer needed as erosion prevention, and was no longer viewed as aesthetically pleasing. Forces loaded out the stone which varied in size from 3" to 6". The stone would be stored and repurposed on other town projects. Forces cut and removed some offending trees that had outgrown their surroundings, were poorly placed or were unhealthy. Forces loaded and hauled away the brush to be processed by Recycling Forces in the brush yard. Forces began to haul in dirt fill material to shape and contour the banks of the wetlands area into a more usable and visually pleasing area and focal point of the center of the park. Forces continue to work on Stage Road Park improvements.

Forces used equipment to backfill and grade along Thompson Meadow lane after Bright Ridge Forces had installed street lighting. Forces also performed the same operation on Skyline Drive just north of the new school. Forces graded the areas of disturbance where Bright Ridge had accomplished their work. Forces had previously trenched for Bright Ridge to install electrical conduits in both those areas. Forces used equipment to rough shape a small basin to slow the flow of storm water runoff exiting the pond area @ the school. The basin would eventually store a small amount of storm runoff near the intersection of N. Cherokee St and Thompson Meadow lane, thereby slowing the flow of water thru drainage piping under Thompson Meadow, and ultimately under N. Cherokee and on to North Jonesborough subdivision. The basin currently has its basic shape, but requires further fine grading in the near future.

Forces worked with electrician Herman Archer and Facilities Manager Rick Duvall to install street lighting adjacent to Lincoln Park, overlooking the activity area. Forces performed calculations to ensure the tops of the street lights, would be @ the same elevation as two existing street lights inside Lincoln Park. Forces cut/removed extra length from each light pole, then worked with Mr. Archer and Mr. Duvall to install the street light heads and wiring. Forces then loaded and transported the street light poles to the already prepared mounting bases. Forces then erected the light poles, leveled and plumbed the poles, and secured into place and tested operation of the street lighting.

As ever, Forces monitored, maintained and repaired the storm water system and drainage inlets and structures throughout town. Forces performed animal control duties as well. Forces responded to debris/trees/limbs in roadway calls during the month. Forces also continued to mow town Right of Ways (ROW's) and to trim/clear vegetation at intersections and from around signage at every opportunity. As an ongoing commitment to motorist's safety and driver information, the Street Department continues a 'sign replacement and upgrade' program. Street Forces continue to bring faded or non-retroreflective signage up to modern standards set forth by the MUTCD (Federal standard).

There are many more daily maintenance and routine operations the street department undertakes. The Street Department strives to give Town management and the Town's people an excellent return on their investment. The Street Department is happy to serve the town, the leadership, and other departments to provide better, safer roadways, more effective drainage, and safety and support during special events and happenings in town.

Director of Streets  
Malcolm Highsmith

## Street Department – 1320 – July 2024 Daily Work Record (DWR)

7/1/2024

1. Street Department Forces used tractors and mowing equipment for removing vegetation on ROW's throughout town in advance of JB Days. Forces mowed on Jackson Blvd, Boones Creek Road, E. Main St, N. Lincoln Ave and Lawing Ave
2. Forces used the sweeper/Vac truck to clean streets throughout town. Forces swept W. Main/Round-a-bout, Main St (downtown), median ends (noses) on Jackson Blvd.
3. Forces used weed eaters to trim vegetation from around signs and guardrail on Jackson Blvd, Boones Creek Rd and N. Cherokee St
4. Forces trimmed low hanging branches/vines from town streets

7/2/2024

1. Street Department Forces transported telehandler to the Fire Dept. to lift and remove a piece of equipment to place on Govdeals. Forces transported the oxygen compressor to Fleet Maint. for selling
2. Forces retrieved the CDL training dump truck from Sullivan Central Middle school as the CDL sessions had concluded. Forces brought the truck to Fleet Maint.
3. Forces transported dump truck from Thompson Motor Group (Goodpasture motors). The truck had been in the shop @ that location. Forces returned the truck to Fleet
4. Forces took tractor trailer and Freightliner and trailer to Bristol to load and transport (8) golf carts to town for upcoming JB Days festival
5. Forces used open broom sweeper to sweep streets throughout town in advance of JB Days festival
6. Forces used Vac sweeper truck to clean town streets in advance of JB Days festival

7/3/2024

1. Street Department Forces set out traffic control to close Main Street from Fox Street to 2<sup>nd</sup> Ave and all feeder streets for JB Days festival. Forces closed streets @ 5 pm
2. Forces loaded two trucks w/traffic control devices for the JB Days Parade
3. Forces placed all signage and traffic control for JB Days

7/4/2024

1. Street Department Forces closed parade route for JB Days festival. Forces removed all traffic control that had been placed for the parade
2. Forces modified and maintained altered traffic pattern before and during the parade. Forces ran Boone St traffic signal manually to remove traffic following the JB Days parade

7/6/2024

1. Street Department Forces reported to work place traffic control devices for the Fireworks event of Jonesborough Days. Forces placed traffic control, then worked an assigned post during the fireworks event. After the fireworks event, Forces cleaned town streets, then removed all traffic control and signage, returning traffic back to the normal traffic pattern.

7/8/2024

1. Street Department Forces unloaded all traffic control devices used in the JB Days events and returned to storage
2. Forces loaded and transported (8) golf carts to Bristol campground
3. Forces scribed/cut bucked asphalt @ Stage Road Park walking trail for removal and eventual replacement
4. Forces transported 6.5 tons of Grade D base stone for P & R for walking trail repair @ Stage Road Park
5. Forces cut low hanging tree limbs @ 228 Union Church Rd

7/9/2024

1. Street Department Forces cut/removed scrub trees @ Stage Road Park. Forces removed tree roots from near the pathway areas @ Stage Road park
2. Forces removed section of asphalt trail that had been undermined by tree roots
3. Forces placed and compacted Grade D base stone on area of trail in which the asphalt had previously been removed so that the trail could be used
4. Forces used brush truck to remove brush and transport to brush recycle yard
5. Forces replaced sign post @ corner of Jackson Blvd/Headtown. The sign/post had been damaged by motorist

7/10/2024

1. Street Department Forces continued to cut/remove scrub trees @ Stage Road Park Forces then used brush truck to remove the cut trees/brush. Forces transported the brush to the town brush recycle yard
2. Forces used side arm mower/tractor to cut remove briars/vegetation from center area of Stage Road Park.
3. Forces loaded out asphalt that had been cut/removed from the asphalt walking trail
4. Forces fueled tub grinder, 230 track hoe, S-300 skid loader for Brush staff

7/11/2024

1. Street Department Forces placed traffic counters on Ben Gamble Road
2. Forces cut continued work on removing scrub/broken willow trees @ Stage Road Park. Forces loaded and removed brush generated from removing the trees
3. Forces cut/cleared center area of Stage Road Park. Forces continued to remove scrub briars/thistle from spring area of Stage Road Park

7/12/2024

1. Street Department Forces placed top soil into holes where tree stumps had been removed @ Stage Road Park
2. Forces graded dirt area @ Stage Road Park
3. Forces graded dirt area around newly installed light poles @ K – 8 School
4. Forces cleaned/excavated area for shallow basin @ corner of Thompson Meadow Ln and N. Cherokee St
5. Forces cleaned sloping bank @ spring area of Stage Road Park. Forces loaded out scrub vegetation cleared from stream bank @ Stage Road Park
6. Forces swept/cleaned/removed stone/gravel that had been spilled by motorist at intersection of Washington Drive/W. College St

7/15/2024

1. Street Department Forces continued to clean stream banks of scrub overgrown vegetation @ Stage Road Park
2. Forces loaded brush that had been removed from the area, and transported to town brush yard for processing
3. Forces loaded out old tree stumps from Stage Road Park and hauled offsite
4. Forces cleaned out Chevrolet truck so it could be taken to snow plow installer facility
5. Forces inspected the storm water holding pond adjacent to the 4 Oaks facility. Forces removed small branches and a minor amount of brush from the area near the riser pipe. Forces inspected the surrounding berms near the holding pond. The pond @ the 4 facility is functioning as designed.
6. Forces inspected flat storm water inlet drain located near the driveway of 309 Berkley Court. The drain inlet was clear and functioning as designed.

7/16/2024

1. Street Department Forces loaded and placed top soil on N. Cherokee St road shoulder beginning @ Ivy Trace and working north. Forces placed and graded/raked dirt into place.
2. Forces continued shaping shallow basin area @ corner of Thompson Meadow Lane and N. Cherokee St

7/17/2024

1. Street Department Forces loaded and placed top soil on N. Cherokee St road shoulder  
Forces placed and graded top soil into place
2. Forces completed backfilling around street light poles that had recently been placed along Thompson Meadow Lane by Contractor
3. Forces trimmed trees on ROW on Franklin Ave, Depot St, Parsons Table/Woodrow

7/18/2024

1. Street Department Forces completed removal of fuel tank, tool box and tools from Chevrolet truck, then transported the truck to B & H for snow plow equipment placement
2. Forces placed grass seed and straw for erosion prevention and moisture control on areas of N. Cherokee St that had just received top soil
3. Forces inspected the storm water holding pond adjacent to the 4 Oaks facility. Forces removed small branches and a minor amount of brush from the area near the riser pipe. Forces inspected the surrounding berms near the holding pond. The pond @ the 4 facility is functioning as designed.
4. Forces inspected flat storm water inlet drain located near the driveway of 309 Berkley Court. The drain inlet was clear and functioning as designed.
5. Forces inspected, maintained and cleaned storm water system due to rain event

7/19/2024

1. Street Department Forces used side arm mower/tractor to mow ROW in New Halifax  
Forces trimmed/removed vegetation on ROW in New Halifax subdivision
2. Forces used side arm mower/tractor to mow ROW on Patton Ave and S. Cherokee St

7/22/2024

1. Street Department Forces patched potholes on Oak Grove Ave, Forest Drive, Jackson Blvd, Forest View, 1<sup>st</sup> Ave, Depot Street
2. Forces measured/marked/cut street light poles to length for installation @ Lincoln Park along Longview Avenue. Forces drilled holes in light poles for lighting head ' adapter to attach. Forces readied light poles for installation onto pre-poured concrete pads

7/23/2024

1. Street Department Forces worked w/electrician Herman Archer and Rick Duvall to wire and connect street light heads to street light poles for the Lincoln Park project. Forces then moved the light poles into position. Forces cleaned the mounting base threads, and stood the light poles into position on the mounting base, with the embedded mounting bolts thru the mounting base. Forces leveled/plumbed and placed nuts on the mounting bolts. Forces torqued the nuts and then placed a secondary or 'jam nut' (double nutted) onto the mounting bolts/studs. Forces placed cover plates on street light base, and tested operation of the light poles.
2. Forces trimmed low hanging tree branches on Longview Avenue, and at the intersection of W. Main St/2<sup>nd</sup> Avenue, which had overgrown and created a sight visibility issue for motorists
3. Forces loaded and transported brush to the brush yard for processing

7/24/2024

1. Street Department Forces removed brick pavers @ entrance to Stage Door sidewalk as the door sweep was rubbing the brick when closing. Forces removed the brick, regraded the leveling sand, and replaced the brick and placed sand to lock into place. Forces checked the operation of the doors upon closure
2. Forces filled a hole @ road shoulder of Thompson Meadow lane left by street light installation crew
3. Forces removed salt spreader from International dump truck so the truck could be used for transporting material until snow plow season
4. Forces worked @ Stage Road Park trimming/clearing brush and low hanging trees. Forces loaded brush and transported to brush yard for processing
5. Forces inspected and cleaned storm drain system in advance of upcoming rain event(s)

7/25/2024

1. Street Department Forces cleaned curb line (removed siltation) in church parking lot which was impeding storm water from properly entering curb inlet(s)
2. Forces inspected the storm water holding pond adjacent to the 4 Oaks facility. Forces removed small branches and a minor amount of brush from the area near the riser pipe. Forces inspected the surrounding berms near the holding pond. The pond @ the 4 facility is functioning as designed.
3. Forces inspected flat storm water inlet drain located near the driveway of 309 Berkley Court. The drain inlet was clear and functioning as designed.
4. Forces measured materials necessary for piping storm water runoff away from Pavilion in Stage Road Park. Forces acquired drainage materials for Stage Road Park drainage improvements
5. Forces cut/removed damaged tree @ Stage Road park. Forces cut/loaded damaged tree, loaded out and transported to brush yard for processing
6. Forces cut low hanging tree limbs on Forest View as requested by Solid Waste driver

7/26/2024

1. Street Department Forces cut/removed/loaded out overgrown vegetation/brush on State ROW on Jackson Blvd near Renasant Bank. Forces dragged the brush out of the stream channel, cut and loaded w/knuckle-boom truck and transported to brush yard for processing. Forces loaded and removed (2) loads of brush
2. Forces used equipment to clear a path into red clay stockpile on top of the hill @ the brush yard. Forces cleared an area in which to mine red clay fill dirt for the Stage Road park project. Forces mined/loaded and transported (3) loads of red clay fill dirt to Stage Road park



7/29/2024

1. Street Department Forces used traffic control to close a section of 2<sup>nd</sup> Avenue so Water Distribution dept. could do an emergency water leak/repair. Forces placed the street closure and notified local businesses of the temporary detour/closure. Forces reopened the street after the water line break was repaired.
2. Forces fueled the tub grinder and track hoe for the Solid Waste Department
3. Forces worked @ Stage Road Park removing Class A-1 rip rap stone from a drainage ditch as it was no longer needed. Forces loaded out the rip rap and stockpiled for use on other projects
4. Forces cleaned town streets of gravel washout and silt washout after several intense rain events.
5. Forces inspected the storm water holding pond adjacent to the 4 Oaks facility. Forces removed small branches and a minor amount of brush from the area near the riser pipe. Forces inspected the surrounding berms near the holding pond. The pond @ the 4 facility is functioning as designed.
6. Forces inspected flat storm water inlet drain located near the driveway of 309 Berkley Court. The drain inlet was clear and functioning as designed.
7. Forces pulled traffic counters from the Ben Gamble traffic count after being in place for two weeks

7/30/2024

1. Street Department Forces removed Class A-1 rip rap stone from a drainage ditch @ Stage Road Park as it was no longer needed. Forces loaded out the rip rap and stockpiled for use on other town projects
2. Forces removed used tools and equipment to remove two very stuck bollard caps (aka water valve covers) from Main Street in front of Main Street Café.
3. Forces used open broom and one load of water from water truck to clean mud from Thompson Meadow Lane. The mud had been dragged onto the roadway by School staff who parked on road shoulder area for a function @ the new K-8 School
4. Forces inspected and cleaned storm drainage before/during storm event which dumped 1.00" rain in short time span, resulting in minor road flooding and some debris on town streets

7/31/2024

1. Street Department Forces removed Class A-1 rip rap stone from drainage ditch @ Stage Road Park as it was no longer needed. Forces loaded out the rip rap and stockpiled for use on other town projects
2. Forces used mini-excavator to redefine (3) small drainage ditches near entrance to Stage Road Park. Forces worked to remove material that hampered water from entering storm drain area. Forces placed river stone style rip rap stone in drain ways after redefining ditches
3. Forces transported 12" drainage piping and fittings for drain pipe/line extension on the Stage Road improvement project



# Jonesborough



## DEPARTMENT of PUBLIC SAFETY

123 BOONE STREET JONESBOROUGH TN 37659 PHONE 423-753-1053 FAX 423-753-1072

### July 2024 Redflex Report

From July 1<sup>st</sup> through July 31<sup>st</sup> the traffic cameras registered a total of **(926)** violations with **(89)** violations remaining for processing. Of the total violations, Redflex and Jonesborough officers rejected **(153)** resulting in **(684)** violations mailed. The primary reasons for violations being rejected are Plate/Vehicle Obstruction, Funeral Procession, Glare/ Weather Conditions, Incorrect Plate and Extended Vehicle.

The highest number of violations occurred at Forrest and Jackson Blvd. (Food City) with **(427)** violations followed by Jackson and Forrest (Westbound) with **(215)**.



# Jonesborough



## DEPARTMENT of PUBLIC SAFETY

123 BOONE STREET JONESBOROUGH TN 37659 PHONE 423-753-1053 FAX 423-753-1072

### Jonesborough Department of Public Safety July 2024 Monthly Report

- CITATIONS & ARRESTS**

Offenses	Count
Kidnapping/Abduction	2
Burglary	2
Larceny/Theft	8
Assault	3
Counterfeiting/Forgery	3
Fraud	2
Drug/Narcotic	3
Miscellaneous (TIBRS Group B)	4
Miscellaneous (Department Only)	7
<b>Total:</b>	<b>34</b>

Memos	Count
Animal Destruction	1
Assisting Other Agency	6
Crisis Intervention Report	1
Event After Action Report	1
Field Interview	1
Found Property	1
K9 Deployment	2
K9 Training	8
Lost Property	1
Miscellaneous Information	9
No Tow Form	2
Officer Assistance Form	7
Property Damage/Misc	6
Sensitive Information Report	2
Trespass Warning	4
<b>Total:</b>	<b>52</b>

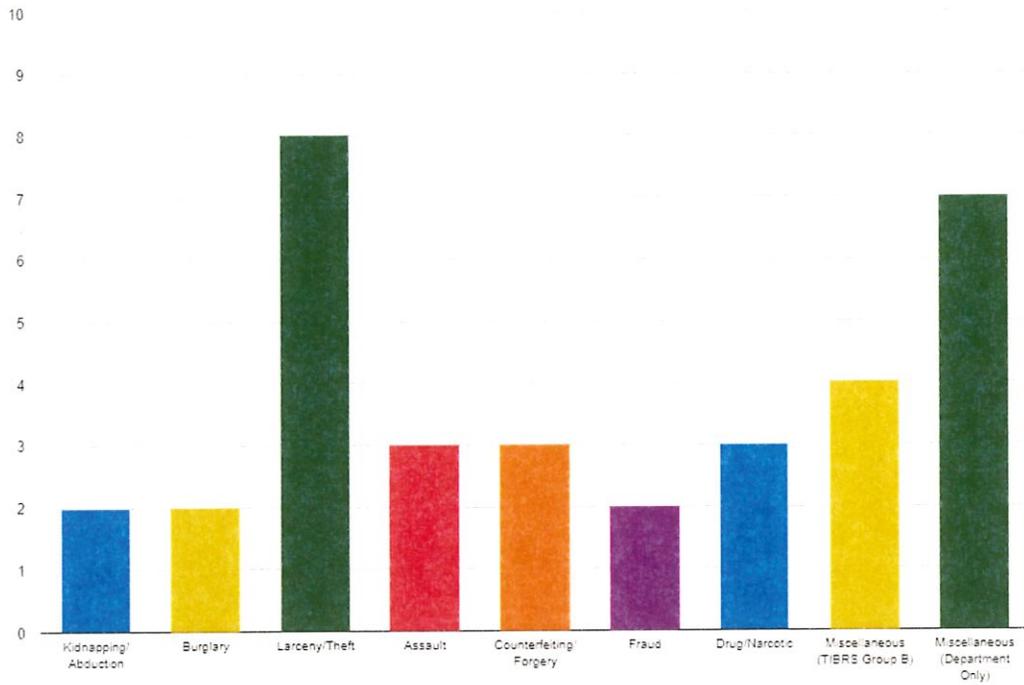
Arrests	Count
Adult (On-View Arrest)	7
Adult (Summoned/Cited)	38
Adult (Taken Into Custody)	5
<b>Total:</b>	<b>50</b>

Crashes	Count
Injury (Incapacitating)	1
Injury possible	1
Property damage (over \$ threshold)	8
Property damage (under \$ threshold)	10
<b>Total:</b>	<b>20</b>

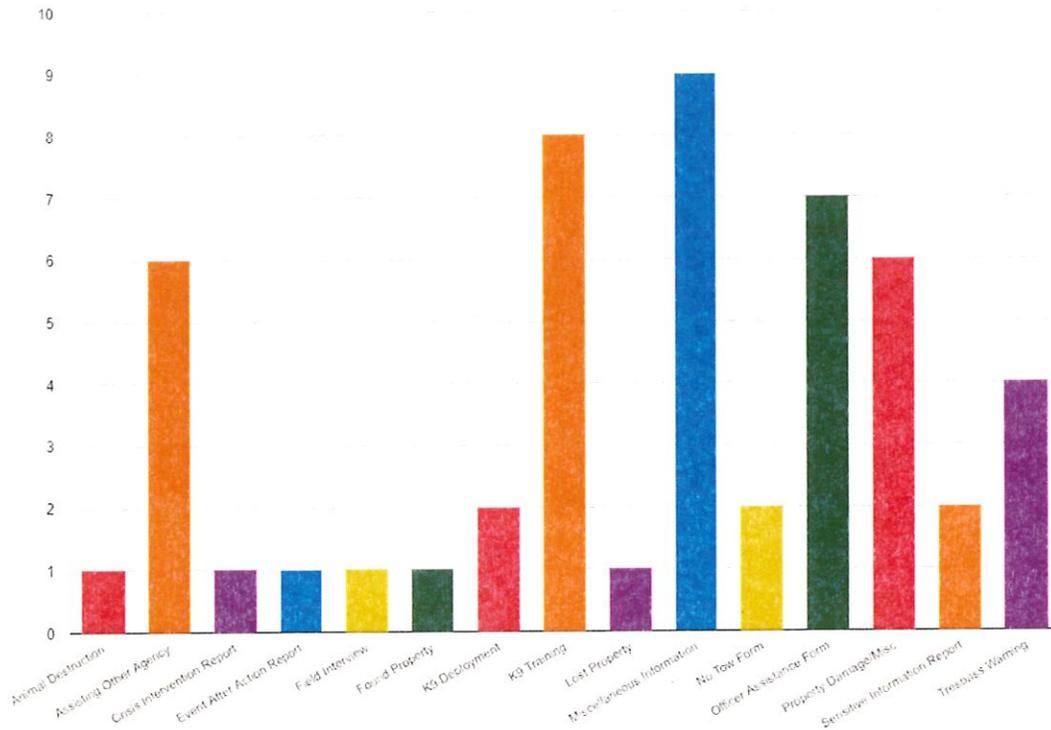
Non-Investigatory Crashes	Count
<b>Total:</b>	<b>0</b>

Tickets	Count
Traffic (Municipal Court)	130
Traffic (Washington County Juvenile Court)	5
Traffic Charges (Municipal Court)	258
Traffic Charges (Washington County Juvenile Court)	5
Parking (Municipal Court)	2
Tow	16
Warning	187
<b>Total:</b>	<b>340</b>

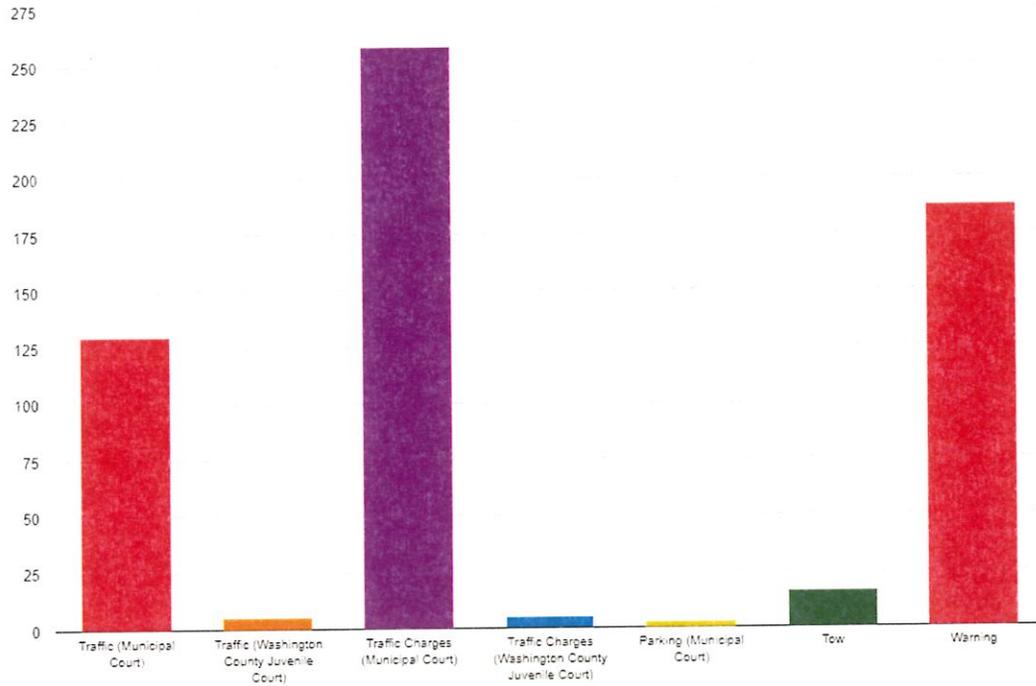
**Incidents - 07/01/2024 - 07/31/2024**



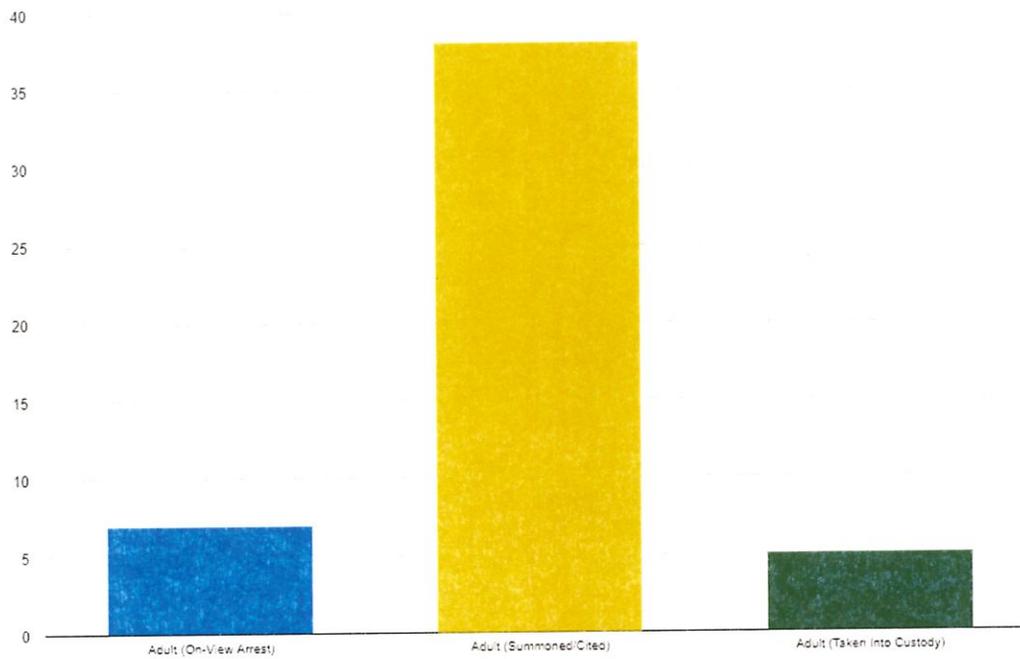
**Memos - 07/01/2024 - 07/31/2024**



**Tickets - 07/01/2024 - 07/31/2024**

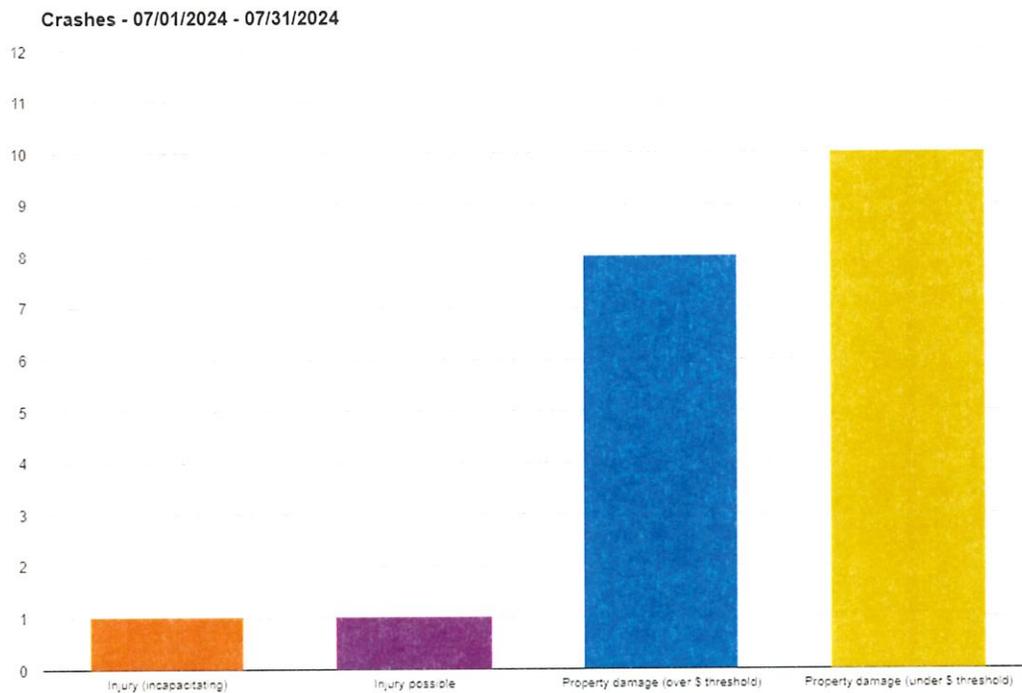


**Arrests - 07/01/2024 - 07/31/2024**



- **MOTOR VEHICLE CRASHES**

A total of **(24)** crashes were reported and investigated for the month of May. Most crashes occurred on East/West Jackson Blvd; most crashes were over \$400 in damage with some resulting in a possible or confirmed injury.



- **CANINE**

For July, K9, Cygan had **(1)** deployment and **(16)** training hours. K9 Falco's hours were not reported. K9, Bond had **(0)** deployments and **(16)** training hours. K9, Daryl was involved in **(1)** deployments and **(20)** Training Hours.

- **RESERVES**

The reserve officers contributed **(36.5)** hours for the month of July. Reserve Officer Collins contributed the most of these hours with **(26)** hours. The Department continues to accept applications for the Reserve Officer Program.

- **CODE ENFORCEMENT**

There were **(0)** ordinance violations issued during the month of July.

- **DISPATCH TRANSACTIONS FOR JCPD**

For July, our dispatchers assisted Johnson City Police Department with approximately **(17)** transactions.

- **OTHER CALLS FOR SERVICE**

There were **(1300)** CAD Entries for the month of July.

- **NEW HIRES AND PROMOTIONS**

We hired two new Public Safety Officers, Officer Bethany Minor and Officer Brian Moore. We also promoted four officers: Lt. Peace, Sgt. Couch, Sgt. Malone, and Sgt. Saine.

## Supervisor Report for July 2024

### Senior Center

We have completed our membership drive and are pleased to have 2,180 members. With most of our membership having a participating insurance plan that covers our membership. Last year between insurance, membership fees and fitness class revenue the center brought in \$82,479.27-July 2023-June 2024.

We have had a busy summer so far, with various trips, activities and programs. We took a group rafting and kayaking in Mendota Virginia, a trip to Barter Theatre, Brights Zoo, bowling, Lunch Bunch, our monthly Walk with Ease and Hiking group, and a to Brushy Mountain, all in July.

Our MyRide program provided 195 rides in July. Our Options Counselor started 4 new people on services and made 10 home visits.

A local business, Smarty Pants volunteered at the Senior Center on Wednesday, July 31<sup>st</sup>, and assisted with our Café Connection and provided bingo for our members. Two members from Smarty Pants served on the United Way panel to award our MyRide program \$6,000 grant for fiscal year 2024-2025. We were appreciative for their interest in learning more about and participating with the Center.

We are offering a Stress management series currently at the Senior Center, July's topic Techno Stress. This is a class offered to the members and to the Town Supervisors.

### Lincoln Park

We are receiving a great harvest this year with close to 200pounds of produce already being harvested so far, including carrots, lettuce, beans, tomatoes, cucumbers, zucchini, yellow squash, peppers, radishes, beets, green beans, okra, and assorted herbs. This fresh produce is being used in our nutrition program and extra produce being made available to our members.

We continue weekly Bocce Ball instruction, Pickleball instruction, Shuffleboard instruction, Card Art in the Park, Lincoln Loopers (walking group), Master Gardeners, and Parkour, this class focuses on working out on different surfaces and using our great park for outdoor fitness.

The pole lights were installed at the pickleball court this month, special thanks to Malcolm Highsmith and his crew. And thank you to Rick Duvall.

We are planning a Senior Center dance and a musical performance at the amphitheater this fall.

This winter we will be hosting Christmas at Lincoln Park. We will have trees on display (like Founders Park) for our community to enjoy walking through and looking at the lights. We are currently working with local businesses to secure tree sponsorships. More on this to come.

Respectfully,

Mary Regen, Director





Statistical Analysis  
7/1/2024 - 7/31/2024

8/7/2024 9:33:22 AM

## Jonesborough Senior

Service Days	Units	Avg. Units	Attendance	Avg. Attendance	Unduplicated Count
21	5177	246.5	4011	191	803

Registered Clients						
Activity	Service Days	Units	Avg Units	Attendance	Avg Attendance	Unduplicated Count
A Silver Sneakers-Member MUST SCAN SILVER SNEAKERS CARD	21	138	6.6	136	6.6	27
Advisory Board Meeting	1	6	6	6	6	6
Art in the Park	1	4	4	4	4	4
Billiards	21	237	11.3	237	11.3	34
Bingo	5	284	56.8	284	56.8	95
Blood Pressure Check	5	6	1.2	6	1.2	2
Blood Sugar Screening	5	5	1	5	1	2
Bocce Ball on Thursdays	2	10	5	10	5	12
Book Review Club	1	12	12	12	12	15
Bowling Trip	1	45	45	15	15	15
Bridge Club	11	97	8.8	97	8.8	23
Bright's Zoo and Lunch	1	32	32	16	16	16
Cafe Connection	5	116	23.2	116	23.2	47
Card Making	1	16	16	16	16	16
Chair Yoga	5	169	33.8	169	33.8	64
CheckIn - Attendance	21	295	14.0	295	14.0	108
Chess	5	8	1.6	8	1.6	3
Cooking Class with Mary & Susan	1	11	11	11	11	11
Cribbage	5	20	4	20	4	7
Crochet/Knitting Class	5	47	9.4	47	9.4	16
Divided We Fall	1	7	7	7	7	7
Eight-Ball Billiards Tournament	1	12	12	12	12	12
Fitness Room MUST HAVE BLUE BAND	21	1517	72.2	1517	72.2	262
Fun Pump & Stretch	6	70	11.7	70	11.7	28
Fun with Trivia	3	20	6.7	20	6.7	8
General Technology Assistance	3	4	1.3	4	1.3	4
Gentle Yoga	8	157	19.6	157	19.6	48
Gyrokinesis	4	10	2.5	10	2.5	3
Hand & Foot	5	88	17.6	88	17.6	20
Hike & Lunch	1	30	30	10	10	10
Instructional Shuffleboard	5	37	7.4	37	7.4	11
Jam Session	3	45	15	45	15	22
Jonesborough Dulcimer Players	3	15	5	15	5	7
Joyful Women's Bible Study	2	34	17	34	17	22
Kickboxing Class	3	24	8	24	8	16
	1	1	1	1	1	1

<b>Laptop Checkout</b>						
<b>Launchpad Checkout</b>	1	2	2	2	2	2
<b>LifeFit</b>	5	54	10.8	54	10.8	25
<b>Lincoln Loopers</b>	4	11	2.8	11	2.6	5
<b>Lincoln Park: Bocce Ball</b>	1	1	1	1	1	1
<b>Line Dancing</b>	3	27	9	27	9	13
<b>Lunch Bunch-Bus Trip</b>	1	48	48	23	23	23
<b>Lunch-Dining Room-Nutrition</b>	16	144	9	144	9	36
<b>Mahjong</b>	5	30	6	30	6	9
<b>Massage Therapy</b>	7	20	2.9	20	2.9	16
<b>Medicare Education Seminar</b>	1	1	1	1	1	1
<b>Net Trans- to Center</b>	15	28	1.9	28	1.9	7
<b>Net Trans-go home</b>	15	30	2	30	2	8
<b>Nine-Ball Billiards Tournament</b>	1	10	10	10	10	10
<b>Not Your Mothers Sewing Guild</b>	1	4	4	4	4	4
<b>Nursing Resources</b>	1	1	1	1	1	1
<b>Orientation of Fitness Equipment</b>	5	48	9.6	48	9.6	48
<b>Parkour Silver</b>	2	6	3	6	3	5
<b>Pickleball</b>	4	40	10	40	10	19
<b>Ping Pong</b>	2	2	1	2	1	2
<b>Play Rook</b>	8	34	4.2	34	4.2	8
<b>Scrabble Game</b>	8	20	2.5	20	2.5	5
<b>Shower</b>	3	3	1	3	1	3
<b>Shuffleboard</b>	3	9	3	9	3	8
<b>Silver Sneakers-Circuit</b>	13	267	20.5	267	20.5	64
<b>Silver Sneakers-Classic</b>	13	333	25.6	333	25.6	89
<b>Silver Sneakers-EnerChi</b>	8	50	6.2	50	6.2	15
<b>Silver Sneakers-Splash</b>	5	55	11	55	11	21
<b>Stitch Therapy</b>	5	75	15	75	15	24
<b>Storytelling Swatches</b>	3	13	4.3	13	4.3	8
<b>Techno Stress</b>	1	7	7	7	7	7
<b>Trivia Challenge</b>	1	16	16	18	16	16
<b>Walk with Ease &amp; Lunch</b>	1	33	33	11	11	11
<b>Writers Workshop</b>	2	6	3	8	3	4
<b>Yogalates</b>	8	78	9.8	78	9.8	28
<b>Zumba Class</b>	5	42	8.4	42	8.4	21
<b>All Activities</b>	<b>21</b>	<b>5,177</b>	<b>246.5</b>	<b>4011</b>	<b>191</b>	<b>803</b>

Visitors Center July Report – August 7, 2024

The Visitors Center gift shop completed its annual inventory, in preparation for a potential audit, on June 30. It went swimmingly, and we were able to simplify and get more accurate numbers for our point-of-sale system. We've yet to hear anything else about our inventory so I suppose no news is good news.

Jonesborough Days shortly followed inventory and bumped our visitor attendance to its highest monthly total for 2024 with 2,327 visitors. That did not necessarily translate to an increase in sales, but our \$3439.51 in July sales do outpace all years 2016-2021 so things are definitely not bad. I've been getting orders together with our regular vendors in preparation of the 2024-2025 getting final approval, having made a gameplan with Greg Clark, my merchandiser.

Rentals are still doing good business, with our revenue this year still outpacing every year beginning with 2019. In 2024, we've made \$11,785 on the backs of rentals through July; for contrast, we made \$16,393 through the entire year of 2023.

We closed July out by selling and doing early check-in for JAMSA's Harry Potter event on the 27<sup>th</sup>. It went well, with myself and Greg Clark handling check-in at the front of the courthouse on the day of the event. We've already had discussions about how to improve day-of check-in next year, should it still be a ticketed event.

Sincerely,

Matt Gulley, Visitors Center Manager

## Jackson Theatre- Operations Manager

### Monthly Report, July 2024

#### Staffing:

- Job descriptions for the Assistant Operations Manager, Technical Director, and Front of House Coordinator (part-time) have all been completed and have been turned in to Glenn for review.
- We discussed trying to get in an assistant soon to help with some programming details, to help with opening needs, set up vendors, set up concessions, assisting with finalizing policies and procedures, etc.

#### Programming:

- Continue to work on the Grand Opening weekend of shows, here is how we are shaping up:
  - Thursday evening: VIP/Press/Donor Event with a reception on both floors of Stage Door, welcome from stakeholders and town BMA, first showing of our Jackson Theatre film, live music performance
  - Friday: tours with staff and the Heritage Alliance throughout the day at planned times, ribbon cutting, black tie type event with tribute to the Jackson Theatre through the years, first public showing of our Jackson Theatre film with intro from the videographer (David Verde), storytelling performance from Donald Davis, sample StoryTown Radio Show performance on the Jackson Theatre stories collected by Anne Mason
  - Saturday: tours with staff and Heritage Alliance throughout the day at planned times, movies at 10am and 1pm (thoughts on showing the movies from the original grand opening?? That would be "Three is a Family" and "The Kansan"), local band performances at 7:30pm
  - Sunday: afternoon tours with staff and Heritage Alliance, Jonesborough Repertory Theatre to provide a season sampler at 2pm
- Working on agenda for the next Programming Committee meeting which will be on August 9<sup>th</sup> from 10am-11:30am. At this time this will be on agenda:
  - Update on the video project
  - Wrap up report from Steve Johnson (Steve will not be present but a Zoom with him can be arranged if desired)
  - Brainstorming session on programming recommendations
  - Agenda/dates/times for Grand Opening
  - Creation of a sample schedule for next 6 months
  - Discuss a meeting schedule for the next year

- Discuss events we would like to see with any soft openings
  - Employee Event
  - Construction crew event
  - Haunts & Happenings participation
  - Storytelling Festival participation
- As for programming for the next 4-6 months:
  - I am working on a calendar for November-April programming. I have filled that in with info on any town event that is taking place and what we might be able to do in coordination with those events, as well as any time the JRT has a performance in their theatre.
  - Plan to be a venue during the National Storytelling Festival, hosting "After Hours" performances on Friday and Saturday evening.
  - I am working with New Frontier Touring on a list of people that I think would be wonderful to work in at the Jackson, during our first 6 months. Here is a list of some musicians I have put together:
    - Riders in the Sky
    - Portland Cello Project
    - Rob Ickes & Trey Hensley
    - Rodney Crowell
    - Steep Canyon Rangers
    - Colby T. Helms & the Virginia Creepers (great starting up band that everyone is expecting lots out of)
    - Chatam County Line
  - Emailing with various agents including Wasserman US for Vincent Neil Emerson and Emily Nenni
  - Talking with Agency ETC about bluegrass musicians and comedians.
  - I have also reached out to local favorites like Amethyst Kiah, 49 Winchester, Dom Flemons, Black Lillies (Cruz Contreras), Flatt Out Blue, Bailey George & Jukebox Jess, Yee Haw String Band.
  - I am making contacts (may need to happen in 2025) but I would love to host an Appalachian Ghost Stories event at the Jackson.
  - Working on movie/event lists (these are all suggestions):
    - September
      - True Grit
      - Facility Tours
    - October
      - Beetlejuice (of course the new movie will be out soon)
      - Scared Shrekless (collection of short stories to play during Haunts & Happenings)
      - Ghostbusters I & II (maybe look at double features)

- Little Shop of Horrors
- Creature from the Black Lagoon (1954)
- The Goonies (nostalgic for folks my age and younger)
- November
  - Batman (1989) and Lego Batman (shown during Comic Con in Jonesborough)
  - Dunkirk (to show before and on Veterans Day)
  - Our Grand Opening weekend!
  - Sleep Hollow (Tim Burton film turning 25 years old on the weekend of November 22)
  - Free Birds (kids movie to play around Thanksgiving)
  - Planes, Trains, and Automobiles (takes place at Thanksgiving and will be more of an evening/adult film)
  - How the Grinch Stole Christmas (in coordination with our Whoville Christmas event in town which attracts thousands from 11am-3pm)
- December
  - Work with the Chuckey Depot at Jonesborough and Watauga Valley Railroad Society to host a “Polar Express” event at the Jackson (movie and snack, pj’s encouraged)
  - Concert
  - National Lampoon’s Christmas Vacation
  - Elf with Will Ferrell (in coordination with our Santa’s Christmas Village event in town which is a “Santa’s Workshop” type set up around downtown)
  - Miracle on 34<sup>th</sup> Street
  - White Christmas (run during the Christmas Church Stroll which attracts an older demographic to town as well as mainly a female demographic)
  - Jim Henson’s A Muppets Christmas Carol
  - At the end of the month, the original Peter Pan (will be turning 100 years old that weekend, as well as a lead up for JRT’s Peter Pan which will be performed in the Jackson)
- January
  - Winter MOTS Series concert
  - StoryTown Radio Show’s season kick-off and gala
  - Disney’s Frozen (potentially work with JRT for a character meet & greet)

- The Searchers
- Potentially a New Year's Eve event??
- When Harry Met Sally
- February
  - Winter MOTS Series Concert
  - Groundhog Day
  - Riders in the Sky performance (Country & Western Valentine's Theme)
  - Lincoln (for President's Day)
  - 9-5 with JRT will be at the Jackson starting February 21<sup>st</sup>
  - Willy Wonka and the Chocolate Factory, Charlie and the Chocolate Factory, and Wonka (for Valentine's Day and in coordination with our very popular Chocolate Fest event in Jonesborough)
- March
  - 9-5 with JRT, starting February 21<sup>st</sup> and running through March 9<sup>th</sup>
  - Winter MOTS Series Concert (last of three total shows)
  - Celtic band (reached out to Bad Haggis) performance (in coordination with St. Paddy's Celebration)
  - Once Upon a Time in the West
  - Snow White (new live action coming out on March 21<sup>st</sup>)
- April
  - Peter Rabbit
  - 2 concerts from list noted above
  - Super Mario Bros Movie
  - Dune (Part 1 and 2)
  - McCabe & Mrs. Miller
  - Donald Davis: 2-night Storytelling Performance

**Rentals/User Group Agreements:**

- We have a group (Theresa Hammons, Anne Mason, Matt Gulley, Glenn Rosenoff, Amber Crumley) that have been meeting and reviewing rates for:
  - Business/Personal
  - Non-Profit
  - Community Groups
  - User Groups
- We have rental agreements done for community and users; I will be finalizing the business/non-profit for review.

### Marketing:

- Marketing Committee reviewed and would like to work with local company Creative Cat on website.
- Also recommending the potential of working with Creative Cat on logos, color palette and a style guide for logo use.
- Cameo has added a few theatre photos to our Facebook page which has driven some interest and comments like “Nice to have an update on progress.” We are planning to for an interview in August and additional photos to post.
- Continue to work with David Verde and DV Entertainment on the Jackson Theatre video project that is currently in the works. We will be filming the week of August 12<sup>th</sup>, even having a mock concert, mock storytelling performance and some footage with a movie and audience for the filming.

### Building Info:

- Attended meeting with Ricoh and Sharp on copies for the theatre. I would like to go with a recommendation from Sharp, at a deeply discounted rate and cheaper monthly lease than we currently have with Ricoh, for a commercial grade machine. This will allow us to print edge-to-edge and up to a 11” x 18”. Playbills, sponsor brochures, rental brochures, advertising materials, etc. can all be printed in house now.
- Worked with Unbound Digital to get all wireless access points connected.
- Met with Cintas on quotes for general building supplies such as toilet paper, soaps, lotions, paper towels, concession towels, mops, etc.
- Last update on furnishings is arrival around August 19<sup>th</sup>.
- Working with Rick Duvall and Ron Gillenwater on a cleaning day for Stage Door.
- Lock box for fire and staff needs is currently being addressed and will be installed soon.
- Working with JBO Fire Dept on placement of AED’s.

### Additional Info:

- Last week (Friday) I met with Jennifer Clements (Executive Director of the Martin Center for the Arts & University Events with East TN State University). We had a great meeting, that lasted about 3 hours, and I was able to bring lots back with me. Here is a short recap of what we discussed and plans for future partnership:
  - They also have a membership vs a season subscription/pass, like what we are discussing with the Blue Mouse Club.
  - Who are your user groups and how do you handle their fees/rentals: city, JC Symphony, Orchestra.
    - Let’s them book 18 months out vs 12 months for all others
    - Gives the city 20 free rentals days that they can use for any event.



- All university events are free, even though there is separation of the Martin Center from ETSU.
- They have around 250 events per year.
- Do not program internally, they use Live Nation for all programming.
- Do not currently show any films since there is a cinema on campus, but they plan to start in 2025.
- Martin Center books 9 months out for their advertised events, but do not have a traditional “season”.
- Use E-Tix for their ticketing platform, but not happy with them, so we discussed Thunder Tix, which Jen is looking in to.
- Advertising opportunities: We can advertise in their 2025 playbill for the Jackson if interested. They would give us exposure in the Book of Mormon playbill for free if we sign for the year.
- They have security present at every event. For 50 people or more they have one police officer, for anything over 300 they work with Axis for security.
- They opened in the Fall of 2022.
- They have Monday-Friday box office hours from 10am-2pm.
- No designated concession or bar area, all these areas are mobile and set up for each event.
- They sent out weekly e-newsletters. More communication if they have added a show or will start ticket sales for a show soon.
- Their sponsorship goal is \$300,000 per year.
- They use a radius clause, as I am finding most theatres are doing. Martin Center has a clause of no performances within 120 miles for 90 days before or after a performance at the center. Jen is sharing this so we can decide if it is something the Jackson needs to have in place.

### **Director of Special Events:**

- Coordinated all aspects of our 2024 Jonesborough Days Festival, I feel like we did some huge improvements this year such as a boost to the fireworks show, improvement in vendors, working with local and world class musicians to bring to the Main Stage, finished with nearly \$13,000 in the black from festival events and planning, continued to foster great relationships with some of our essential commercial vendors. Here are a few notes on specifics:
  - 3-day, 12 hour per day event
  - Offered the parade on July 4<sup>th</sup>, fundraiser dinner on July 5<sup>th</sup> and fireworks on July 6<sup>th</sup>
  - Improvement to the Red, White & Blue BBQ Dinner menu from 2023
  - Two bands on the Main Stage each evening with emcee’s each night too

- Over 60 craft vendor booths
- Over 10 different food vendor booths
- Great programming at Doc's Front Porch
- Brought in new sponsors for 2024
- Made improvements to the kids' area within the festival
- To work on for 2025: parking lot issues and the need for additional handicapped spaces, clean up after fireworks in the library/HA parking lot, purchase additional umbrellas and maybe fans for the concessions area, if enough volunteers are present bring back the info booth, secure funds for band sponsorships and not only the stage, add a space within the festival for pets

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

*Consent Agenda*

DATE: AUGUST 12, 2024 AGENDA ITEM #: 7

SUBJECT: Contractor for Demolition of Solid Waste Building

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**BACKGROUND:**

The Solid Waste Building located at 101 Britt Drive has been uninhabitable since a severe storm separated the roof in April 2023. Once our insurance carrier declared the building a total loss, we attempted to sell the building on GovDeals. The idea was someone might be interested in the building for the salvage. The building sold twice, but neither bidder paid. After that, we were not able to secure any bids.

Berry Enterprises in Blountville is currently salvaging the Hexpol Building. They reached out to the Town Administrator with an interest in salvaging the Solid Waste Building. Upon meeting with Bob Presser, Berry Enterprises, on Tuesday August 06, 2024, they are proposing to take down the building for the salvage.

Berry Enterprises will take down the building, the Town will haul the rubble to the landfill. There will be no cost to the Town; however, Berry Enterprises will salvage the metal from the building for recycling as payment for the demolition on the building.

This is the one major project I had hoped to complete in the 2023/2024 budget year. The Street Department stayed tied up on projects, and could not complete the demolition work on the building.

Berry Enterprises can start on the building demolition the week of August 12. My hope is to get the building down and the new building under roof before winter in order that we can complete the interior "build out" of the office space for the Steet, Solid Waste, and Recreation Departments.

We will obtain a copy of the Workers Compensation insurance coverage from Berry Enterprise for when their employees are working on site.

**RECOMMENDATION:**

Approve Berry Enterprises as the contractor to demolish the Solid Waste building in exchange for the salvage contained within the building.

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

*Consent Agenda*

DATE: AUGUST 12, 2024 AGENDA ITEM #: 8

SUBJECT: Position Descriptions

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**BACKGROUND:**

There are some additional position descriptions that were needed for the 2024/2025 fiscal year for approval of the Board of Mayor and Aldermen. Those are:

1. Assistant Finance Director
2. Assistant Operations Manager for Jackson Theatre\*
3. Technical Director for Jackson Theatre\*
4. House Manager for Jackson Theatre\*
5. Host/Hostess/Assistant Events Coordinator

\*Operations Manager Amber Crumley has been working with Jackson Theatre consultant and the Town Administrator exhaustively on operational team needs and timeline. At present time, the urgency of needs calls for those positions with an asterisk (\*) and my recommendation is to take them in the order in which they are presented above.

The number one position needed now is an Assistant Operations Manager that will help Amber divide and conquer more effectively and efficiently in advancing our timelines for programs, activities, rentals, recruitment, volunteer efforts, etc. Advertising and recruitment needs to occur immediately for this position and subsequently the other positions thereafter.

As we have been transitioning from assumptions of operations a few months ago to a credible operational team need for the opening of the Jackson Theatre, those positions described above are all essential to Jackson operations. Also, we continue to project onboarding timelines for these positions with an assumed mid-November 2024 grand opening. There are other incidental programs and activities being discussed prior to a grand opening which will be presented to the board very soon. Also, Amber will be providing monthly updates as part of the board packets to detail the comprehensive nature of work activities going into making the theatre a destination for Jonesborough.

We are looking to fill the Assistant Operations Manager now as this position is budgeted. An amended budget will be presented to the Board for approval prior to filling the Technical Director and House Manager positions.

In addition, there were four position descriptions that needed to be updated for approval of the Board of Mayor and Aldermen. Those are:

1. Jackson Theatre Operations Manager
2. Digital Media Manager
3. Marketing Manager
4. Host/Hostess – Visitors Center

**RECOMMENDATION:**

Approve the position descriptions as presented.

## **ASSISTANT FINANCE DIRECTOR**

**GENERAL DESCRIPTION:** This employee provides highly responsible and complex administrative support to the Finance Director and directly supports the Director in the management of the Finance Department. This position will assist with the Town budget, accounting and general ledger management, borrowing strategies, cash management and the overall administration of departments reporting to the Finance Director. This position works under the direct supervision of the Finance Director.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Acts on behalf of the Finance Director in his or her absence and performs other duties delegated by the Director;
- Supports the director in ensuring the completion of accounting functions and maintenance of the Town's general ledger for all funds, including month-end closes, account and bank reconciliations, financial analysis, journal entries review, fixed assets and internal audit;
- Assists with annual Town audits and improvement of town policies and internal controls to ensure fiscal compliance with best practices and mitigation of risk;
- Provides direction and support to departments as directed by the Finance Director;
- Assists with fiscal management of grants;
- Performs critical Finance Director duties in his/her absence;
- Maintains and reconciles accounts receivable for all funds and prepares billings for miscellaneous receivables;
- Reconciles general ledger property tax receivables to subsidiary ledger;
- Reconciles general ledger utility receivables to the subsidiary ledger;
- Prepares monthly sales tax returns and remits collections;
- Reconciles enterprise fund inventories to general ledger;
- Tracks and reconciles cash with fiscal agents;
- Maintains details for bonds payable, (current and long-term), related accrued interest, bond drawdowns, amortization;
- Maintains schedules for deferred bond refunding and bond issue costs, etc.;
- Tracks and reports grant activity;
- Calculates and prepares unclaimed property reporting;
- Inspects travel expense reports from Department Heads and other employees for accuracy and documentation;
- Reconciles inventory and motor transport subsidiaries to general ledger;
- Prepares cost analysis reports for various departments;
- Performs periodic counts and verification of fixed assets in all locations;
- Assigns tag numbers, catalogues and accounts for fixed assets;
- Maintains records of fixed asset additions, disposals and transfers;

- Tracks funding sources for all capital assets, including construction-in-progress;
- Performs monthly adjustments in the General Fixed Asset Group;
- Tracks and reports all capital project funds of the Town, including the tracking of bond proceeds;
- Assists Departments with operating budget preparation;
- Reviews accounts payable invoices for proper account coding;
- Tracks and reports construction retainages and related investment earnings;
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Comprehensive knowledge of local government administration and modern municipal accounting principles, methods and practices; knowledge of complex planning methods and procedures and project coordination; knowledge of effective supervisory methods and techniques; working knowledge in the areas of debt management, capital funding, treasury and financial analysis; thorough knowledge of the Town's computerized accounting system and procedures; thorough knowledge of State laws and Town ordinances pertaining to Town government; ability to sustain a high degree of concentration for extended periods of time; ability to be decisive in complex policy interpretation in accordance with laws, ordinances and regulations; ability to apply departmental policy in routine and extraordinary work situations; ability to communicate effectively in both oral and written form; ability to coordinate the work of personnel; ability to meet deadlines; ability to take initiative; ability to follow through on assigned and self-appointed tasks; ability to establish effective working relationships with fellow employees, officials, and the general public

**ACCEPTABLE EXPERIENCE AND TRAINING:** Bachelor's degree in accounting from an accredited college or university, supplemented by extensive professional accounting experience, active certified accountant (CPA), and Certified Municipal Finance Officer (CMFO) status preferred. A bachelor's degree in business, with a minor in accounting and over 5 years of responsible accounting experience, preferably governmental accounting, is acceptable, or any combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform the essential functions of the job.

**OTHER REQUISITES:** From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, holidays, weekends, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

## **ADA REQUIREMENTS:**

**Physical Requirements:** Task involves some physical effort, i.e. some standing and walking, or infrequent light lifting (5-10 lbs.); or manual dexterity in the use of fingers, limbs, or body to work efficiently on office equipment such as keyboards, computers and calculators; able to sit for extended periods of time while at a work station or desk. Task may involve extended periods of time at a keyboard.

**Environmental Requirements:** Task may require infrequent exposure to adverse environmental conditions.

**Attitude:** Employees will be expected to act in a manner that would convey a congenial work environment – avoiding anger, violence, belligerence, harassment, controversy, nonchalance, or any other reasonable activity considered by management to be counterproductive.

**Sensory Requirements:** Task requires visual perception and discrimination. Task requires sound perception and discrimination. Task requires color perception and discrimination. Task requires oral communications ability.

**Reasonable Accommodation(s):** Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Classification: 19**  
**Exempt**  
**August 12, 2024**



## **ASSISTANT OPERATIONS MANAGER JACKSON THEATRE**

**GENERAL DESCRIPTION:** The employee in this class is to support the Jackson Theatre's mission and goals by supervising and developing excellence in paid and volunteer staff, overseeing the daily operations, assisting in marketing, and initiates and facilitates customer interactions. This employee works under the direct supervision of the Jackson Theatre Operations Manager.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Assists with marketing initiatives;
- Upholds maximum standards for exceptional customer service;
- Assists in designing, implementing and improving operational policies and procedures;
- Assists Jackson Theatre Operations Manager with theatre programming;
- Serves as a key member of the programming and marketing committee;
- Creates and maintains positive, challenging work environment for theatre staff;
- Assists in recruiting, hiring, training, scheduling and supervising concessions and box office staff, and bartenders on an ongoing basis;
- Coordinates and manages volunteers for concerts and special events as needed;
- Coordinates security personnel for concerts and special events as needed;
- Ensures health and safety codes are maintained and the cleanliness of facilities is preserved;
- Manages custodial services for the theatre;
- Maintains relationships with vendors for concessions and janitorial supplies;
- Tracks inventory, places orders, schedules and receives deliveries;
- Designs and implements concessions and bar menu updates, specials and seasonal changes;
- Manages sales receipts, cash deposits, ticketing deposits and budgeting procedures;
- Generates sales and staff cost reports;
- Learns and masters software/programs for point of sale, financial reporting, ticketing, scheduling and time reports;
- Maintains/renews all necessary licenses and permits as required for food/alcohol service;
- Selects, sources and purchases or replaces furnishings/hospitality equipment as needed;
- Meets with venue renters to coordinate their events;
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Strong knowledge of marketing principals, practices and procedures; strong organizational, multitasking skills, and time management skills with the ability to prioritize tasks and meet deadlines in a fast-paced environment; excellent written, verbal and interpersonal communication skills with the ability to work effectively with diverse groups of people; a strong proficiency in Microsoft Office Suite and relevant software applications to include desktop publishing equipment and graphic software; flexibility to work evenings, weekends, and holidays as required by event schedules; knowledge of budgeting and financial management principles; familiarity with technical aspects of theater

production and facility management is desirable, but not required; passion for performing arts, film, music and a commitment to supporting artistic excellence and cultural diversity; and knowledge of marketing (social media updates, press releases, Canva, etc.) needed to assist with day-to-day updates in coordination with our marketing plan.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Bachelor's degree in arts management, hospitality management, or business administration, or related. A minimum of three (3) to five (5) years of experience in arts administration, venue management, or related field, or any equivalent combination of experience, education, and training which provides the required knowledge, skills, and abilities.

**OTHER REQUISITES:** From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

#### **ADA REQUIREMENTS:**

**Physical Requirements:** Tasks involve frequent walking, standing, light lifting and carrying (05-20 lbs.); manual dexterity in the use of fingers, limbs or body in the operation of shop and office equipment; may involve extended periods of sitting at a keyboard. Operation of vehicles, hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

**Environmental Requirements:** Tasks may require frequent exposure to adverse environmental conditions.

**Sensory Requirements:** Tasks require visual perception and discrimination. Tasks require oral and written communication skills. Task requires color perception and discrimination.

**Reasonable Accommodation(s):** Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Classification: 14-2**  
**Exempt**  
**August 12, 2024**

## **TECHNICAL DIRECTOR JACKSON THEATRE**

### **GENERAL DESCRIPTION:**

Performs skilled and semi-skilled work in implementing event management needs through technical and show operations as well as the upkeep of the Jackson Theatre's various technical systems and facility operations. These operations are including, but not limited to audio, lighting, projection, mechanical, and communications systems of the building. This employee works under the direct supervision of the Jackson Theatre Operations Manager.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Advances all productions and coordinates technical needs and labor required for Jackson Theatre produced events as well as facility rentals;
- Trains, hires and contracts technical staff including: audio engineers, lighting designers, stage hands, user groups, projectionists and interns.
- Assists in the design and oversees staging, lighting, and audio concepts/scope of events for Jackson Theatre produced events and rentals;
- Performs and/or oversees weekly, monthly, semi-annual, and annual maintenance schedules for all building systems, including HVAC, plumbing electrical, etc.;
- Coordinates and oversees maintenance and enhances event production and building operations systems including lighting systems, audio systems, video production systems, automation systems, low voltage wiring system, electrical system, and mechanical systems;
- Coordinates and oversees maintenance and enhances event production and building operations systems including cleaning systems and equipment, food service equipment, telecom and data systems and point of sale system hardware;
- Coordinates with the Jackson Theatre Operations Manager to produce high cleaning standards and processes in the building;
- Designs and implements energy management plan and coordinate with staff;
- Maintains and organizes inventory of all equipment and supplies;
- Assists in the development of technical and maintenance budgets;
- Maintains accountability for technical and maintenance budgets and related expenditures;
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Advanced mechanical, technical and problem-solving skills are key. The position requires a flexible schedule (routinely works on weekends and evenings), the ability to multi-task effectively and a passion for the performing arts and the desire to succeed in the world of entertainment. Excellent people skills, a positive outlook and the ability to communicate effectively are critical to success as is a personal desire to exceed expectations and goals and to foster meaningful relationships with artists, production crews, patrons, community members and other stakeholders interested in the Theatre's success.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Must possess a high school diploma or GED; a relevant 2-year technical or college degree plus two years of practical experience with live audio, lighting and video production are strongly preferred, or any combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform the essential functions of the job.

**OTHER REQUISITES:** From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

**ADA REQUIREMENTS:**

**Physical Requirements:** Task involves the regular, and at times sustained, performance of heavier physical work such as walking on rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 lbs.) items and occasionally very heavy (100 lbs. & over) items. Task involves the operation of hand and power tools and the range of shop equipment to very exacting tolerances, calling for full coordination of sensory and manipulative ability in order to achieve full production to acceptable standards.

**Environmental Requirements:** Task requires that work be performed in adverse environmental conditions and inclement weather. Task may involve exposure to noise, hazards and chemicals.

**Sensory Requirements:** Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

**Reasonable Accommodation(s):** Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Classification: 09  
Non-Exempt  
August 12, 2024**

## HOUSE MANAGER

**GENERAL DESCRIPTION:** The employee in this class will be responsible for overseeing all aspects of the patron experience at the Jackson Theatre, including ticketing, ushering, concessions, and audience services. This position requires strong leadership skills, excellent customer service, and the ability to manage a team in a fast-paced environment. This employee is under the direct supervision of the Jackson Theatre Operations Manager.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Oversees the day-to-day operations of the front of house areas, including the box office, lobby, ushers, and concessions;
- Assists in hiring, training, scheduling, and supervising front of house staff, including ushers, ticket sellers, bartenders, and concessions workers;
- Ensures that all front of house staff is properly trained in customer service, safety procedures, and venue policies;
- Coordinates with the production team to ensure that front of house activities are aligned with performance schedules and technical requirements.
- Assists in overseeing ticketing operations, including selling tickets, handling exchanges and refunds, and reconciling cash drawers;
- Monitors audience flow and seating arrangements to ensure a smooth and efficient experience for patrons;
- Addresses patron inquiries, concerns, and complaints in a prompt and professional manner;
- Maintains cleanliness and organization in all front of house areas, including the lobby, restrooms, and concessions stands;
- Manages inventory and assists the Jackson Theatre Assistant Operations Manager with ordering for concessions, ensuring that supplies are stocked and equipment is maintained;
- Collaborates with marketing and promotions teams to develop strategies for increasing ticket sales and patron engagement;
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Ability to work flexible hours including evenings, weekends and some holidays; strong leadership and supervisory skills, with the ability to manage a team; excellent public relations, customer service, and communications skills, with the ability to interact professionally with patrons and staff; knowledge of ticketing systems and box office operations; strong organizational and multitasking skills, with the ability

to prioritize tasks in a fast-paced environment; and familiarity with safety and security procedures in a public venue.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Must possess a high school diploma or GED; supplemental business courses at the college level in management and/or accounting techniques and computers, and minimum 3 to 5 years of experience in front of house management, event management, or related field, or any combination of education, training, and experience which provides the necessary knowledge, skills and abilities to perform the essential functions of the job.

**OTHER REQUISITES:** From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignment, which under no circumstances are intended to constitute a demotion.

**ADA REQUIREMENTS:**

**Physical Requirements:** Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 lb.); and occasional lifting or carrying moderately heavy (20-50 lbs.) items; and minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a computer/keyboard.

**Environmental Requirements:** Task is regularly performed without exposure to adverse environmental conditions (e.g. dirt, cold, rain, fumes).

**Sensory Requirements:** Task requires sound perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability,

**Reasonable Accommodation(s):** Reasonable accommodations(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Classification: 5**

**Non-Exempt**

**August 12, 2024**

## **HOST/HOSTESS/ASSISTANT EVENTS COORDINATOR**

**GENERAL DESCRIPTION:** Performs basic clerical work in the area of answering phones, recording messages, operating cash register, and providing a wide array of customer service functions. Employees in this class have frequent contact with the public. Work tasks are typically specific in nature with guidelines in place for most aspects of the job. Employees in this class are under the direct supervision of the Tourism and Main Street Director.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Responsible for opening and closing of the multi-purpose building including the office area, gift shop, museum and rental areas in accordance to opening/closing procedures;
- Greets visitors to the center providing information concerning the town and the general area and directing visitors through the center and museum;
- Answers telephone and forwards messages to administrative staff;
- Stocks and sells items in the center gift shop;
- Promotes admissions to the museum and/or group tour programs;
- Maintains supply of brochures in the lobby and storage areas;
- Performs basic janitorial services, especially during periods of heavy use;
- Assists in the set up and break down of activities held at the center by lifting tables and chairs, climbing stairs to open and close the facility and assist renters;
- Assists with basic clerical work as needed and any other work deemed necessary by administrative staff;
- Responsible for the multi-purpose building during activities and at any time when the Visitors Center Manager is not present;
- Prepares daily revenue deposits and posts on monthly reports;
- Helps Visitor Center Manager with any clerical, data input, or other projects as needed;
- Assists with the planning and implementation of Jonesborough, Main Street Jonesborough, sponsored and cosponsored events;
- Will be present to assist with day of event functions, including set up/clean-up, for events;
- Will assist with event check in tables for various events;
- Will continue to serve, when needed, as a host at the Jonesborough Visitors Center, with duties to include selling ticketing for various events, opening/closing center, greets visitors, assist with rentals, promotes the Jonesborough/Washington County History Museum, etc.;
- Assists in training new hosts to the center on product information and sales procedures;
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Ability to work flexible hours including evenings and weekends; excellent public relations skills; ability to follow oral and written instructions and a willingness to accept supervision; basic office skills; physical ability to set up chairs, tables, etc.; ability to learn operation or audio-visual equipment, lights, etc.; Working

knowledge of computers and commonly used software programs; such as: Word and Excel; as well as the general Windows operation software.

**ACCEPTABLE EXPERIENCE AND TRAINING:** High school graduate with the ability to work flexible hours including evenings and weekends; excellent public relations skills; ability to follow oral and written instructions and a willingness to accept supervision; basic office skills; physical ability to set-up chairs, tables, etc; ability to learn operation of audiovisual equipment, lights, working knowledge of computers and commonly used software programs such as Word and Excel as well as the general Windows operation software, etc.

**OTHER REQUISITES:** From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignment, which under no circumstances are intended to constitute a demotion.

**ADA REQUIREMENTS:**

**Physical Requirements:** Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 lb.); and occasional lifting or carrying moderately heavy (20-50 lbs.) items; and minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

**Environmental Requirements:** Task is regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

**Sensory Requirements:** Task requires sound perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

**Reasonable Accommodation(s):** Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Classification: 1  
Non-Exempt (Part-Time)  
August 12, 2024**



## **JACKSON THEATRE OPERATIONS MANAGER**

**GENERAL DESCRIPTION:** Performs professional duties designed to provide comprehensive information and communication, marketing, promotion, and media relations in support of the Jackson Theatre. Position is responsible for overseeing day-to-day operations and ensuring the efficient functioning of the theatre. This position requires strong organizational skills, attention to detail, and the ability to manage multiple tasks simultaneously. The successful candidate will work closely with staff, artists, and community partners to deliver high-quality performances and events. Works under the general policies of the town of Jonesborough with and without supervision. Work is performed under the direct supervision of the Town Administrator.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Responsible for the final selection and scheduling of performances, movies, reservations, rehearsals, and events at the theatre, ensuring optimal use of space and resources.
- Assists in managing operational aspects of the theatre's budget, including tracking expenses, processing invoices, and preparing financial reports.
- Supervises and schedules staff members, including administrative staff, technical crew, and front-of-house personnel, to ensure smooth operation of events.
- Oversees facility maintenance, including coordinating repairs, cleaning services, and equipment maintenance to ensure a safe and well-maintained environment for patrons and performers.
- Works closely with artistic directors, producers, and performers to plan and execute performances, ensuring all logistical details are addressed.
- Develops and implements marketing and promotional strategies to increase ticket sales and attendance at theatre events.
- Cultivates relationships with community partners, sponsors, and donors to support theatre programming and fundraising efforts.
- Stays informed about industry trends and best practices in performing arts management and implements improvements to theatre operations as needed.
- Ensures compliance with relevant regulations and policies, including health and safety guidelines, labor laws, and licensing requirements.
- Acts as a liaison between the theatre and external stakeholders, including artists, agents, vendors, and local authorities.
- Creates a monthly report and conducts theater related committee meetings;

- Creates oral and written presentations;
- Develops and presents annual budget and controls budget expenditures and implements a sound financial management program for Theater operations.
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Strong knowledge of marketing principals, practices and procedures; strong organizational and time management skills with the ability to prioritize tasks and meet deadlines in a fast-paced environment; excellent written, verbal and interpersonal communication skills with the ability to work effectively with diverse groups of people; a strong proficiency in Microsoft Office Suite and relevant software applications to include desktop publishing equipment and graphic software; Flexibility to work evenings, weekends, and holidays as required by event schedules; Knowledge of budgeting and financial management principles; Familiarity with technical aspects of theater production and facility management is desirable, but not required; Passion for performing arts and a commitment to supporting artistic excellence and cultural diversity.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Bachelor's degree in arts management, business administration, or related field (master's degree preferred). A minimum of three (3) to five (5) years of experience in arts administration, venue management, or related field, or any equivalent combination of experience, education, and training which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**OTHER REQUISITES:** From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

**ADA REQUIREMENTS:**

**Physical Requirements:** Tasks involve frequent walking, standing, light lifting and carrying (05-20 lbs.); manual dexterity in the use of fingers, limbs or body in the operation of shop and office equipment; may involve extended periods of sitting at a keyboard. Operation of vehicles, hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

**Environmental Requirements:** Tasks may require frequent exposure to adverse environmental conditions.

**Sensory Requirements:** Tasks require visual perception and discrimination. Tasks require oral and written communication skills. Task requires color perception and discrimination.

**Reasonable Accommodation(s)**: Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Classification: 19**  
**Exempt**  
**August 12, 2010**

## **DIGITAL MEDIA MANAGER**

**GENERAL DESCRIPTION:** The employee in this class is responsible for executing a wide range of digital marketing activities. Key responsibilities include managing website content, graphic design, video production, livestream coordination, audio editing, and assisting with festivals and events as deemed necessary. This employee works under the direct supervision of the Tourism and Main Street Director.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Develops, updates, and maintains Jonesborough.com, Jonesboroughtn.org and Wetlands Water Park, McKinney Center, and Jackson Theatre websites from WordPress and Square space platforms to ensure accurate and engaging information as well as a clean, creative and seamless design;
- Creates visually appealing graphics for digital and print media, aligning with branding guidelines;
- Produces high-quality video content from conceptualization to final editing, for marketing initiatives;
- Edits and enhances audio recordings for various projects, ensuring clarity and quality;
- Runs basic audio for Town-related events;
- Serves as a key team member for festivals and major events, providing essential support and ensuring successful execution;
- Plans, sets up, and manages live streaming for Jonesborough's monthly BMA meetings to ensure smooth and professional broadcasts;
- Works cohesively with the Tourism and Main Street Director and the Marketing and Promotions Coordinator to create and execute marketing efforts;
- Develops, reviews, and integrates new web pages, graphics, and elements;
- Monitors and reports on website traffic and Google Analytics;
- Manages all content on Google Calendar;
- Oversees form registration software used for all job applications, forms, event submittals, pulling deposit reports, etc.;
- Archives all website content in an organized and easily retrievable manner;
- Assists with social media content creation as required;
- Provides public relations and marketing support as required;
- Researches and evaluates new web technology, products, and specialized hardware and tools to optimize development and functionality of websites and applications;
- Works with team members to create graphics and execute design decisions;
- Publishes content maintaining continuity of themes, streamlining navigation and increasing online presence;
- Makes recommendations on software/hardware purchases;
- Educates departments on uses of web technologies;
- Researches and makes recommendations to increase website efficiency and use for residents and tourists;
- Performs troubleshooting and technical support for websites;

- Provides creation, modification, analysis, or optimization of a design;
- Provides staff support for the Main Street program;
- Assists with marketing and promotion for town events and community events;
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of website development, marketing, Adobe products, livestreaming, audio production, video production and editing, graphic design, communications, Google analytics, and Search Engine Optimization, computer software applications, web-based design programs; ability to apply Town policy and procedure to a wide variety of tasks; maintain on-going record keeping; establish and maintain effective working relationships with other employees, consultants, and the general public; good attention to detail, creativity, and knowledge of information technology.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Must possess a bachelor's, associate's degree, or equivalent experience in web design, computer science, marketing, public relations, journalism, communications, business, or closely related field; and three years of related experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Experience in photography, copyediting, social media strategies and creative writing.

**OTHER REQUISITES:** From time to time the incumbent may be assigned special duties by a superior or, temporarily, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays, and maybe in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position but as a fair representation of the majority of the work.

**ADA REQUIREMENTS:**

**Physical Requirements:** Tasks are essentially sedentary, with occasional walking, bending, light lifting, or other restricted physical activities. However, some tasks may require some physical effort, i.e., some standing and walking or frequent light lifting (5-10 lbs.); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Tasks involve extended periods at the computer.

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions.

**Sensory Requirements:** Tasks require visual perception and discrimination. Tasks require oral and written communication skills. Tasks require color perception and discrimination.

**Reasonable Accommodation(s):** Reasonable accommodation(s), if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination, and

visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Classification: 8**  
**Non-exempt**  
**August 12, 2024**

## MARKETING MANAGER

**GENERAL DESCRIPTION:** The Marketing Manager performs professional duties aimed at promoting Jonesborough as a premier tourist destination. This role involves developing and executing programs, activities, events, and initiatives through innovative marketing strategies. The Marketing Manager brings a high level of creativity and expertise in designing marketing campaigns and collateral which engages, informs, and inspires visitors. This position reports directly to the Tourism and Main Street Director and is a full-time role.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Works as a member of Jonesborough's Marketing Team meeting on a regular basis as established by the Tourism and Main Street Director to ensure on-going communication and coordination with the Town's marketing program;
- Provides graphic design skills in the development of digital ads, print ads, posters, and publications like Jonesborough's Visitor Guide, events, brochures, etc. when needed;
- Undertakes photography and video work tasks as needed, including photographing events, activities, and programs; photo and video editing; and manages archiving all photos and video;
- Manages all major social media platforms for 8 Town departments;
- Manages social media platforms including Facebook, Twitter, Instagram, YouTube and Pinterest on a schedule approved by the Tourism and Main Street Director with input from the event and program organizer;
- Collects content used for social media posting on a daily basis including pictures, video, graphics, reels, stories, testimonials, etc.;
- Communicates with marketing related stakeholders in Jonesborough on a regular basis updating parties on the status of marketing related activities and initiatives;
- Serves on and assists in the leadership with both the Marketing Team of the Town and the Main Street Jonesborough's Promotions Committee providing active input into the development of publicity plans for activities and events as well as the development of a comprehensive marketing plan for the Town and participates in work tasks associated with the implementation of the plans developed;
- Assists with marketing activities associated with Main Street Jonesborough;
- Develops and maintains working relationships with businesses and organizations in Jonesborough;
- Schedules and occasionally participates in live media interviews associated with the marketing of Town events, programs and activities, and other programs and events that are incorporated into the Town's promotional initiatives;
- Writes, edits and distributes press releases promoting Jonesborough activities, programs and events;
- Works with advertisers on the layout and development of ads promoting the Jonesborough;
- Identifies social media trends and optimizes performance based on data collected;
- Conducts social media and other marketing workshops for staff and local business owners;

- Stays current with the latest trends and best practices in marketing and social media strategies;
- Assists with web maintenance and design when deemed necessary;
- Assists with event planning and preparation as well as day of event execution;
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** An active background in graphic skills, marketing principles, practices and procedures, interpersonal communication skills, social media procedures, principals and attributes, and a strong proficiency in computer skills and desktop publishing and graphic software. Skills in photography and videography is required. Solid knowledge of Adobe Photoshop, InDesign, Premiere Pro, Illustrator, and other media editing software. Familiarity with web design and content management systems. Excellent analytical and project management skills.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Graduation from an accredited college or university with a degree in communications, public or community relations work; recreation administration, marketing or related field, with a preferred equivalent combination of five (5) years of minimum experience and training which provides the required knowledge, skills, and abilities.

**OTHER REQUISITES:** From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Overtime work will be required on occasion. This position description should not be construed as an all-inclusive statement of every task involved in the position, but as a fair representation of the great majority of the work.

**ADA REQUIREMENTS:**

**Physical Requirements:** Tasks involve frequent walking, standing, light lifting, and carrying (10-20 lbs.); manual dexterity in the use of fingers, limbs or body in the operation of shop and office equipment; may involve extended periods of sitting at keyboard. Operation of vehicles, hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

**Environmental Requirements:** Tasks may require frequent exposure to adverse environmental conditions.

**Sensory Requirements:** Tasks require visual perception and discrimination. Tasks require oral and written communication skills. Tasks require color perception and discrimination.

**Reasonable Accommodation(s):** Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual



acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Classification: 8**  
**Non-Exempt**  
**August 12, 2024**

## HOST/HOSTESS

**GENERAL DESCRIPTION:** Performs basic clerical work in the area of answering phones, recording messages, operating cash register, and providing a wide array of customer service functions. Employees in this class have frequent contact with the public. Work tasks are typically specific in nature with guidelines in place for most aspects of the job. Employees in this class are under the direct supervision of the Visitor Center Manager and the general supervision of the Director of Tourism and Marketing.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Responsible for opening and closing of the multi-purpose building including the office area, gift shop, museum and rental areas in accordance to opening/closing procedures;
- Greets visitors to the center providing information concerning the town and the general area and directing visitors through the center and museum;
- Answers telephone and forwards messages to administrative staff;
- Stocks and sells items in the center gift shop;
- Promotes admissions to the museum and/or group tour programs;
- Maintains supply of brochures in the lobby and storage areas;
- Performs basic janitorial services, especially during periods of heavy use;
- Assists in the set up and break down of activities held at the center by lifting tables and chairs, climbing stairs to open and close the facility and assist renters;
- Assists with basic clerical work as needed and any other work deemed necessary by administrative staff at the discretion of the Visitors Center Manager;
- Responsible for the multi-purpose building during activities and at any time when the Visitors Center Manager is not present;
- Prepares daily revenue deposits and posts on monthly reports;
- Helps Visitor Center Manager with any clerical, data input, or other projects as needed;
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Ability to work flexible hours including evenings and weekends; excellent public relations skills; ability to follow oral and written instructions and a willingness to accept supervision; basic office skills; physical ability to set up chairs, tables, etc.; ability to learn operation of audio visual equipment, lights, etc. Working knowledge of computers and commonly used software programs; such as: Word and Excel; as well as the general Windows operation software.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Must possess a high school diploma or GED; a minimum of 5 years of customer service related experience preferred, or any equivalent combination of work experience and education.

**OTHER REQUISITES:** From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employees in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignment, which under no circumstances are intended to constitute a demotion.

**ADA REQUIREMENTS:**

**Physical Requirements:** Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 lb.); and occasional lifting or carrying moderately heavy (20-50 lbs.) items; and minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

**Environmental Requirements:** Task is regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

**Sensory Requirements:** Task requires sound perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

**Reasonable Accommodation(s):** Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Classification: 1  
Non-Exempt (Part-Time)  
August 12, 2024**

# JACKSON THEATRE ORGANIZATIONAL CHART

**TOWN ADMINISTRATOR  
GLENN ROSENOFF**

**HOUSE MANAGER**

**THEATRE OPERATIONS MANAGER  
AMBER CRUMLEY**

**TECHNICAL DIRECTOR**

**ASSISTANT OPERATIONS MANAGER**

**CUSTODIANS**

**VOLUNTEERS**

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

DATE: AUGUST 12, 2024 AGENDA ITEM #: 1

SUBJECT: Financial Report

Attached for your review are the preliminary June, 2024 Financial Operating Statements:

	Current Year		Prior Year	
	June	YTD	June	YTD
<b>GENERAL FUND</b>				
Revenues	1,704,959	18,678,571	1,142,558	11,277,410
Expenditures	1,318,266	16,641,058	1,056,959	11,890,746
Rev. Over/(Under) Exp.	386,693	2,037,513	85,599	(613,336)
<b>SOLID WASTE FUND</b>				
Revenues	63,261	870,133	50,769	734,717
Expenditures	26,731	937,307	50,215	735,228
Rev. Over/(Under) Exp.	36,530	(67,174)	554	(511)
<b>K-8 CAPITAL PROJECT FUND</b>				
Revenues	311,150	45,967,412	2,190,020	40,117,036
Expenditures	342,415	45,298,575	1,794,729	40,106,774
Rev. Over/(Under) Exp.	(31,265)	668,837	395,291	10,262
<b>HRA INTERNAL SERV. FUND</b>				
Revenues	5,790	74,480	5,790	69,230
Expenditures	3,230	85,470	5,949	74,877
Rev. Over/(Under) Exp.	2,560	(10,990)	(159)	(5,647)
<b>WATER/SEWER FUND*</b>				
Revenues	1,045,151	11,199,101	(4,013,060)	11,233,819
Expenditures	979,941	12,081,581	841,444	8,657,243
Rev. Over/(Under) Exp.	65,210	(882,480)	(4,854,504)	2,576,576
<b>DRUG FUND</b>				
Revenues	6,959	15,555	1,755	57,747
Expenditures	-	20,070	(18)	8,241
Rev. Over/(Under) Exp.	6,959	(4,515)	1,773	49,506

General Fund Year-to-Date includes approximately \$6.8 million in bond and loan proceeds

K-8 Capital Project Fund Year-to-Date includes \$38.7 million in bond and loan proceeds; closed \$33.75 million in USDA loans

Water/Sewer Fund includes water line expenditures and other capital spending that will be reclassified to fixed assets at year-end

-includes \$565,666 of capital to be transferred to balance sheet and \$2,443,898 for Washington County Water Lines

\*Current Month for Prior Year reflects year-end adjustments made to reclassify bond proceeds to liability category; these adjustments, as well as capital spending adjustments, are not yet reflected in FY 2024 due to year-end close still being in process.

Fund : 110	General Fund	Total Estimated	MTD Realized	YTD Realized	Monthly Comparative	
					Unrealized	% UnRealized
31100	Property Taxes (Current)	2,689,962.00	(7,956.00)	(2,585,910.51)	104,051.49	3.87%
31120	Public Utilities Property Tax (Current)	36,000.00	0.00	(33,867.00)	2,133.00	5.93%
31310	Inter And Penalty On Prop Taxes (Current)	15,000.00	(495.75)	(15,876.92)	(876.92)	-5.85%
31500	Payments In Lieu Of Property Taxes	260,000.00	(86,666.67)	(260,000.00)	0.00	0.00%
31510	Payments In Lieu of Power Board Tax	60,000.00	(55,869.10)	(55,869.10)	4,130.90	6.88%
31511	Pay In Lieu of TVA Tax	70,000.00	(17,953.70)	(71,814.80)	(1,814.80)	-2.59%
31520	TVA Impact Payment	28,000.00	0.00	(21,546.99)	6,453.01	23.05%
31600	Local Option Sales Tax	2,800,000.00	(509,282.90)	(2,919,057.77)	(119,057.77)	-4.25%
31710	Wholesale Beer Tax	230,000.00	(22,807.59)	(226,004.74)	3,995.26	1.74%
31720	Wholesale Liquor Tax	140,000.00	(7,626.40)	(119,082.87)	20,917.13	14.94%
31800	Business Taxes	170,000.00	(32,338.52)	(201,916.64)	(31,916.64)	-18.77%
31870	Hotel/Motel Tax	75,000.00	(10,088.03)	(55,798.21)	19,201.79	25.60%
31912	Cable TV Franchise Tax	92,000.00	0.00	(72,648.33)	19,351.67	21.03%
32200	Alcoholic Beverage Fees/Applications	15,000.00	0.00	(4,220.00)	10,780.00	71.87%
32610	Building Permits	180,000.00	(30,529.53)	(190,594.24)	(10,594.24)	-5.89%
32661	Rezoning/Plan Review/Variance Fee	2,000.00	(1,130.00)	(5,939.68)	(3,939.68)	-196.98%
33490	Other State Grants	22,400.00	0.00	0.00	22,400.00	100.00%
33491	State Revenue	14,000.00	(1,106.50)	(11,943.50)	2,056.50	14.69%
33510	State Sales Tax	700,000.00	(61,225.44)	(717,516.20)	(17,516.20)	-2.50%
33520	State Income Tax	10,000.00	0.00	(376.40)	9,623.60	96.24%
33530	State Beer Tax	2,700.00	0.00	(2,575.71)	124.29	4.60%
33535	State Telecommunication Tax	6,500.00	(458.60)	(5,458.30)	1,041.70	16.03%
33536	State Local Occupancy Tax	8,000.00	(1,048.00)	(11,439.08)	(3,439.08)	-42.99%
33540	State Alcoholic Beverage Tax	10,000.00	(1,487.39)	(15,826.04)	(5,826.04)	-58.26%
33550	State Street Aid	240,000.00	(17,221.77)	(203,925.37)	36,074.63	15.03%
33552	State-City Streets And Transportation	10,500.00	(1,085.92)	(11,422.29)	(922.29)	-8.78%
33570	State Maintenance Reimbursement	40,000.00	(914.02)	(21,022.07)	18,977.93	47.44%
33580	State Sports Betting	6,000.00	0.00	(10,878.96)	(4,878.96)	-81.32%
33593	Corporate Excise Tax	30,000.00	0.00	(94,236.46)	(64,236.46)	-214.12%
33600	State Police Training Supplement	0.00	0.00	(16,000.00)	(16,000.00)	No Budget
33601	State Fire Training Supplement	0.00	0.00	(6,400.00)	(6,400.00)	No Budget

Fund : 110	General Fund	Total Estimated	MTD Realized	YTD Realized	Monthly Comparative	
					Unrealized	% Unrealized
33711	SCNTR County Revenue	50,000.00	0.00	(45,000.00)	5,000.00	100.00%
34901	Stormwater Fees	3,000.00	0.00	0.00	3,000.00	100.00%
36210	Rent	0.00	0.00	(400.00)	(400.00)	No Budget
36330	Sale Of Equipment	0.00	0.00	(11,810.12)	(11,810.12)	No Budget
36351	Refunds and Reimbursements	0.00	(32.49)	(732.53)	(732.53)	No Budget
36710	Contri And Donations-Businesses	0.00	0.00	(2,029.94)	(2,029.94)	No Budget
36904	Proceeds - 2023 Capital Outlay Note	1,000,000.00	0.00	(1,000,000.00)	0.00	0.00%
36905	Proceeds - 2021 RD Loan - Jackson	875,000.00	0.00	(348,279.64)	526,720.36	60.20%
36921	Bond Proceeds - USDA	0.00	0.00	(2,832,100.00)	(2,832,100.00)	No Budget
36960	Operating Transfer In From Other Funds	0.00	0.00	0.00	0.00	No Budget
38101	Title IIIB Transportation	6,000.00	(1,000.00)	(11,000.00)	(5,000.00)	-83.33%
38102	Service Coordination Funds	46,960.00	(4,205.73)	(46,250.73)	709.27	1.51%
38104	Unified Way Funding	5,000.00	0.00	(5,250.00)	(250.00)	-5.00%
38105	Tcad State Grant	0.00	0.00	(8,000.00)	(8,000.00)	No Budget
38106	Health Promo & Class Revenue	40,000.00	(5,557.50)	(58,115.00)	(18,115.00)	-45.29%
38107	Rental Revenue	600.00	(185.00)	(1,955.00)	(1,355.00)	-225.83%
38108	Membership Dues	25,000.00	(9,659.30)	(24,364.27)	635.73	2.54%
38109	My Ride Fees	11,500.00	(1,220.00)	(8,280.00)	3,220.00	28.00%
38110	Veterans War Memorial Project	0.00	0.00	(250.00)	(250.00)	No Budget
38111	Pep Safety Grant-Employee Wellnes	2,000.00	0.00	(2,000.00)	0.00	0.00%
38112	Pep Driver Safety Grant	4,000.00	0.00	(5,000.00)	(1,000.00)	-25.00%
38113	Tree & Townscape Spec.Proj.Revenu	0.00	0.00	(15.95)	(15.95)	No Budget
38114	Washington County Fire Funds	135,000.00	0.00	(135,000.00)	0.00	0.00%
38115	Wash.Cnty-Special Appro-Fire Fund	0.00	0.00	(1,358.26)	(1,358.26)	No Budget
38116	School Project Management Fees	30,000.00	0.00	0.00	30,000.00	100.00%
38117	Visitor Center - Auditorium Rent	12,000.00	(1,955.00)	(18,244.55)	(6,244.55)	-52.04%
38118	Visitor Center Gift Shop	55,000.00	(3,463.38)	(50,269.06)	4,730.94	8.60%
38119	Visitor Center Miscellaneous	1,000.00	6,364.16	(9,760.05)	(8,760.05)	-876.01%
38120	Visitor Center - Special Program	12,500.00	3,394.90	(1,976.29)	10,523.71	84.19%
38121	Gazebo Rental	350.00	0.00	0.00	350.00	100.00%
38122	Recreation Events/Special Program	7,500.00	(1,550.00)	(6,517.05)	982.95	13.11%

Fund : 110	General Fund	Total Estimated	MTD Realized	YTD Realized	Monthly Comparative		% UnRealized
					Unrealized	% UnRealized	
38123	State Of Tn Tourism Grant	30,000.00	(30,000.00)	(70,000.00)	(40,000.00)		-133.33%
38125	Music On The Square Revenues	36,000.00	(4,646.74)	(45,872.50)	(9,872.50)		-27.42%
38126	Recreation Reserve Revenues	1,000.00	0.00	0.00	1,000.00		100.00%
38127	Repertory Theatre/Jpac	52,000.00	(607.85)	(13,117.81)	38,882.19		74.77%
38127	Repertory Theatre/Jpac	0.00	0.00	(10,092.22)	(10,092.22)		No Budget
38127	Repertory Theatre/Jpac	0.00	0.00	(882.12)	(882.12)		No Budget
38127	Repertory Theatre/Jpac	0.00	0.00	(12,755.97)	(12,755.97)		No Budget
38127	Repertory Theatre/Jpac	0.00	0.00	(9,817.14)	(9,817.14)		No Budget
38127	Repertory Theatre/Jpac	0.00	15,514.96	(15,290.37)	(15,290.37)		No Budget
38127	Repertory Theatre/Jpac	0.00	0.00	(16,995.90)	(16,995.90)		No Budget
38127	Repertory Theatre/Jpac	0.00	0.00	(16,744.58)	(16,744.58)		No Budget
38127	Repertory Theatre/Jpac	0.00	0.00	(11,765.77)	(11,765.77)		No Budget
38127	Repertory Theatre/Jpac	0.00	(1,996.62)	(30,354.31)	(30,354.31)		No Budget
38127	Repertory Theatre/Jpac	0.00	24.51	(1,269.65)	(1,269.65)		No Budget
38127	Repertory Theatre/Jpac	0.00	0.00	(10,871.67)	(10,871.67)		No Budget
38127	Repertory Theatre/Jpac	0.00	0.00	400.00	400.00		No Budget
38127	Repertory Theatre/Jpac	0.00	0.00	(1,929.79)	(1,929.79)		No Budget
38127	Repertory Theatre/Jpac	0.00	0.00	(17,355.42)	(17,355.42)		No Budget
38127	Repertory Theatre/Jpac	0.00	389.65	1,770.34	1,770.34		No Budget
38127	Repertory Theatre/Jpac	0.00	0.00	4,006.00	4,006.00		No Budget
38127	Repertory Theatre/Jpac	0.00	(1,356.40)	1,884.08	1,884.08		No Budget
38127	Repertory Theatre/Jpac	0.00	(2,255.69)	0.00	0.00		No Budget
38128	Jrt Players Education Program	50,000.00	8,766.82	(38,779.00)	11,221.00		22.44%
38130	Story Town Radio Show Revenue	17,500.00	(981.30)	(28,081.14)	(10,581.14)		-60.46%
38131	Jrt Don Squibb Scholarship Progra	3,000.00	(125.00)	(2,150.00)	850.00		28.33%
38132	Main Street Usa Revenues	2,500.00	0.00	(2,409.25)	90.75		3.63%
38133	Main St.Brews & Tunes Revenues	12,000.00	(473.93)	(12,185.33)	(185.33)		-1.54%
38134	Main St.Jonesborough Days Revenue	31,900.00	1,474.12	(31,176.04)	723.96		2.27%
38135	Season Passes	40,000.00	(10,075.60)	(27,416.96)	12,583.04		31.46%
38136	Facility Rental	35,000.00	(7,302.08)	(46,450.83)	(11,450.83)		-32.72%



Fund : 110	General Fund		Total Estimated	MTD Realized	YTD Realized	Monthly Comparative		% UnRealized
						Unrealized	% UnRealized	
38137	WETL D	Daily Admissions	290,000.00	(153,140.80)	(362,469.64)	(72,469.64)		100.00%
38138	WETL D	Concessions	90,000.00	(35,204.34)	(97,228.04)	(7,228.04)		-8.03%
38139	WETL D	Merchandise Sales	3,500.00	0.00	0.00	3,500.00		100.00%
38140	WETL D	Tube Rentals	9,000.00	0.00	(8,577.25)	422.75		4.70%
38141	WETL D	Snowball Sales	3,000.00	(1,216.59)	(3,004.03)	(4.03)		-0.13%
38142	WETL D	Swim Lessons/Cpr Training	3,500.00	(1,713.27)	(4,186.09)	(686.09)		-19.60%
38143		Police Fines	160,000.00	(10,502.25)	(157,325.71)	2,674.29		1.67%
38144		Police Fines - Cameras	50,000.00	(4,987.58)	(53,172.17)	(3,172.17)		-6.34%
38145		General Sessions Court Fines	3,500.00	(169.36)	(6,422.38)	(2,922.38)		-83.50%
38146		Litigation Tax	17,500.00	(2,629.10)	(18,800.59)	(1,300.59)		-7.43%
38147		Defensive Driving School Revenue	20,000.00	(2,460.00)	(17,568.00)	2,432.00		12.16%
38148		Shop With Cop Program	25,000.00	0.00	(31,461.27)	(6,461.27)		-25.85%
38149		Driving School Tech Fees	2,250.00	(180.00)	(1,992.00)	258.00		11.47%
38150		Ps Electronic Citation Fee Reserv	3,500.00	(584.00)	(3,368.00)	132.00		3.77%
38151		Doj Bullet Proof Vests Grant	8,500.00	0.00	0.00	8,500.00		100.00%
38152		Doj Cops Grant	60,000.00	(58,720.98)	(58,720.98)	1,279.02		2.13%
38153		Tn Hwy Safety Grant	5,000.00	0.00	0.00	5,000.00		100.00%
38154		Clerk Electronic Citation Fee Res	1,000.00	(146.00)	(842.00)	158.00		15.80%
38155		Jonesborough Cops For Kids	2,500.00	0.00	0.00	2,500.00		100.00%
38156		Paws In Blue Canine Revenue Cont	0.00	0.00	(1,400.00)	(1,400.00)		No Budget
38157		Mckinney Center - Rental Fees	12,000.00	(375.00)	(11,505.03)	494.97		4.12%
38158		Mbrm Prog.-Donations	0.00	(228.21)	(4,787.52)	(4,787.52)		No Budget
38159		Mary Martin-Education Fees	75,000.00	(4,419.50)	(73,450.74)	1,549.26		2.07%
38160		Mckinney Scholarship Fund Revenue	5,000.00	0.00	(7,905.00)	(2,905.00)		-58.10%
38161		Mckinney Center Membership Revenue	2,500.00	0.00	(5,687.36)	(3,187.36)		-127.49%
38162		Tac Grant-Story Town Radio Show	8,880.00	(5,328.00)	(8,880.00)	0.00		0.00%
38165		Tac Grant Comm.Play Creative Plac	2,500.00	0.00	0.00	2,500.00		100.00%
38167		Interest Earned	7,500.00	(921.51)	(33,480.79)	(25,980.79)		-346.41%



Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

Fund : 110		Monthly Comparative:		100.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
41500	General Administration							
121		Salaries and Wages	(624,262.00)	(624,262.00)	561,215.95	(63,046.05)	44.39%	39,196.28
			0.00		0.00			0.00
141		Oasi (Employer's Share)	(47,756.00)	(47,756.00)	40,249.75	(7,506.25)	40.94%	2,852.07
			0.00		0.00			0.00
142		Hospital And Health Insurance	(86,182.00)	(86,182.00)	69,904.18	(16,277.82)	39.43%	5,181.70
			0.00		0.00			0.00
143		Employee Retirement Plan	(33,633.00)	(33,633.00)	27,177.51	(6,455.49)	39.35%	2,051.81
			0.00		0.00			0.00
146		Workmen's Compensation	(73,410.00)	(73,410.00)	4,560.10	(68,849.90)	6.21%	0.00
			0.00		0.00			0.00
147		Unemployment Insurance	(450.00)	(450.00)	224.30	(225.70)	44.44%	1.10
			0.00		0.00			0.00
148		Employee Education And Training	0.00	0.00	281.27	281.27	No Budget	0.00
			0.00		0.00			0.00
166		Municipal Judge	(11,200.00)	(11,200.00)	9,975.00	(1,225.00)	45.31%	700.00
			0.00		0.00			0.00
167		Animal Control	(2,500.00)	(2,500.00)	95.14	(2,404.86)	0.00%	0.00
			0.00		0.00			0.00
168		USDA Wildlife Management	(3,100.00)	(3,100.00)	3,100.00	0.00	100.00%	0.00
			0.00		0.00			0.00
211		Postage, Box Rent, Etc.	(4,000.00)	(4,000.00)	2,374.62	(1,625.38)	28.64%	168.40
			0.00		0.00			0.00
230		Publicity, Subscriptions, And Dues	(1,000.00)	(1,000.00)	4,620.02	3,620.02	303.66%	604.88
			0.00		0.00			0.00
236		Public Relation	(6,500.00)	(6,500.00)	4,750.00	(1,750.00)	46.15%	500.00
			0.00		0.00			0.00
239		MTAS/TML Fees	(3,500.00)	(3,500.00)	3,247.00	(253.00)	0.00%	0.00
			0.00		0.00			0.00

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Town of Jonesborough  
Statement of Expenditures and Encumbrances  
June 2024

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Date/Time:

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Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
241		Electric	(14,500.00) 0.00	(14,500.00)	12,267.26 0.00	(2,232.74)	51.19%	1,682.65 0.00
242		Water	(1,500.00) 0.00	(1,500.00)	1,233.54 0.00	(266.46)	44.66%	189.03 0.00
245		Telephone And Other Communication Services	(12,500.00) 0.00	(12,500.00)	10,327.61 0.00	(2,172.39)	50.98%	845.49 0.00
248		GPS Services	(500.00) 0.00	(500.00)	1,470.23 0.00	970.23	169.64%	242.34 0.00
250		Professional Services	0.00 0.00	0.00	38.11 0.00	38.11	No Budget	0.00 0.00
251		Medical Services	(2,600.00) 0.00	(2,600.00)	2,536.60 0.00	(63.40)	54.09%	468.10 0.00
252		Legal Services	(60,000.00) 0.00	(60,000.00)	89,520.09 0.00	29,520.09	78.19%	18,619.51 0.00
253		Accounting And Auditing Services	(25,400.00) 0.00	(25,400.00)	28,092.50 0.00	2,692.50	110.60%	0.00 0.00
255		Data Processing Services	(67,095.00) 0.00	(67,095.00)	24,189.11 0.00	(42,905.89)	9.71%	1,600.00 0.00
256		Engineering Services	(35,000.00) 0.00	(35,000.00)	27,255.00 0.00	(7,745.00)	31.91%	3,380.00 0.00
261		Repair And Maintenance Motor Vehicles	(3,000.00) 0.00	(3,000.00)	3,430.28 0.00	430.28	73.25%	1,282.04 0.00
262		Repair And Maintenance Equipment	(250.00) 0.00	(250.00)	0.00 0.00	(250.00)	0.00%	0.00 0.00
266		Repair And Maintenance Buildings	(8,000.00) 0.00	(8,000.00)	22,623.76 0.00	14,623.76	23.36%	0.00 0.00
267		Repair And Maintenance Buildings - ISC Bldg	(4,000.00) 0.00	(4,000.00)	747.76 0.00	(3,252.24)	18.69%	0.00 0.00
270		Repair And Maintenance Surplus Vehicles &	(5,500.00) 0.00	(5,500.00)	380.00 0.00	(5,120.00)	6.91%	110.00 0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
279	Website Maintenance		0.00	0.00	250.00	250.00	No Budget	0.00
280	Travel		0.00	0.00	233.00	233.00	No Budget	0.00
288	Travel/Training/Car Allowance		(6,000.00)	(6,000.00)	1.00	(5,999.00)	4.18%	0.00
290	Other Contracted Services		0.00	0.00	35,754.99	35,754.99	No Budget	7,500.00
290	70000		(25,000.00)	(25,000.00)	0.00	(25,000.00)	0.00%	0.00
293	Software service		0.00	0.00	0.00	0.00	No Budget	0.00
297	Veterans Memorial		(2,500.00)	(2,500.00)	1,344.56	(1,155.44)	20.89%	310.00
311	Office Supplies		(6,000.00)	(6,000.00)	5,115.08	(884.92)	39.14%	131.35
312	Small Items Of Equipment		(4,500.00)	(4,500.00)	7,004.52	2,504.52	113.89%	0.00
313	Stationary/Forms		(2,000.00)	(2,000.00)	1,938.63	(61.37)	68.00%	510.40
323	Food		(15,500.00)	(15,500.00)	18,286.84	2,786.84	54.02%	4,780.38
324	Household And Janitorial Supplies		(4,200.00)	(4,200.00)	1,625.24	(2,574.76)	18.25%	163.98
326	Clothing And Uniforms		(1,800.00)	(1,800.00)	1,486.30	(313.70)	0.00%	0.00
331	Gas, Oil, Diesel Fuel, Grease, Etc.		(6,500.00)	(6,500.00)	1,236.65	(5,263.35)	9.52%	280.28
334	Tires, Tubes And Etc.		(700.00)	(700.00)	0.00	(700.00)	0.00%	0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
336		Municipal Judge Supplies	(2,352.00)	(2,352.00)	0.00	(2,352.00)	0.00%	0.00
			0.00		0.00			0.00
390		Miscellaneous Supplies	(4,500.00)	(4,500.00)	4,946.92	446.92	46.62%	197.16
			0.00		0.00			0.00
520		Property/Liability Insurance	(152,500.00)	(152,500.00)	156,340.76	3,840.76	27.26%	0.00
			0.00		0.00			0.00
535		Equipment Leases & Maint Contracts	(44,700.00)	(44,700.00)	37,013.76	(7,686.24)	43.80%	3,357.88
			0.00		0.00			0.00
555		Bank Service Charges	(3,000.00)	(3,000.00)	4,257.52	1,257.52	77.44%	0.00
			0.00		0.00			0.00
591		Property Taxes	0.00	0.00	864.00	864.00	No Budget	0.00
			0.00		0.00			0.00
595		Tax Relief Program	(15,000.00)	(15,000.00)	18,881.00	3,881.00	89.32%	0.00
			0.00		0.00			0.00
596		Penalties For Late Filing	0.00	0.00	66.34	66.34	No Budget	0.00
			0.00		0.00			0.00
620		RDA27	0.00	0.00	52,836.71	52,836.71	No Budget	6,563.69
		Note Principal	0.00		0.00			0.00
620		RDA26	0.00	0.00	29,588.85	29,588.85	No Budget	4,133.65
		Note Principal	0.00		0.00			0.00
620		RDA24	0.00	0.00	170,034.66	170,034.66	No Budget	21,109.30
		Note Principal	0.00		0.00			0.00
620		RDA22	0.00	0.00	69,049.60	69,049.60	No Budget	8,572.30
		Note Principal	0.00		0.00			0.00
620		RDA28	0.00	0.00	123,285.63	123,285.63	No Budget	15,315.29
		Note Principal	0.00		0.00			0.00
620		MUNIB	(121,000.00)	(121,000.00)	121,000.00	0.00	0.00%	0.00
		Note Principal	0.00		0.00			0.00
620		JBANO	0.00	0.00	2,204,998.43	2,204,998.43	No Budget	0.00
		Note Principal	0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
620	COMMF		(60,005.00)	(60,005.00)	60,004.52	(0.48)	50.36%	5,066.45
	Note Principal		0.00		0.00			0.00
620	RDA25		0.00	0.00	170,897.80	170,897.80	No Budget	21,216.45
	Note Principal		0.00		0.00			0.00
620	CAP23		0.00	0.00	51,613.64	51,613.64	No Budget	5,754.66
	Note Principal		0.00		0.00			0.00
640	MUNIB		(15,662.00)	(15,662.00)	15,662.10	0.10	45.71%	0.00
	Interest On Notes		0.00		0.00			0.00
640	RDA27		0.00	0.00	42,203.29	42,203.29	No Budget	5,316.31
	Interest On Notes		0.00		0.00			0.00
640	JBANO		(50,000.00)	(50,000.00)	13,404.42	(36,595.58)	8.42%	0.00
	Interest On Notes		0.00		0.00			0.00
640	RDA24		0.00	0.00	146,741.34	146,741.34	No Budget	18,487.70
	Interest On Notes		0.00		0.00			0.00
640	COMMF		(89,420.00)	(89,420.00)	89,419.48	(0.52)	49.76%	7,385.55
	Interest On Notes		0.00		0.00			0.00
640	RDA28		0.00	0.00	98,474.37	98,474.37	No Budget	12,404.71
	Interest On Notes		0.00		0.00			0.00
640	JRDNO		0.00	0.00	0.00	0.00	No Budget	0.00
	Interest On Notes		0.00		0.00			0.00
640	CAP23		(35,000.00)	(35,000.00)	24,149.17	(10,850.83)	45.66%	2,663.43
	Interest On Notes		0.00		0.00			0.00
640	RDA26		(37,250.00)	(37,250.00)	42,235.15	4,985.15	84.34%	4,844.35
	Interest On Notes		0.00		0.00			0.00
640	K8PK		0.00	0.00	44,966.66	44,966.66	No Budget	12,877.78
	Interest On Notes		0.00		0.00			0.00
640	RDA25		0.00	0.00	147,486.20	147,486.20	No Budget	18,581.55
	Interest On Notes		0.00		0.00			0.00
640	RDA22		0.00	0.00	59,590.40	59,590.40	No Budget	7,507.70
	Interest On Notes		0.00		0.00			0.00
660			(2,000.00)	(2,000.00)	9,500.00	7,500.00	0.00%	0.00
	Debt Issuance Costs		0.00		0.00			0.00

Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
802	NE TN	Tourism Appropriation	(2,000.00)	(2,000.00)	2,000.00	0.00	0.00%	0.00
803	WC	Museum/Heritage Alliance Appro	(50,000.00)	(50,000.00)	50,000.04	0.04	50.00%	4,166.67
804		Building Inspection	(4,500.00)	(4,500.00)	3,135.72	(1,364.28)	50.72%	1,452.85
805		Dirty Street Fighters	(7,000.00)	(7,000.00)	7,101.73	101.73	49.82%	1,011.09
806	F.T.D.D.	Appropriation	(1,650.00)	(1,650.00)	1,649.00	(1.00)	0.00%	0.00
807	F.T.H.R.A.	Appro	(7,301.00)	(7,301.00)	7,301.00	0.00	100.00%	7,301.00
808	WC E.M.S.	Appropriation	(50,000.00)	(50,000.00)	50,000.00	0.00	100.00%	0.00
809	NE TN	Regional Economic Partnersh	(7,000.00)	(7,000.00)	7,000.00	0.00	100.00%	7,000.00
810		Historic Zoning Comm Training	(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
811		Vet Park Appropriation	0.00	0.00	392.01	392.01	No Budget	142.01
815		Main Street Jones.Program Exp	0.00	0.00	4,661.00	4,661.00	No Budget	449.99
817		Main St.-Jonesborough Days	0.00	0.00	2,487.22	2,487.22	No Budget	279.26
871		Washington Co-Jonesborough Library	(13,500.00)	(13,500.00)	13,500.00	0.00	100.00%	13,500.00
946		Computer Software	0.00	0.00	22,062.50	22,062.50	No Budget	0.00
991		Facade Renovation	(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00%	0.00



Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
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Fund : 110		Monthly Comparative:		100.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
992	Street/Solid Waste Buidling		(285,000.00)	(285,000.00)	102,300.00	(182,700.00)	35.89%	0.00
			0.00		0.00			0.00
998	Other Capital Projects		(149,742.00)	(149,742.00)	102,422.84	(47,319.16)	0.00%	0.00
			0.00		0.00			0.00
<b>42100</b>	<b>Police</b>							
121	Salaries and Wages		(1,223,770.00)	(1,223,770.00)	1,257,969.60	34,199.60	50.66%	99,557.10
			0.00		0.00			0.00
141	Oasi (Employer's Share)		(93,618.00)	(93,618.00)	87,299.63	(6,318.37)	44.75%	7,070.79
			0.00		0.00			0.00
142	Hospital And Health Insurance		(225,889.00)	(225,889.00)	263,964.03	38,075.03	56.29%	17,509.72
			0.00		0.00			0.00
143	Employee Retirement Plan		(71,811.00)	(71,811.00)	70,795.89	(1,015.11)	48.12%	5,628.87
			0.00		0.00			0.00
146	Workmen's Compensation		0.00	0.00	38,701.71	38,701.71	No Budget	0.00
			0.00		0.00			0.00
147	Unemployment Insurance		(850.00)	(850.00)	569.04	(280.96)	61.76%	0.00
			0.00		0.00			0.00
148	Employee Education And Training		(16,000.00)	(16,000.00)	45,304.34	29,304.34	137.55%	5,052.88
			0.00		0.00			0.00
164	Reserve Officer Program		(5,000.00)	(5,000.00)	1,931.36	(3,068.64)	38.63%	415.49
			0.00		0.00			0.00
165	Court Costs		(10,000.00)	(10,000.00)	6,045.42	(3,954.58)	30.45%	1,462.92
			0.00		0.00			0.00
211	Postage, Box Rent, Etc.		(2,500.00)	(2,500.00)	1,205.56	(1,294.44)	20.22%	71.46
			0.00		0.00			0.00
230	Publicity, Subscriptions, And Dues		(2,000.00)	(2,000.00)	3,011.74	1,011.74	72.85%	360.00
			0.00		0.00			0.00
236	Public Relation		(3,000.00)	(3,000.00)	3,557.25	557.25	68.17%	512.27
			0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
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Fund : 110		Monthly Comparative:		100.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
245		Telephone And Other Communication Services	(15,500.00)	(15,500.00)	13,865.24	(1,634.76)	53.67%	1,693.50
			0.00		0.00			0.00
248		GPS Services	(5,250.00)	(5,250.00)	6,978.48	1,728.48	77.54%	1,163.08
			0.00		0.00			0.00
251		Medical Services	(11,500.00)	(11,500.00)	8,432.02	(3,067.98)	35.08%	935.80
			0.00		0.00			0.00
260		RADIO	(1,000.00)	(1,000.00)	869.52	(130.48)	47.44%	60.59
		Repair And Maintenance Services	0.00		0.00			0.00
261		Repair And Maintenance Motor Vehicles	(18,000.00)	(18,000.00)	32,356.63	14,356.63	99.20%	990.41
			0.00		0.00			0.00
261		990	0.00	0.00	3,910.55	3,910.55	No Budget	0.00
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
262		Repair And Maintenance Equipment	(1,000.00)	(1,000.00)	1,309.98	309.98	109.00%	800.00
			0.00		0.00			0.00
266		Repair And Maintenance Buildings	0.00	0.00	1,341.95	1,341.95	No Budget	1,341.95
			0.00		0.00			0.00
270		Repair And Maintenance Surplus Vehicles &	(5,000.00)	(5,000.00)	6,758.32	1,758.32	63.26%	2,727.29
			0.00		0.00			0.00
280		Travel	(5,000.00)	(5,000.00)	5,130.72	130.72	55.13%	303.78
			0.00		0.00			0.00
289		Travel - Surplus Vehicles & Equip	(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
			0.00		0.00			0.00
290		Other Contracted Services	(39,739.00)	(39,739.00)	37,074.05	(2,664.95)	13.30%	1,339.80
			0.00		0.00			0.00
307		Shop with a Cop	(25,000.00)	(25,000.00)	28,644.49	3,644.49	25.59%	0.00
			0.00		0.00			0.00
311		Office Supplies	(3,000.00)	(3,000.00)	3,027.10	27.10	32.73%	286.08
			0.00		0.00			0.00
312		Small Items Of Equipment	(7,000.00)	(7,000.00)	7,152.37	152.37	39.60%	0.00
			0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
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Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
313		Stationary/Forms	(1,200.00)	(1,200.00)	925.25	(274.75)	28.50%	0.00
			0.00		0.00			0.00
314		Small Equip - TN Local Appropriation	0.00	0.00	43.16	43.16	No Budget	0.00
			0.00		0.00			0.00
326		Clothing And Uniforms	(20,000.00)	(20,000.00)	20,064.08	64.08	48.84%	0.00
			0.00		0.00			0.00
327		Fire Arm Supplies	(7,000.00)	(7,000.00)	13,393.98	6,393.98	112.58%	0.00
			0.00		0.00			0.00
331		Gas, Oil, Diesel Fuel, Grease, Etc.	(60,000.00)	(60,000.00)	53,447.03	(6,552.97)	50.79%	8,643.19
			0.00		0.00			0.00
334		Tires, Tubes And Etc.	(8,000.00)	(8,000.00)	11,553.18	3,553.18	22.46%	0.00
			0.00		0.00			0.00
344		Safety Supplies	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
			0.00		0.00			0.00
390		Miscellaneous Supplies	(5,000.00)	(5,000.00)	6,372.16	1,372.16	101.04%	1,066.00
			0.00		0.00			0.00
535		Equipment Leases & Maint Contracts	(18,275.00)	(18,275.00)	26,171.17	7,896.17	59.60%	1,988.12
			0.00		0.00			0.00
560		State Police Fines	(25,000.00)	(25,000.00)	13,888.32	(11,111.68)	30.50%	2,391.05
			0.00		0.00			0.00
596		Penalties For Late Filing	0.00	0.00	184.59	184.59	No Budget	0.00
			0.00		0.00			0.00
620		PSVEH	(119,000.00)	(119,000.00)	119,000.00	0.00	0.00%	0.00
		Note Principal	0.00		0.00			0.00
640		PSVEH	(5,129.00)	(5,129.00)	5,129.15	0.15	40.20%	0.00
		Interest On Notes	0.00		0.00			0.00
701		DOJ Bullet Proof Vests Grant	(8,500.00)	(8,500.00)	0.00	(8,500.00)	0.00%	0.00
			0.00		0.00			0.00
702		TN Highway Safety Grant	(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
			0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
Fund : 110 Monthly Comparative: 100.00%								
831		Ps Electr.Citation Reserve Exp	(5,000.00)	(5,000.00)	887.73	(4,112.27)	17.75%	887.73
			0.00		0.00			0.00
832		Clerk Electr.Citation Reserve Exp	(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
			0.00		0.00			0.00
833		Handgun Permit Class Expense	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
			0.00		0.00			0.00
834		Driving School Tech Fund Expenses	(2,000.00)	(2,000.00)	65.00	(1,935.00)	3.25%	65.00
			0.00		0.00			0.00
835		Paws In Blue Canine Expenses	0.00	0.00	12,029.42	12,029.42	No Budget	1,139.33
			0.00		0.00			0.00
874		Jonesborough Cops for Kids	(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00%	0.00
			0.00		0.00			0.00
940		Machinery And Equipment	(43,000.00)	(43,000.00)	15.00	(42,985.00)	-99.97%	0.00
			0.00		0.00			0.00
952	990	Police Vehicles	0.00	0.00	48,800.00	48,800.00	No Budget	0.00
			0.00		0.00			0.00
952		Police Vehicles	0.00	0.00	46,000.00	46,000.00	No Budget	0.00
			0.00		0.00			0.00
954		APX 6000 Portable Radios	0.00	0.00	20,117.60	20,117.60	No Budget	0.00
			0.00		0.00			0.00
955		PS Training Facility	0.00	0.00	(339.09)	(339.09)	No Budget	0.00
			0.00		0.00			0.00
<b>42200</b>		<b>Fire Protection And Control Services</b>						
121		Salaries and Wages	(432,579.00)	(432,579.00)	519,512.75	86,933.75	66.07%	74,476.35
			0.00		0.00			0.00
141		Oasi (Employer's Share)	(33,092.00)	(33,092.00)	36,788.73	3,696.73	60.75%	5,527.46
			0.00		0.00			0.00
142		Hospital And Health Insurance	(70,888.00)	(70,888.00)	75,732.09	4,844.09	48.49%	5,480.43
			0.00		0.00			0.00

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Town of Jonesborough  
Statement of Expenditures and Encumbrances  
June 2024

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Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
143		Employee Retirement Plan	(25,343.00)	(25,343.00)	26,444.45	1,101.45	51.71%	2,134.78
			0.00		0.00			0.00
146		Workmen's Compensation	0.00	0.00	8,191.63	8,191.63	No Budget	0.00
			0.00		0.00			0.00
147		Unemployment Insurance	(340.00)	(340.00)	215.77	(124.23)	63.20%	0.00
			0.00		0.00			0.00
148		Employee Education And Training	(8,500.00)	(8,500.00)	3,250.68	(5,249.32)	15.09%	211.90
			0.00		0.00			0.00
211		Postage, Box Rent, Etc.	(200.00)	(200.00)	119.04	(80.96)	29.87%	0.00
			0.00		0.00			0.00
230		Publicity, Subscriptions, And Dues	(1,800.00)	(1,800.00)	1,247.26	(552.74)	20.00%	0.00
			0.00		0.00			0.00
236		Public Relation	(500.00)	(500.00)	283.10	(216.90)	0.00%	0.00
			0.00		0.00			0.00
245		Telephone And Other Communication Services	(6,250.00)	(6,250.00)	5,307.34	(942.66)	54.01%	529.14
			0.00		0.00			0.00
248		GPS Services	(700.00)	(700.00)	2,616.84	1,916.84	218.07%	436.14
			0.00		0.00			0.00
251		Medical Services	(6,500.00)	(6,500.00)	5,491.40	(1,008.60)	38.86%	406.80
			0.00		0.00			0.00
261		Repair And Maintenance Motor Vehicles	(30,000.00)	(30,000.00)	28,117.06	(1,882.94)	43.57%	4,728.68
			0.00		0.00			0.00
262		Repair And Maintenance Equipment	(2,500.00)	(2,500.00)	3,121.09	621.09	71.18%	241.22
			0.00		0.00			0.00
266		Repair And Maintenance Buildings	(10,000.00)	(10,000.00)	9,090.07	(909.93)	87.53%	0.00
			0.00		0.00			0.00
280		Travel	(1,000.00)	(1,000.00)	236.00	(764.00)	14.75%	147.50
			0.00		0.00			0.00
290		Other Contracted Services	(11,000.00)	(11,000.00)	3,571.77	(7,428.23)	17.19%	450.00
			0.00		0.00			0.00

Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
293	Software service		0.00	0.00	4,706.62	4,706.62	No Budget	0.00
			0.00		0.00			0.00
311	Office Supplies		(1,000.00)	(1,000.00)	1,012.83	12.83	60.92%	35.47
			0.00		0.00			0.00
312	Small Items Of Equipment		(45,000.00)	(45,000.00)	37,548.57	(7,451.43)	53.44%	302.00
			0.00		0.00			0.00
313	Stationary/Forms		(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
			0.00		0.00			0.00
326	Clothing And Uniforms		(11,000.00)	(11,000.00)	14,800.15	3,800.15	24.36%	41.39
			0.00		0.00			0.00
329	Fire Fighting Gear		(30,000.00)	(30,000.00)	32,253.16	2,253.16	63.40%	522.48
			0.00		0.00			0.00
331	Gas, Oil, Diesel Fuel, Grease, Etc.		(12,000.00)	(12,000.00)	11,642.24	(357.76)	46.55%	1,550.71
			0.00		0.00			0.00
334	Tires, Tubes And Etc.		(8,000.00)	(8,000.00)	0.00	(8,000.00)	0.00%	0.00
			0.00		0.00			0.00
344	Safety Supplies		(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
			0.00		0.00			0.00
390	Miscellaneous Supplies		(5,500.00)	(5,500.00)	7,188.03	1,688.03	59.56%	688.79
			0.00		0.00			0.00
535	Equipment Leases & Maint Contracts		(6,500.00)	(6,500.00)	5,610.46	(889.54)	42.04%	476.05
			0.00		0.00			0.00
596	Penalties For Late Filing		0.00	0.00	71.92	71.92	No Budget	0.00
			0.00		0.00			0.00
620	Note Principal	FT16	(38,760.00)	(38,760.00)	38,787.67	27.67	50.35%	3,271.80
			0.00		0.00			0.00
620	Note Principal	FT21	(46,000.00)	(46,000.00)	46,000.00	0.00	0.00%	0.00
			0.00		0.00			0.00
640	Interest On Notes	FT16	(3,167.00)	(3,167.00)	3,139.01	(27.99)	45.69%	222.09
			0.00		0.00			0.00

Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
640	FT21		(10,109.00)	(10,109.00)	10,108.80	(0.20)	47.34%	0.00
		Interest On Notes	0.00		0.00			0.00
765		Volunteer Fire Fund	0.00	0.00	1,259.67	1,259.67	No Budget	179.85
			0.00		0.00			0.00
941		Vehicles	0.00	0.00	0.00	0.00	No Budget	0.00
			0.00		0.00			0.00
957		Brush Truck	0.00	0.00	1,358.26	1,358.26	No Budget	0.00
			0.00		0.00			0.00
<b>43100</b>		<b>Highways And Streets</b>						
121		Salaries and Wages	(400,991.00)	(400,991.00)	394,044.15	(6,946.85)	42.77%	23,680.27
			0.00		0.00			0.00
141		Oasi (Employer's Share)	(30,676.00)	(30,676.00)	27,839.64	(2,836.36)	38.35%	1,712.72
			0.00		0.00			0.00
142		Hospital And Health Insurance	(63,206.00)	(63,206.00)	59,690.81	(3,515.19)	39.80%	3,740.91
			0.00		0.00			0.00
143		Employee Retirement Plan	(23,191.00)	(23,191.00)	21,067.97	(2,123.03)	40.37%	1,283.26
			0.00		0.00			0.00
146		Workmen's Compensation	0.00	0.00	27,715.09	27,715.09	No Budget	576.20
			0.00		0.00			0.00
147		Unemployment Insurance	(310.00)	(310.00)	163.45	(146.55)	52.73%	3.06
			0.00		0.00			0.00
148		Employee Education And Training	0.00	0.00	110.00	110.00	No Budget	0.00
			0.00		0.00			0.00
245		Telephone And Other Communication Services	(2,500.00)	(2,500.00)	1,653.18	(846.82)	36.34%	153.05
			0.00		0.00			0.00
247		Street Lighting (Electric And Maint.)	(192,500.00)	(192,500.00)	211,210.62	18,710.62	63.68%	34,532.93
			0.00		0.00			0.00
248		GPS Services	(1,800.00)	(1,800.00)	2,712.10	912.10	86.05%	436.14
			0.00		0.00			0.00

Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
251	Medical Services		(3,300.00)	(3,300.00)	4,500.31	1,200.31	79.97%	1,454.35
			0.00		0.00			0.00
261	Repair And Maintenance Motor Vehicles		(41,250.00)	(41,250.00)	59,674.14	18,424.14	85.77%	2,323.58
			0.00		0.00			0.00
262	Repair And Maintenance Equipment		(1,500.00)	(1,500.00)	302.23	(1,197.77)	9.68%	32.26
			0.00		0.00			0.00
266	Repair And Maintenance Buildings		(6,000.00)	(6,000.00)	2,297.34	(3,702.66)	35.56%	0.00
			0.00		0.00			0.00
268	Repair And Maintenance Roads And Streets		(15,000.00)	(15,000.00)	24,906.79	9,906.79	85.61%	600.00
			0.00		0.00			0.00
290	Other Contracted Services		0.00	0.00	41.95	41.95	No Budget	41.95
			0.00		0.00			0.00
311	Office Supplies		(400.00)	(400.00)	154.97	(245.03)	2.33%	0.42
			0.00		0.00			0.00
312	Small Items Of Equipment		(4,000.00)	(4,000.00)	2,429.69	(1,570.31)	31.07%	0.00
			0.00		0.00			0.00
326	Clothing And Uniforms		(3,850.00)	(3,850.00)	3,521.98	(328.02)	1.78%	0.00
			0.00		0.00			0.00
331	Gas, Oil, Diesel Fuel, Grease, Etc.		(32,175.00)	(32,175.00)	30,928.54	(1,246.46)	47.90%	4,849.17
			0.00		0.00			0.00
334	Tires, Tubes And Etc.		(7,000.00)	(7,000.00)	5,122.79	(1,877.21)	26.12%	0.00
			0.00		0.00			0.00
342	Sign Parts And Supplies		(6,050.00)	(6,050.00)	7,063.19	1,013.19	55.13%	0.00
			0.00		0.00			0.00
344	Safety Supplies		(2,200.00)	(2,200.00)	873.88	(1,326.12)	33.44%	0.00
			0.00		0.00			0.00
390	Miscellaneous Supplies		(2,750.00)	(2,750.00)	1,438.46	(1,311.54)	21.44%	13.26
			0.00		0.00			0.00
395	Storm Water		(6,000.00)	(6,000.00)	6,621.62	621.62	0.00%	0.00
			0.00		0.00			0.00



Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

Fund : 110		Monthly Comparative:		100.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
454	Sodium Chloride		(10,000.00)	(10,000.00)	9,773.99	(226.01)	97.74%	0.00
			0.00		0.00			0.00
473	Curbing, Sidewalks, and Rock		(100,000.00)	(100,000.00)	93,670.28	(6,329.72)	77.48%	35,627.91
			0.00		0.00			0.00
474	Street Paving		(175,000.00)	(175,000.00)	79,775.14	(95,224.86)	44.89%	25,682.45
			0.00		0.00			0.00
475	Paving - Shell Rd Project		0.00	0.00	207.24	207.24	No Budget	0.00
			0.00		0.00			0.00
535	Equipment Leases & Maint Contracts		(2,500.00)	(2,500.00)	3,277.43	777.43	58.15%	297.18
			0.00		0.00			0.00
560	State Storm Water Maintenance Fees		(5,000.00)	(5,000.00)	1,125.00	(3,875.00)	0.00%	0.00
			0.00		0.00			0.00
596	Penalties For Late Filing		0.00	0.00	65.45	65.45	No Budget	0.00
			0.00		0.00			0.00
973	3 - 2500 4 Wheel Drive Trucks		(150,000.00)	(150,000.00)	138,616.00	(11,384.00)	41.24%	61,866.00
			0.00		0.00			0.00
975	Oak Grove Curbing & Sidewalk		(30,000.00)	(30,000.00)	46,336.40	16,336.40	37.79%	0.00
			0.00		0.00			0.00
977	Lincoln Park Parking Lot		(106,000.00)	(106,000.00)	194,192.34	88,192.34	4.92%	0.00
			0.00		0.00			0.00
984	West Main Sidewalk		(105,000.00)	(105,000.00)	145,000.00	40,000.00	34.52%	0.00
			0.00		0.00			0.00
985	Thompson Meadow Lane Paving		(52,000.00)	(52,000.00)	302,864.48	250,864.48	1.06%	0.00
			0.00		0.00			0.00
986	Boone Street Paving		(135,000.00)	(135,000.00)	0.00	(135,000.00)	0.00%	0.00
			0.00		0.00			0.00
<b>43170</b>	<b>City Garage</b>							
121	Salaries and Wages		(75,157.00)	(75,157.00)	79,719.47	4,562.47	73.23%	8,034.02
			0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

Fund : 110		Monthly Comparative:		100.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
141		Oasi (Employer's Share)	(5,750.00) 0.00	(5,750.00)	5,237.88 0.00	(512.12)	63.69%	538.34 0.00
142		Hospital And Health Insurance	(25,186.00) 0.00	(25,186.00)	28,047.41 0.00	2,861.41	63.25%	2,728.26 0.00
143		Employee Retirement Plan	(4,452.00) 0.00	(4,452.00)	4,632.17 0.00	180.17	71.42%	482.05 0.00
146		Workmen's Compensation	0.00	0.00	2,212.62	2,212.62	No Budget	0.00
147		Unemployment Insurance	(130.00) 0.00	(130.00)	40.75 0.00	(89.25)	31.35%	0.00 0.00
148		Employee Education And Training	(500.00) 0.00	(500.00)	0.00 0.00	(500.00)	0.00%	0.00 0.00
230		Publicity, Subscriptions, And Dues	(250.00) 0.00	(250.00)	83.62 0.00	(166.38)	0.00%	0.00 0.00
241		Electric	(5,000.00) 0.00	(5,000.00)	8,637.79 0.00	3,637.79	116.99%	2,144.61 0.00
242		Water	(1,000.00) 0.00	(1,000.00)	310.95 0.00	(689.05)	26.58%	113.06 0.00
245		Telephone And Other Communication Services	(2,250.00) 0.00	(2,250.00)	2,627.94 0.00	377.94	62.49%	273.81 0.00
248		GPS Services	(400.00) 0.00	(400.00)	266.53 0.00	(133.47)	42.40%	48.46 0.00
251		Medical Services	(800.00) 0.00	(800.00)	846.84 0.00	46.84	35.79%	81.80 0.00
261		Repair And Maintenance Motor Vehicles	(2,000.00) 0.00	(2,000.00)	2,853.14 0.00	853.14	-40.76%	0.00 0.00
262		Repair And Maintenance Equipment	(500.00) 0.00	(500.00)	277.06 0.00	(222.94)	15.84%	0.00 0.00
266		Repair And Maintenance Buildings	(1,500.00) 0.00	(1,500.00)	1,628.90 0.00	128.90	63.47%	0.00 0.00

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 June 2024

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Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
311	Office Supplies		(500.00)	(500.00)	200.28	(299.72)	37.86%	4.81
			0.00		0.00			0.00
312	Small Items Of Equipment		(3,470.00)	(3,470.00)	4,558.92	1,088.92	115.24%	0.00
			0.00		0.00			0.00
324	Household And Janitorial Supplies		(1,500.00)	(1,500.00)	3,405.51	1,905.51	144.03%	149.75
			0.00		0.00			0.00
326	Clothing And Uniforms		(1,900.00)	(1,900.00)	2,243.82	343.82	64.62%	220.30
			0.00		0.00			0.00
331	Gas, Oil, Diesel Fuel, Grease, Etc.		(2,300.00)	(2,300.00)	1,683.80	(616.20)	50.95%	367.24
			0.00		0.00			0.00
334	Tires, Tubes And Etc.		(1,000.00)	(1,000.00)	672.00	(328.00)	0.00%	0.00
			0.00		0.00			0.00
341	Consumable Tools		(2,300.00)	(2,300.00)	2,232.98	(67.02)	-66.10%	224.73
			0.00		0.00			0.00
344	Safety Supplies		(1,000.00)	(1,000.00)	906.88	(93.12)	73.40%	0.00
			0.00		0.00			0.00
345	Welding Supplies		(400.00)	(400.00)	256.08	(143.92)	31.55%	76.71
			0.00		0.00			0.00
346	Wash Bay Maintenance and Supplies		(2,500.00)	(2,500.00)	2,025.00	(475.00)	25.48%	0.00
			0.00		0.00			0.00
390	Miscellaneous Supplies		(1,000.00)	(1,000.00)	503.64	(496.36)	12.95%	7.59
			0.00		0.00			0.00
535	Equipment Leases & Maint Contracts		(3,000.00)	(3,000.00)	3,614.43	614.43	51.31%	295.43
			0.00		0.00			0.00
596	Penalties For Late Filing		0.00	0.00	7.77	7.77	No Budget	0.00
			0.00		0.00			0.00
949	Other Machinery And Equipment		0.00	0.00	6,649.50	6,649.50	No Budget	0.00
			0.00		0.00			0.00

Fund : 110		Monthly Comparative:		100.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>44320</b>	<b>Senior Citizen Facilities</b>							
121	IIIB		(30,389.00)	(30,389.00)	34,285.34	3,896.34	55.92%	2,614.40
	Salaries and Wages		0.00		0.00			0.00
121	TRANS		(6,000.00)	(6,000.00)	0.00	(6,000.00)	0.00%	0.00
	Salaries and Wages		0.00		0.00			0.00
121			(337,015.00)	(337,015.00)	332,813.38	(4,201.62)	48.90%	25,194.71
	Salaries and Wages		0.00		0.00			0.00
141	IIIB		(2,325.00)	(2,325.00)	1,779.22	(545.78)	24.47%	0.00
	Oasi (Employer's Share)		0.00		0.00			0.00
141			(25,782.00)	(25,782.00)	23,657.00	(2,125.00)	45.50%	1,957.28
	Oasi (Employer's Share)		0.00		0.00			0.00
141	TRANS		(459.00)	(459.00)	0.00	(459.00)	0.00%	0.00
	Oasi (Employer's Share)		0.00		0.00			0.00
142			(64,437.00)	(64,437.00)	63,944.83	(492.17)	46.45%	4,915.51
	Hospital And Health Insurance		0.00		0.00			0.00
142	TRANS		(2,000.00)	(2,000.00)	27.27	(1,972.73)	1.36%	9.09
	Hospital And Health Insurance		0.00		0.00			0.00
142	IIIB		(2,850.00)	(2,850.00)	11,164.30	8,314.30	214.32%	1,047.84
	Hospital And Health Insurance		0.00		0.00			0.00
143			(16,759.00)	(16,759.00)	16,839.45	80.45	50.53%	1,440.04
	Employee Retirement Plan		0.00		0.00			0.00
143	IIIB		(2,387.00)	(2,387.00)	1,403.23	(983.77)	23.00%	0.00
	Employee Retirement Plan		0.00		0.00			0.00
143	TRANS		(420.00)	(420.00)	156.86	(263.14)	0.00%	0.00
	Employee Retirement Plan		0.00		0.00			0.00
146			0.00	0.00	1,546.38	1,546.38	No Budget	0.00
	Workmen's Compensation		0.00		0.00			0.00
147			(310.00)	(310.00)	83.65	(226.35)	25.32%	2.62
	Unemployment Insurance		0.00		0.00			0.00
147	TRANS		(30.00)	(30.00)	0.00	(30.00)	0.00%	0.00
	Unemployment Insurance		0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
147	IIIB		(35.00)	(35.00)	126.89	91.89	362.54%	0.00
		Unemployment Insurance	0.00		0.00			0.00
148	976		0.00	0.00	3,831.87	3,831.87	No Budget	1,698.00
		Employee Education And Training	0.00		0.00			0.00
148	IIIB		(2,500.00)	(2,500.00)	3,000.99	500.99	69.94%	294.62
		Employee Education And Training	0.00		0.00			0.00
148			(2,500.00)	(2,500.00)	1,713.17	(786.83)	59.08%	0.00
		Employee Education And Training	0.00		0.00			0.00
211			(800.00)	(800.00)	1,364.96	564.96	90.18%	9.20
		Postage, Box Rent, Etc.	0.00		0.00			0.00
230			(5,500.00)	(5,500.00)	3,882.12	(1,617.88)	16.09%	21.49
		Publicity, Subscriptions, And Dues	0.00		0.00			0.00
241			(40,000.00)	(40,000.00)	25,736.82	(14,263.18)	33.68%	4,229.90
		Electric	0.00		0.00			0.00
242			(4,000.00)	(4,000.00)	3,180.71	(819.29)	50.69%	917.39
		Water	0.00		0.00			0.00
245			(10,000.00)	(10,000.00)	8,560.58	(1,439.42)	48.82%	1,205.84
		Telephone And Other Communication Services	0.00		0.00			0.00
245	IIIB		(780.00)	(780.00)	780.00	0.00	58.33%	130.00
		Telephone And Other Communication Services	0.00		0.00			0.00
248			(1,000.00)	(1,000.00)	1,163.04	163.04	67.84%	193.84
		GPS Services	0.00		0.00			0.00
251			(2,500.00)	(2,500.00)	1,945.18	(554.82)	46.80%	286.30
		Medical Services	0.00		0.00			0.00
261			(1,000.00)	(1,000.00)	237.49	(762.51)	2.01%	0.00
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
262			(1,000.00)	(1,000.00)	902.76	(97.24)	23.10%	0.00
		Repair And Maintenance Equipment	0.00		0.00			0.00
265			(9,000.00)	(9,000.00)	13,677.27	4,677.27	57.91%	0.00
		Repair And Maintenance Grounds And	0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
266		Repair And Maintenance Buildings	(20,400.00)	(20,400.00)	38,746.39	18,346.39	115.13%	12,200.04
			0.00		0.00			0.00
300		IIIB	(554.00)	(554.00)	338.69	(215.31)	43.46%	0.00
		Supplies	0.00		0.00			0.00
311		Office Supplies	(3,200.00)	(3,200.00)	3,121.29	(78.71)	45.58%	0.00
			0.00		0.00			0.00
312		975	0.00	0.00	21,637.00	21,637.00	No Budget	0.00
		Small Items Of Equipment	0.00		0.00			0.00
312		977	0.00	0.00	39.76	39.76	No Budget	39.76
		Small Items Of Equipment	0.00		0.00			0.00
312		Small Items Of Equipment	(4,800.00)	(4,800.00)	10,834.67	6,034.67	140.23%	914.02
			0.00		0.00			0.00
321		977	0.00	0.00	341.27	341.27	No Budget	341.27
		Paper/Plastics	0.00		0.00			0.00
324		Household And Janitorial Supplies	(6,000.00)	(6,000.00)	6,087.83	87.83	73.07%	1,356.45
			0.00		0.00			0.00
326		Clothing And Uniforms	(900.00)	(900.00)	241.26	(658.74)	0.00%	0.00
			0.00		0.00			0.00
331		Gas, Oil, Diesel Fuel, Grease, Etc.	(2,700.00)	(2,700.00)	1,845.84	(854.16)	37.81%	529.77
			0.00		0.00			0.00
334		Tires, Tubes And Etc.	(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
			0.00		0.00			0.00
344		Safety Supplies	(2,000.00)	(2,000.00)	946.02	(1,053.98)	38.05%	0.00
			0.00		0.00			0.00
360		IIIB	(12,000.00)	(12,000.00)	0.00	(12,000.00)	0.00%	0.00
		Transportation	0.00		0.00			0.00
390		977	0.00	0.00	158.07	158.07	No Budget	158.07
		Miscellaneous Supplies	0.00		0.00			0.00
390		Miscellaneous Supplies	(1,500.00)	(1,500.00)	1,615.10	115.10	35.66%	0.00
			0.00		0.00			0.00

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Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

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Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
390	976		0.00	0.00	359.92	359.92	No Budget	359.92
		Miscellaneous Supplies	0.00		0.00			0.00
453	977		0.00	0.00	654.50	654.50	No Budget	654.50
		Dirt And Topsoil	0.00		0.00			0.00
535			(21,000.00)	(21,000.00)	23,597.04	2,597.04	39.16%	1,662.35
		Equipment Leases & Maint Contracts	0.00		0.00			0.00
556			0.00	0.00	59.21	59.21	No Budget	0.00
		Credit Card Fees	0.00		0.00			0.00
596			0.00	0.00	57.71	57.71	No Budget	0.00
		Penalties For Late Filing	0.00		0.00			0.00
620	REFBD		(90,000.00)	(90,000.00)	90,000.00	0.00	100.00%	0.00
		Note Principal	0.00		0.00			0.00
640	REFBD		(91,050.00)	(91,050.00)	91,050.00	0.00	50.00%	0.00
		Interest On Notes	0.00		0.00			0.00
836			(100.00)	(100.00)	0.00	(100.00)	0.00%	0.00
		Ada Compliance	0.00		0.00			0.00
837			(20,000.00)	(20,000.00)	13,262.04	(6,737.96)	33.40%	1,639.20
		Parrish Nurse/Wellness Program	0.00		0.00			0.00
838			(38,000.00)	(38,000.00)	32,934.00	(5,066.00)	54.11%	8,933.50
		Health Promotion Program	0.00		0.00			0.00
839			(55,000.00)	(55,000.00)	29,244.19	(25,755.81)	0.00%	0.00
		Senior Center-Special Projects Ex	0.00		0.00			0.00
841			0.00	0.00	7,753.02	7,753.02	No Budget	0.00
		Senior Center State Grant Tcad Ex	0.00		0.00			0.00
967			0.00	0.00	13,253.00	13,253.00	No Budget	0.00
		My Ride SUV	0.00		0.00			0.00
968			(13,253.00)	(13,253.00)	0.00	(13,253.00)	0.00%	0.00
		My Ride Golf Cart	0.00		0.00			0.00
969			(11,981.00)	(11,981.00)	0.00	(11,981.00)	0.00%	0.00
		Patio Pavilion	0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>44400</b>	<b>Parks and Recreation</b>							
121			(257,084.00)	(257,084.00)	216,713.72	(40,370.28)	42.78%	23,235.73
		Salaries and Wages	0.00		0.00			0.00
141		Oasi (Employer's Share)	(19,667.00)	(19,667.00)	15,707.77	(3,959.23)	39.71%	1,736.44
			0.00		0.00			0.00
142		Hospital And Health Insurance	(43,051.00)	(43,051.00)	23,821.57	(19,229.43)	27.43%	1,828.18
			0.00		0.00			0.00
143		Employee Retirement Plan	(12,889.00)	(12,889.00)	9,488.20	(3,400.80)	37.33%	1,173.50
			0.00		0.00			0.00
146		Workmen's Compensation	0.00	0.00	4,524.15	4,524.15	No Budget	0.00
			0.00		0.00			0.00
147		Unemployment Insurance	(205.00)	(205.00)	124.00	(81.00)	53.32%	23.75
			0.00		0.00			0.00
148		Employee Education And Training	(500.00)	(500.00)	88.50	(411.50)	0.00%	0.00
			0.00		0.00			0.00
211		Postage, Box Rent, Etc.	(400.00)	(400.00)	338.80	(61.20)	42.09%	7.39
			0.00		0.00			0.00
220		Printing, Duplicating, Typing, And Binding	(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
			0.00		0.00			0.00
230		Publicity, Subscriptions, And Dues	(2,000.00)	(2,000.00)	1,627.26	(372.74)	23.75%	0.00
			0.00		0.00			0.00
241		Electric	(37,500.00)	(37,500.00)	38,304.93	804.93	59.65%	6,651.66
			0.00		0.00			0.00
242		Water	(15,000.00)	(15,000.00)	16,841.74	1,841.74	83.79%	3,654.81
			0.00		0.00			0.00
245		Telephone And Other Communication Services	(8,500.00)	(8,500.00)	9,153.03	653.03	58.18%	1,119.13
			0.00		0.00			0.00
248		GPS Services	(950.00)	(950.00)	1,163.04	213.04	71.41%	193.84
			0.00		0.00			0.00



Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
251	Medical Services		(2,300.00) 0.00	(2,300.00)	2,428.60 0.00	128.60	65.58%	588.10 0.00
261	Repair And Maintenance Motor Vehicles		(6,500.00) 0.00	(6,500.00)	2,159.49 0.00	(4,340.51)	-13.89%	0.00 0.00
262	Repair And Maintenance Equipment		(7,000.00) 0.00	(7,000.00)	4,537.19 0.00	(2,462.81)	58.38%	3,764.44 0.00
265	Repair And Maintenance Grounds And		(95,000.00) 0.00	(95,000.00)	179,254.46 0.00	84,254.46	113.08%	30,140.33 0.00
266	Repair And Maintenance Buildings		(7,500.00) 0.00	(7,500.00)	28,783.89 0.00	21,283.89	273.26%	12,750.53 0.00
290	Other Contracted Services		0.00 0.00	0.00	604.95 0.00	604.95	No Budget	41.95 0.00
311	Office Supplies		(200.00) 0.00	(200.00)	0.00 0.00	(200.00)	0.00%	0.00 0.00
312	Small Items Of Equipment		(5,000.00) 0.00	(5,000.00)	4,074.59 0.00	(925.41)	7.69%	0.00 0.00
323	Food		0.00 0.00	0.00	1,770.44 0.00	1,770.44	No Budget	0.00 0.00
324	Household And Janitorial Supplies		(4,500.00) 0.00	(4,500.00)	5,647.28 0.00	1,147.28	59.54%	679.49 0.00
326	Clothing And Uniforms		(1,600.00) 0.00	(1,600.00)	1,407.20 0.00	(192.80)	34.19%	527.11 0.00
331	Gas, Oil, Diesel Fuel, Grease, Etc.		(7,000.00) 0.00	(7,000.00)	3,777.15 0.00	(3,222.85)	26.11%	675.24 0.00
334	Tires, Tubes And Etc.		(1,000.00) 0.00	(1,000.00)	151.77 0.00	(848.23)	15.18%	0.00 0.00
344	Safety Supplies		(250.00) 0.00	(250.00)	104.19 0.00	(145.81)	34.08%	0.00 0.00
390	Miscellaneous Supplies		(1,300.00) 0.00	(1,300.00)	1,340.18 0.00	40.18	92.85%	321.15 0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

Fund : 110		Monthly Comparative:		100.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
535		Equipment Leases & Maint Contracts	(2,520.00)	(2,520.00)	2,468.38	(51.62)	46.45%	395.48
			0.00		0.00			0.00
596		Penalties For Late Filing	0.00	0.00	35.12	35.12	No Budget	0.00
			0.00		0.00			0.00
843		Jrt Players Education Program	(50,000.00)	(50,000.00)	28,619.60	(21,380.40)	9.75%	1,000.00
			0.00		0.00			0.00
844		Special Programs	(20,000.00)	(20,000.00)	7,101.58	(12,898.42)	15.95%	763.14
			0.00		0.00			0.00
845		Athletic Programs	(10,000.00)	(10,000.00)	12,239.94	2,239.94	85.42%	2,519.95
			0.00		0.00			0.00
846		Music On The Square Exp	0.00	0.00	4,200.00	4,200.00	No Budget	0.00
			0.00		0.00			0.00
847		Jrt-Don Squibb Scholarship Awards	(3,000.00)	(3,000.00)	4,074.00	1,074.00	2.47%	0.00
			0.00		0.00			0.00
848		Jpac/Repertory Theatre	(52,000.00)	(52,000.00)	55,195.06	3,195.06	50.64%	4,635.16
			0.00		0.00			0.00
849		Flag Committee Expenditures	(2,000.00)	(2,000.00)	3,256.04	1,256.04	144.73%	177.96
			0.00		0.00			0.00
850		Townscape	(45,000.00)	(45,000.00)	9,699.08	(35,300.92)	-2.06%	3,041.63
			0.00		0.00			0.00
851		Keep Jonesborough Beautiful Progr	(3,000.00)	(3,000.00)	538.00	(2,462.00)	15.93%	0.00
			0.00		0.00			0.00
853		Chuckey Depot Museum Reserve Exp	(3,000.00)	(3,000.00)	653.48	(2,346.52)	17.46%	(884.00)
			0.00		0.00			0.00
854		E.Gillespie Bldg.Utilities&Suppli	(16,000.00)	(16,000.00)	13,092.31	(2,907.69)	31.79%	1,514.51
			0.00		0.00			0.00
855		Jackson Theatre Utilities	(25,200.00)	(25,200.00)	18,498.30	(6,701.70)	57.68%	3,609.48
			0.00		0.00			0.00
856		Boone Street Mkt Utilities	(6,500.00)	(6,500.00)	7,333.39	833.39	85.13%	1,365.16
			0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
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Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
857		Chuckey Depot Operating Expenses	(7,000.00)	(7,000.00)	9,488.31	2,488.31	79.37%	1,345.35
			0.00		0.00			0.00
858		Jrt Warehouse Expenses	0.00	0.00	4,124.86	4,124.86	No Budget	406.34
			0.00		0.00			0.00
860		Tree & Townscape Exp	(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
			0.00		0.00			0.00
872		K-8 Maintenance	(125,000.00)	(125,000.00)	45,755.68	(79,244.32)	36.60%	10,919.21
			0.00		0.00			0.00
875		McKinney Center Operating Expense	0.00	0.00	132.12	132.12	No Budget	0.00
			0.00		0.00			0.00
962		Stage Door Renovations	(100,000.00)	(100,000.00)	154,687.96	54,687.96	16.94%	2,060.00
			0.00		0.00			0.00
963		Jackson Thtre Renov	(875,000.00)	(875,000.00)	1,962,200.41	1,087,200.41	127.23%	3,685.50
			0.00		0.00			0.00
965		Ballfield Upgrades	(135,500.00)	(135,500.00)	0.00	(135,500.00)	0.00%	0.00
			0.00		0.00			0.00
966		Depot St Park Upgrades	(30,000.00)	(30,000.00)	0.00	(30,000.00)	0.00%	0.00
			0.00		0.00			0.00
987		Dog Park Project	(19,820.00)	(19,820.00)	0.00	(19,820.00)	0.00%	0.00
			0.00		0.00			0.00
988		Slemmons House Painting	(16,000.00)	(16,000.00)	24,950.00	8,950.00	155.94%	0.00
			0.00		0.00			0.00
989		Jonesborough Fitness Center	(49,000.00)	(49,000.00)	59,930.00	10,930.00	0.00%	0.00
			0.00		0.00			0.00
990		Gillespie Building Roof	(41,758.00)	(41,758.00)	53,670.00	11,912.00	0.00%	0.00
			0.00		0.00			0.00
<b>44490</b>		<b>Wetlands Water Park</b>						
121		Salaries and Wages	(282,599.00)	(282,599.00)	219,487.74	(63,111.26)	19.65%	50,762.62
			0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
141		Oasi (Employer's Share)	(21,619.00) 0.00	(21,619.00)	15,234.86 0.00	(6,384.14)	12.64%	3,883.29 0.00
142		Hospital And Health Insurance	(2,400.00) 0.00	(2,400.00)	843.41 0.00	(1,556.59)	0.76%	9.09 0.00
143		Employee Retirement Plan	(3,265.00) 0.00	(3,265.00)	1,614.54 0.00	(1,650.46)	14.07%	261.94 0.00
146		Workmen's Compensation	0.00	0.00	5,801.76	5,801.76	No Budget	0.00
147		Unemployment Insurance	(845.00) 0.00	(845.00)	584.44 0.00	(260.56)	18.96%	145.85 0.00
148		Employee Education And Training	(2,000.00) 0.00	(2,000.00)	1,526.00 0.00	(474.00)	25.30%	506.00 0.00
211		Postage, Box Rent, Etc.	(200.00) 0.00	(200.00)	85.56 0.00	(114.44)	0.00%	0.00 0.00
220		Printing, Duplicating, Typing, And Binding	(1,000.00) 0.00	(1,000.00)	0.00 0.00	(1,000.00)	0.00%	0.00 0.00
230		Publicity, Subscriptions, And Dues	(1,000.00) 0.00	(1,000.00)	1,546.88 0.00	546.88	146.33%	717.52 0.00
238		Marketing and Marketing Supplies	(20,000.00) 0.00	(20,000.00)	21,641.83 0.00	1,641.83	91.62%	14,723.84 0.00
241		Electric	(45,000.00) 0.00	(45,000.00)	44,248.20 0.00	(751.80)	47.74%	12,946.74 0.00
242		Water	(15,000.00) 0.00	(15,000.00)	18,695.76 0.00	3,695.76	49.90%	5,954.90 0.00
245		Telephone And Other Communication Services	(5,300.00) 0.00	(5,300.00)	5,948.15 0.00	648.15	60.45%	585.96 0.00
251		Medical Services	(2,000.00) 0.00	(2,000.00)	1,112.68 0.00	(887.32)	46.62%	832.35 0.00
262		Repair And Maintenance Equipment	(3,200.00) 0.00	(3,200.00)	0.00 0.00	(3,200.00)	0.00%	0.00 0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
265		Repair And Maintenance Grounds And	(6,000.00)	(6,000.00)	18,060.78	12,060.78	301.01%	4,504.48
			0.00		0.00			0.00
266		Repair And Maintenance Buildings	(10,000.00)	(10,000.00)	11,503.40	1,503.40	66.79%	1,126.08
			0.00		0.00			0.00
288		Travel/Training/Car Allowance	(700.00)	(700.00)	0.00	(700.00)	0.00%	0.00
			0.00		0.00			0.00
290		Other Contracted Services	0.00	0.00	45.20	45.20	No Budget	0.00
			0.00		0.00			0.00
291		Pool Maintenance	(10,000.00)	(10,000.00)	6,103.40	(3,896.60)	33.31%	82.11
			0.00		0.00			0.00
296		Pool Pump Repair/Replacement	(15,000.00)	(15,000.00)	12,612.06	(2,387.94)	47.29%	7,093.52
			0.00		0.00			0.00
311		Office Supplies	(800.00)	(800.00)	101.97	(698.03)	7.79%	62.34
			0.00		0.00			0.00
312		Small Items Of Equipment	(5,000.00)	(5,000.00)	15,082.78	10,082.78	265.76%	13,287.86
			0.00		0.00			0.00
321		Paper/Plastics	(7,500.00)	(7,500.00)	3,786.63	(3,713.37)	47.15%	2,470.55
			0.00		0.00			0.00
323		Food	(38,000.00)	(38,000.00)	44,767.37	6,767.37	55.72%	16,087.53
			0.00		0.00			0.00
324		Household And Janitorial Supplies	(5,000.00)	(5,000.00)	2,176.22	(2,823.78)	42.83%	723.25
			0.00		0.00			0.00
325		Beverages	(10,000.00)	(10,000.00)	7,655.50	(2,344.50)	75.33%	7,274.09
			0.00		0.00			0.00
326		Clothing And Uniforms	(2,000.00)	(2,000.00)	854.91	(1,145.09)	42.75%	0.00
			0.00		0.00			0.00
337		Photo ID Supplies	(500.00)	(500.00)	159.98	(340.02)	32.00%	159.98
			0.00		0.00			0.00
344		Safety Supplies	(800.00)	(800.00)	519.97	(280.03)	65.00%	519.97
			0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
351			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
		Merchandise Purchased For Resale	0.00		0.00			0.00
390			(750.00)	(750.00)	5,232.49	4,482.49	122.63%	499.87
		Miscellaneous Supplies	0.00		0.00			0.00
493			(24,000.00)	(24,000.00)	26,936.71	2,936.71	62.65%	0.00
		Chemicals	0.00		0.00			0.00
535			(3,000.00)	(3,000.00)	5,877.72	2,877.72	114.54%	524.37
		Equipment Leases & Maint Contracts	0.00		0.00			0.00
556			(7,500.00)	(7,500.00)	7,754.09	254.09	7.78%	0.00
		Credit Card Fees	0.00		0.00			0.00
596			0.00	0.00	188.24	188.24	No Budget	0.00
		Penalties For Late Filing	0.00		0.00			0.00
620		TBF21	(32,900.00)	(32,900.00)	32,900.00	0.00	100.00%	0.00
		Note Principal	0.00		0.00			0.00
640		TBF21	(1,799.00)	(1,799.00)	1,798.96	(0.04)	50.00%	0.00
		Interest On Notes	0.00		0.00			0.00
958			(120,000.00)	(120,000.00)	0.00	(120,000.00)	0.00%	0.00
		Pump Room Renovations	0.00		0.00			0.00
959			(40,000.00)	(40,000.00)	0.00	(40,000.00)	0.00%	0.00
		Building Renovations	0.00		0.00			0.00
<b>44491</b>		<b>McKinney Center</b>						
121			(211,640.00)	(211,640.00)	192,621.15	(19,018.85)	48.67%	16,094.54
		Salaries and Wages	0.00		0.00			0.00
141			(16,190.00)	(16,190.00)	14,022.69	(2,167.31)	45.52%	1,185.38
		Oasi (Employer's Share)	0.00		0.00			0.00
142			(24,330.00)	(24,330.00)	18,345.08	(5,984.92)	43.22%	1,681.03
		Hospital And Health Insurance	0.00		0.00			0.00
143			(11,599.00)	(11,599.00)	10,155.17	(1,443.83)	47.96%	931.90
		Employee Retirement Plan	0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

Fund : 110		Monthly Comparative:		100.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
146		Workmen's Compensation	0.00	0.00	192.59	192.59	No Budget	0.00
			0.00		0.00			0.00
147		Unemployment Insurance	(180.00)	(180.00)	147.94	(32.06)	77.52%	1.69
			0.00		0.00			0.00
148		Employee Education And Training	(1,000.00)	(1,000.00)	1,092.84	92.84	104.28%	143.52
			0.00		0.00			0.00
211		Postage, Box Rent, Etc.	(300.00)	(300.00)	156.35	(143.65)	22.45%	17.28
			0.00		0.00			0.00
220		Printing, Duplicating, Typing, And Binding	(350.00)	(350.00)	466.10	116.10	133.17%	0.00
			0.00		0.00			0.00
230		Publicity, Subscriptions, And Dues	(370.00)	(370.00)	355.82	(14.18)	40.15%	0.00
			0.00		0.00			0.00
238		Marketing and Marketing Supplies	(2,000.00)	(2,000.00)	2,380.69	380.69	87.79%	498.13
			0.00		0.00			0.00
241		Electric	(8,500.00)	(8,500.00)	7,841.23	(658.77)	50.60%	1,327.79
			0.00		0.00			0.00
242		Water	(800.00)	(800.00)	1,054.19	254.19	55.86%	146.76
			0.00		0.00			0.00
245		Telephone And Other Communication Services	(6,500.00)	(6,500.00)	4,458.70	(2,041.30)	16.10%	197.35
			0.00		0.00			0.00
251		Medical Services	(800.00)	(800.00)	939.92	139.92	53.52%	121.42
			0.00		0.00			0.00
262		Repair And Maintenance Equipment	(1,000.00)	(1,000.00)	300.00	(700.00)	30.00%	300.00
			0.00		0.00			0.00
266		Repair And Maintenance Buildings	(20,000.00)	(20,000.00)	29,696.91	9,696.91	117.21%	21,155.31
			0.00		0.00			0.00
272		Repair And Maintenance Buildings - Capital	(15,500.00)	(15,500.00)	17,550.00	2,050.00	113.23%	17,550.00
			0.00		0.00			0.00
279		Website Maintenance	(2,400.00)	(2,400.00)	1,859.95	(540.05)	58.28%	295.14
			0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
290			0.00	0.00	199.20	199.20	No Budget	181.40
		Other Contracted Services	0.00		0.00			0.00
290	965		0.00	0.00	3,334.90	3,334.90	No Budget	3,084.90
		Other Contracted Services	0.00		0.00			0.00
311			(1,100.00)	(1,100.00)	2,027.81	927.81	84.32%	34.95
		Office Supplies	0.00		0.00			0.00
312			(5,000.00)	(5,000.00)	2,006.35	(2,993.65)	18.07%	252.85
		Small Items Of Equipment	0.00		0.00			0.00
313			(200.00)	(200.00)	315.04	115.04	157.52%	247.47
		Stationary/Forms	0.00		0.00			0.00
323	965		0.00	0.00	79.35	79.35	No Budget	79.35
		Food	0.00		0.00			0.00
323			(1,100.00)	(1,100.00)	2,216.47	1,116.47	185.97%	174.06
		Food	0.00		0.00			0.00
324			(3,000.00)	(3,000.00)	3,196.01	196.01	62.78%	149.75
		Household And Janitorial Supplies	0.00		0.00			0.00
344			(125.00)	(125.00)	122.11	(2.89)	11.44%	0.00
		Safety Supplies	0.00		0.00			0.00
390			(450.00)	(450.00)	748.78	298.78	24.81%	0.00
		Miscellaneous Supplies	0.00		0.00			0.00
535			(8,500.00)	(8,500.00)	12,434.97	3,934.97	51.47%	626.49
		Equipment Leases & Maint Contracts	0.00		0.00			0.00
556			(600.00)	(600.00)	1,036.56	436.56	86.82%	0.00
		Credit Card Fees	0.00		0.00			0.00
596			0.00	0.00	28.26	28.26	No Budget	0.00
		Penalties For Late Filing	0.00		0.00			0.00
862			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
		Special Programs	0.00		0.00			0.00
863			(8,500.00)	(8,500.00)	14,301.06	5,801.06	101.87%	0.00
		Americorps Worker Program	0.00		0.00			0.00



Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

Fund : 110		Monthly Comparative:		100.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
864			(50,000.00)	(50,000.00)	47,495.56	(2,504.44)	53.03%	8,250.46
		Mary Martin Prog.For The Arts	0.00		0.00			0.00
864		724	0.00	0.00	6,496.29	6,496.29	No Budget	0.00
		Mary Martin Prog.For The Arts	0.00		0.00			0.00
865			(13,500.00)	(13,500.00)	26,381.53	12,881.53	48.52%	1,774.23
		Story Town Radio Show	0.00		0.00			0.00
866			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
		Mckinney Scholarship Fund	0.00		0.00			0.00
867			0.00	0.00	532.79	532.79	No Budget	0.00
		Conversations That Matter Program	0.00		0.00			0.00
<b>44550</b>		<b>Jackson Theater</b>						
230			0.00	0.00	36.98	36.98	No Budget	36.98
		Publicity, Subscriptions, And Dues	0.00		0.00			0.00
555			0.00	0.00	384.75	384.75	No Budget	0.00
		Bank Service Charges	0.00		0.00			0.00
<b>47210</b>		<b>Tourism/Visitors Center</b>						
121			(369,719.00)	(369,719.00)	377,250.47	7,531.47	50.49%	28,900.50
		Salaries and Wages	0.00		0.00			0.00
141			(28,284.00)	(28,284.00)	27,030.80	(1,253.20)	46.17%	2,099.34
		Oasi (Employer's Share)	0.00		0.00			0.00
142			(39,821.00)	(39,821.00)	51,368.17	11,547.17	64.24%	4,349.66
		Hospital And Health Insurance	0.00		0.00			0.00
143			(18,114.00)	(18,114.00)	17,743.89	(370.11)	47.96%	1,379.33
		Employee Retirement Plan	0.00		0.00			0.00
146			0.00	0.00	1,368.05	1,368.05	No Budget	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(220.00)	(220.00)	224.28	4.28	101.95%	1.83
		Unemployment Insurance	0.00		0.00			0.00
148			(7,500.00)	(7,500.00)	3,806.50	(3,693.50)	14.78%	0.00
		Employee Education And Training	0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
211		Postage, Box Rent, Etc.	(1,750.00)	(1,750.00)	1,085.73	(664.27)	32.95%	71.24
			0.00		0.00			0.00
220		Printing, Duplicating, Typing, And Binding	(46,500.00)	(46,500.00)	76,816.40	30,316.40	152.31%	2,302.09
			0.00		0.00			0.00
230		Publicity, Subscriptions, And Dues	(6,535.00)	(6,535.00)	5,748.15	(786.85)	31.16%	641.02
			0.00		0.00			0.00
238		Marketing and Marketing Supplies	(60,000.00)	(60,000.00)	70,400.38	10,400.38	75.84%	40,749.12
			0.00		0.00			0.00
241		Electric	(13,500.00)	(13,500.00)	10,066.57	(3,433.43)	43.65%	1,588.55
			0.00		0.00			0.00
242		Water	(2,300.00)	(2,300.00)	2,712.60	412.60	65.29%	255.63
			0.00		0.00			0.00
245		Telephone And Other Communication Services	(12,738.00)	(12,738.00)	6,907.88	(5,830.12)	25.35%	537.34
			0.00		0.00			0.00
248		GPS Services	0.00	0.00	48.46	48.46	No Budget	24.23
			0.00		0.00			0.00
251		Medical Services	(1,500.00)	(1,500.00)	1,076.60	(423.40)	38.17%	163.60
			0.00		0.00			0.00
261		Repair And Maintenance Motor Vehicles	(1,500.00)	(1,500.00)	786.94	(713.06)	9.69%	24.23
			0.00		0.00			0.00
262		Repair And Maintenance Equipment	(1,200.00)	(1,200.00)	1,870.00	670.00	155.83%	1,870.00
			0.00		0.00			0.00
266		Repair And Maintenance Buildings	(20,000.00)	(20,000.00)	14,204.13	(5,795.87)	61.36%	2,900.00
			0.00		0.00			0.00
311		Office Supplies	(2,000.00)	(2,000.00)	1,180.50	(819.50)	10.75%	41.88
			0.00		0.00			0.00
312		Small Items Of Equipment	(12,000.00)	(12,000.00)	2,130.84	(9,869.16)	16.73%	0.00
			0.00		0.00			0.00
313		Stationary/Forms	(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
			0.00		0.00			0.00

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Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

User: Janet Jennings  
 Date/Time: 8/9/2024 9:24 AM  
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Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
323			(500.00)	(500.00)	377.21	(122.79)	62.13%	279.22
		Food	0.00		0.00			0.00
324			(5,000.00)	(5,000.00)	4,643.34	(356.66)	58.65%	705.06
		Household And Janitorial Supplies	0.00		0.00			0.00
331			(2,400.00)	(2,400.00)	480.77	(1,919.23)	10.63%	58.94
		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00		0.00			0.00
344			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
		Safety Supplies	0.00		0.00			0.00
390			(800.00)	(800.00)	1,367.76	567.76	82.84%	0.00
		Miscellaneous Supplies	0.00		0.00			0.00
535			(8,000.00)	(8,000.00)	9,469.41	1,469.41	50.85%	1,203.92
		Equipment Leases & Maint Contracts	0.00		0.00			0.00
556			(2,500.00)	(2,500.00)	3,563.31	1,063.31	57.77%	0.00
		Credit Card Fees	0.00		0.00			0.00
596			0.00	0.00	59.99	59.99	No Budget	0.00
		Penalties For Late Filing	0.00		0.00			0.00
598			(30,000.00)	(30,000.00)	32,121.59	2,121.59	43.91%	642.67
		Gift Shop Expenditures	0.00		0.00			0.00
815			(20,000.00)	(20,000.00)	6,750.18	(13,249.82)	28.28%	90.60
		Main Street Jones.Program Exp	0.00		0.00			0.00
816			(12,000.00)	(12,000.00)	10,084.03	(1,915.97)	22.67%	2,000.00
		Main St.-Brews & Tunes Program	0.00		0.00			0.00
817			(31,900.00)	(31,900.00)	33,966.28	2,066.28	99.52%	3,391.39
		Main St.-Jonesborough Days	0.00		0.00			0.00
846			(36,000.00)	(36,000.00)	47,209.88	11,209.88	64.80%	6,850.00
		Music On The Square Exp	0.00		0.00			0.00
861			(25,000.00)	(25,000.00)	23,178.90	(1,821.10)	23.92%	0.00
		Special Programs	0.00		0.00			0.00
873			(50,000.00)	(50,000.00)	49,750.18	(249.82)	0.00%	0.00
		Seasonal Lighting	0.00		0.00			0.00

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Fund : 110

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>Total For Fund:</b>	<b>110</b>		(12,472,575.00) 0.00	(12,472,575.00)	16,641,057.52 0.00	4,168,482.52	133.42%	1,318,266.02 0.00

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Fund : 131	Solid Waste Management Fund	Total Estimated	MTD Realized	YTD Realized	Unrealized	% UnRealized	Monthly Comparative
34312	Equipment Rental Charges	4,000.00	0.00	(1,350.00)	2,650.00	66.25%	100.00%
34410	Solid Waste Collection Charges	780,438.00	(60,725.66)	(826,834.10)	(46,396.10)	-5.94%	
34420	Solid Waste Disposal	50.00	0.00	0.00	50.00	100.00%	
34426	Solid Waste Service Charges	16,000.00	(1,450.00)	(15,450.00)	550.00	3.44%	
34427	Tote Cart/Dumpster Charges	500.00	(168.00)	(672.00)	(172.00)	-34.40%	
34428	Bagster Bag Charges	300.00	(247.75)	(1,843.75)	(1,543.75)	-514.58%	
34454	Sale Of Recyclable Materials	18,500.00	0.00	(9,682.43)	8,817.57	47.66%	
34455	Sale of Compost/Mulch	20,000.00	(669.41)	(9,647.74)	10,352.26	51.76%	
38170	Miscellaneous Revenue	0.00	0.00	(3,653.24)	(3,653.24)	No Budget	
38191	Insurance Recoveries	0.00	0.00	(1,000.00)	(1,000.00)	No Budget	
<b>Total For Fund: 131</b>		<b>839,788.00</b>	<b>(63,260.82)</b>	<b>(870,133.26)</b>	<b>(30,345.26)</b>	<b>-3.61%</b>	

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Fund : 131		Monthly Comparative:		100.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>43200</b>	<b>Sanitation Services</b>							
121			(276,574.00)	(276,574.00)	262,908.89	(13,665.11)	50.52%	14,422.84
		Salaries and Wages	0.00		0.00			0.00
141			(21,158.00)	(21,158.00)	18,763.90	(2,394.10)	47.10%	1,022.68
		Oasi (Employer's Share)	0.00		0.00			0.00
142			(68,021.00)	(68,021.00)	58,435.38	(9,585.62)	37.05%	4,122.01
		Hospital And Health Insurance	0.00		0.00			0.00
143			(16,423.00)	(16,423.00)	12,883.25	(3,539.75)	35.37%	865.35
		Employee Retirement Plan	0.00		0.00			0.00
146			0.00	0.00	12,418.17	12,418.17	No Budget	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(200.00)	(200.00)	151.76	(48.24)	71.78%	0.00
		Unemployment Insurance	0.00		0.00			0.00
148			0.00	0.00	3,600.00	3,600.00	No Budget	0.00
		Employee Education And Training	0.00		0.00			0.00
213			0.00	0.00	26.33	26.33	No Budget	26.33
		Automobile Licenses And Titles	0.00		0.00			0.00
235			(330.00)	(330.00)	0.00	(330.00)	0.00%	0.00
		Memberships, Registration Fees, And Tuition	0.00		0.00			0.00
237			0.00	0.00	197.25	197.25	No Budget	0.00
		Keep Jonesborough Beautiful Program	0.00		0.00			0.00
238			(550.00)	(550.00)	0.00	(550.00)	0.00%	0.00
		Marketing and Marketing Supplies	0.00		0.00			0.00
241			(7,500.00)	(7,500.00)	0.00	(7,500.00)	0.00%	0.00
		Electric	0.00		0.00			0.00
245			(5,500.00)	(5,500.00)	5,427.71	(72.29)	51.22%	456.06
		Telephone And Other Communication Services	0.00		0.00			0.00
248			(2,860.00)	(2,860.00)	2,500.52	(359.48)	49.01%	387.68
		GPS Services	0.00		0.00			0.00

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Fund : 131

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
251	Medical Services		(2,200.00)	(2,200.00)	2,636.44	436.44	85.54%	250.50
			0.00		0.00			0.00
259	Contract Lab Services		0.00	0.00	0.00	0.00	No Budget	0.00
			0.00		0.00			0.00
261	Repair And Maintenance Motor Vehicles		(66,000.00)	(66,000.00)	74,031.95	8,031.95	84.45%	18,713.94
			0.00		0.00			0.00
266	Repair And Maintenance Buildings		(1,800.00)	(1,800.00)	6,259.33	4,459.33	347.74%	0.00
			0.00		0.00			0.00
280	Travel		(550.00)	(550.00)	307.38	(242.62)	55.89%	130.38
			0.00		0.00			0.00
290	Other Contracted Services		0.00	0.00	41.95	41.95	No Budget	0.00
			0.00		0.00			0.00
294	Tire Disposal Services		(1,100.00)	(1,100.00)	817.00	(283.00)	0.00%	0.00
			0.00		0.00			0.00
295	Waste Disposal Fees		(120,000.00)	(120,000.00)	137,222.58	17,222.58	67.54%	23,613.72
			0.00		0.00			0.00
310	Office Supplies And Materials		(550.00)	(550.00)	25.80	(524.20)	0.00%	0.00
			0.00		0.00			0.00
312	Small Items Of Equipment		(825.00)	(825.00)	138.50	(686.50)	16.79%	0.00
			0.00		0.00			0.00
326	Clothing And Uniforms		(5,250.00)	(5,250.00)	3,748.71	(1,501.29)	6.03%	0.00
			0.00		0.00			0.00
331	Gas, Oil, Diesel Fuel, Grease, Etc.		(75,000.00)	(75,000.00)	67,140.95	(7,859.05)	49.51%	10,048.37
			0.00		0.00			0.00
334	Tires, Tubes And Etc.		(10,800.00)	(10,800.00)	13,225.84	2,425.84	70.28%	1,435.50
			0.00		0.00			0.00
344	Safety Supplies		(550.00)	(550.00)	170.40	(379.60)	30.98%	0.00
			0.00		0.00			0.00
350	Supplies For Resale		(20,625.00)	(20,625.00)	15,991.78	(4,633.22)	43.19%	838.60
			0.00		0.00			0.00

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Fund : 131

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
390		Miscellaneous Supplies	(4,800.00)	(4,800.00)	6,745.75	1,945.75	46.07%	1,030.12
			0.00		0.00			0.00
515		Workers Compensation Insurance	(10,300.00)	(10,300.00)	0.00	(10,300.00)	0.00%	0.00
			0.00		0.00			0.00
520		Property/Liability Insurance	(6,750.00)	(6,750.00)	3,512.33	(3,237.67)	52.03%	140.23
			0.00		0.00			0.00
533		Machinery And Equipment Rental	(1,705.00)	(1,705.00)	884.07	(820.93)	9.00%	0.00
			0.00		0.00			0.00
535		Equipment Leases & Maint Contracts	0.00	0.00	351.14	351.14	No Budget	118.31
			0.00		0.00			0.00
555		Bank Service Charges	(330.00)	(330.00)	0.00	(330.00)	0.00%	0.00
			0.00		0.00			0.00
565		Permit Fee	(2,233.00)	(2,233.00)	393.66	(1,839.34)	17.63%	0.00
			0.00		0.00			0.00
596		Penalties For Late Filing	0.00	0.00	45.44	45.44	No Budget	0.00
			0.00		0.00			0.00
620		Note Principal	(43,807.00)	(43,807.00)	43,806.61	(0.39)	50.32%	3,694.26
			0.00		0.00			0.00
640		Interest On Notes	(5,497.00)	(5,497.00)	5,496.35	(0.65)	47.40%	414.32
			0.00		0.00			0.00
940		Machinery And Equipment	(60,000.00)	(60,000.00)	162,000.00	102,000.00	245.00%	(55,000.00)
			0.00		0.00			0.00
976		Dumpster Pad	0.00	0.00	15,000.00	15,000.00	No Budget	0.00
			0.00		0.00			0.00
<b>Total For Fund:</b>		<b>131</b>	<b>(839,788.00)</b>	<b>(839,788.00)</b>	<b>937,307.12</b>	<b>97,519.12</b>	<b>111.61%</b>	<b>26,731.20</b>
			0.00		0.00			0.00



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Fund :	311	K-8 Capital Project Fund	Total Estimated	MTD Realized	YTD Realized	Unrealized	Monthly Comparative	% UnRealized
33492		State of TN Grant - LPRF	0.00	(72,603.33)	(1,746,968.03)	(1,746,968.03)		No Budget
36901	K8BAN	Loan Proceeds	0.00	(238,547.07)	(9,774,220.29)	(9,774,220.29)		No Budget
36901	K8P3	Loan Proceeds	0.00	0.00	(396,223.98)	(396,223.98)		No Budget
36920		Sale Of Bonds	0.00	0.00	(33,750,000.00)	(33,750,000.00)		No Budget
37743		Capital Contributions - Washington County	0.00	0.00	(300,000.00)	(300,000.00)		No Budget
<b>Total For Fund:</b>	<b>311</b>		<b>0.00</b>	<b>(311,150.40)</b>	<b>(45,967,412.30)</b>	<b>(45,967,412.30)</b>		<b>100.00%</b>

Fund : 311

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
95001	K-8 Capital Project							
252		Legal Services	0.00	0.00	19,000.00	19,000.00	No Budget	0.00
		Capital Projects	0.00	0.00	0.00	0.00	100.00%	0.00
			0.00	0.00	19,000.00	19,000.00	100.00%	0.00
254		Architectural Services	0.00	0.00	126,759.79	126,759.79	No Budget	31,059.49
		Capital Projects	0.00	0.00	126,759.79	126,759.79	100.00%	31,059.49
			0.00	0.00	0.00	0.00		0.00
256		Engineering Services	0.00	0.00	12,530.50	12,530.50	No Budget	0.00
		Capital Projects	0.00	0.00	12,530.50	12,530.50	100.00%	0.00
			0.00	0.00	0.00	0.00		0.00
290		Other Contracted Services	0.00	0.00	3,750.00	3,750.00	No Budget	0.00
		Capital Projects	0.00	0.00	3,750.00	3,750.00	100.00%	0.00
			0.00	0.00	0.00	0.00		0.00
292		Landscaping Services	0.00	0.00	96,331.59	96,331.59	No Budget	(1,190.00)
		Capital Projects	0.00	0.00	96,331.59	96,331.59	100.00%	(1,190.00)
			0.00	0.00	0.00	0.00		0.00
390		Miscellaneous Supplies	0.00	0.00	94.99	94.99	No Budget	0.00
		Capital Projects	0.00	0.00	94.99	94.99	100.00%	0.00
			0.00	0.00	0.00	0.00		0.00
533		Machinery And Equipment Rental	0.00	0.00	750.00	750.00	No Budget	0.00
		Capital Projects	0.00	0.00	750.00	750.00	100.00%	0.00
			0.00	0.00	0.00	0.00		0.00
620		Note Principal	0.00	0.00	33,750,000.00	33,750,000.00	No Budget	0.00
			0.00	0.00	0.00	0.00		0.00

Fund : 311

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
	<b>Capital Projects</b>		0.00	0.00	33,750,000.00	33,750,000.00	100.00%	0.00
640	K8P2		0.00	0.00	0.00			0.00
	Interest On Notes		0.00	0.00	427,875.85	427,875.85	No Budget	0.00
	<b>Capital Projects</b>		0.00	0.00	427,875.85	427,875.85	100.00%	0.00
923		Institutional (Schools, Hospitals, Etc.)	0.00	0.00	0.00		No Budget	0.00
	<b>Capital Projects</b>		0.00	0.00	7,904,441.83	7,904,441.83	No Budget	163,663.77
	Institutional (Schools, Hospitals, Etc.)		0.00	0.00	7,904,441.83	7,904,441.83	100.00%	163,663.77
	<b>Capital Projects</b>		0.00	0.00	0.00			0.00
949		Other Machinery And Equipment	0.00	0.00	396,223.98	396,223.98	No Budget	0.00
	<b>Capital Projects</b>		0.00	0.00	0.00			0.00
	Other Machinery And Equipment		0.00	0.00	396,223.98	396,223.98	100.00%	0.00
	<b>Capital Projects</b>		0.00	0.00	0.00			0.00
<b>95002</b>	<b>Tiger Park - LPRF</b>		0.00	0.00	42,650.00	42,650.00	No Budget	10,000.00
290		Other Contracted Services	0.00	0.00	0.00			0.00
	<b>Capital Projects</b>		0.00	0.00	42,650.00	42,650.00	100.00%	10,000.00
	Other Contracted Services		0.00	0.00	0.00			0.00
555		Bank Service Charges	0.00	0.00	1,250.00	1,250.00	No Budget	0.00
	<b>Capital Projects</b>		0.00	0.00	0.00			0.00
	Bank Service Charges		0.00	0.00	1,250.00	1,250.00	100.00%	0.00
	<b>Capital Projects</b>		0.00	0.00	0.00			0.00
761		Transfer To General Fund	0.00	0.00	0.00	0.00	No Budget	0.00
	<b>Capital Projects</b>		0.00	0.00	0.00			0.00
	Transfer To General Fund		0.00	0.00	0.00	0.00	100.00%	0.00
937	901	Parks And Recreation Facilities	0.00	0.00	1,252,470.70	1,252,470.70	No Budget	1,190.00
937	902	Parks And Recreation Facilities	0.00	0.00	0.00			0.00
	<b>Capital Projects</b>		0.00	0.00	785,659.65	785,659.65	No Budget	3,025.00
	Parks And Recreation Facilities		0.00	0.00	0.00			0.00

Fund : 311

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
937	903	Parks And Recreation Facilities	0.00	0.00	382,734.70	382,734.70	No Budget	114,649.80
			0.00	0.00	0.00			0.00
937	904	Parks And Recreation Facilities	0.00	0.00	94,096.01	94,096.01	No Budget	20,016.86
			0.00	0.00	0.00			0.00
		<b>Capital Projects</b>	0.00	0.00	2,514,961.06	2,514,961.06	100.00%	138,881.66
			0.00	0.00	0.00			0.00
<b>95003</b>	<b>AG Learning Center</b>							
292		Landscaping Services	0.00	0.00	1,955.00	1,955.00	No Budget	0.00
			0.00	0.00	0.00			0.00
<b>Total For Fund:</b>	<b>311</b>		0.00	0.00	45,298,574.59	45,298,574.59	100.00%	342,414.92
			0.00	0.00	0.00			0.00

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Fund :	334	Health Reimbursement Fund	Total Estimated	MTD Realized	YTD Realized	Unrealized	Monthly Comparative	% UnRealized
36350		Insurance Recoveries	0.00	0.00	(5,000.00)	(5,000.00)		100.00%
36992	110	HRA Contributions	0.00	(2,730.00)	(32,760.00)	(32,760.00)		No Budget
36992	131	HRA Contributions	0.00	(750.00)	(9,000.00)	(9,000.00)		No Budget
36992	413	HRA Contributions	0.00	(2,310.00)	(27,720.00)	(27,720.00)		No Budget
<b>Total For Fund:</b>	<b>334</b>		<b>0.00</b>	<b>(5,790.00)</b>	<b>(74,480.00)</b>	<b>(74,480.00)</b>		<b>100.00%</b>

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Fund : 334

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>41591 Health Insurance Reimbursement</b>								
142	131	Hospital And Health Insurance	0.00	0.00	20,112.03	20,112.03	No Budget	0.00
142	110	Hospital And Health Insurance	0.00	0.00	36,884.28	36,884.28	No Budget	523.40
142	413	Hospital And Health Insurance	0.00	0.00	28,473.29	28,473.29	No Budget	2,706.15
<b>Total For Fund: 334</b>			0.00	0.00	85,469.60	85,469.60	100.00%	3,229.55
			0.00	0.00	0.00			0.00

Fund : 413	Water & Sewer Fund		Total Estimated	MTD Realized	YTD Realized	Monthly Comparative	
						Unrealized	% Unrealized
33101		2021 EDA Indust Park Grant	260,000.00	0.00	0.00	260,000.00	100.00%
33401		TN Direct Local ARPA Funds	347,450.00	0.00	(183,400.00)	164,050.00	47.22%
36100		Interest Earnings	5,000.00	(347.97)	(7,998.31)	(2,998.31)	-59.97%
36721		Cap Contr-Wash Cnty-WL Proj	10,000.00	(300,336.21)	(1,609,457.08)	(1,599,457.08)	-15994.57%
36750		Judgments and Settlements	0.00	0.00	(280.00)	(280.00)	No Budget
37110		Metered Water Sales	7,024,541.00	(525,101.21)	(6,798,272.98)	226,268.02	3.22%
37115		Collection on Delinquent Accounts	0.00	0.00	(135.29)	(135.29)	No Budget
37151		Disconnect Fees	12,500.00	(4,524.79)	(39,470.07)	(26,970.07)	-215.76%
37152		Service Charges	55,000.00	(4,150.00)	(50,350.00)	4,650.00	8.45%
37196		Water Tap Fees	375,000.00	(51,050.00)	(458,850.01)	(83,850.01)	-22.36%
37196	5015	Water Tap Fees	0.00	0.00	(49,750.00)	(49,750.00)	No Budget
37197		Water Line Extension Charges	100,000.00	0.00	0.00	100,000.00	100.00%
37210		Sewer Charges	1,828,000.00	(143,440.80)	(1,783,389.12)	44,610.88	2.44%
37220		Sewer Tap Inspection Fees	2,500.00	(200.00)	(3,250.00)	(750.00)	-30.00%
37230		Special Sewer User Fee	7,500.00	0.00	0.00	7,500.00	100.00%
37296		Sewer Tap Fees	225,000.00	(16,000.00)	(188,167.79)	36,832.21	16.37%
37726		Gain on Sale of Capital Assets	0.00	0.00	(3,764.65)	(3,764.65)	No Budget
38170		Miscellaneous Revenue	0.00	0.00	(22,565.59)	(22,565.59)	No Budget
<b>Total For Fund: 413</b>			<b>10,252,491.00</b>	<b>(1,045,150.98)</b>	<b>(11,199,100.89)</b>	<b>(946,609.89)</b>	<b>-9.23%</b>

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Town of Jonesborough  
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June 2024

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Fund : 413

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>52113</b>	<b>Water Purification Facilities</b>							
121			(411,081.00)	(411,081.00)	433,572.15	22,491.15	54.23%	34,870.78
		Salaries and Wages	0.00		0.00			0.00
141			(31,448.00)	(31,448.00)	31,072.70	(375.30)	50.34%	2,565.94
		Oasi (Employer's Share)	0.00		0.00			0.00
142			(63,368.00)	(63,368.00)	70,313.79	6,945.79	48.60%	3,065.08
		Hospital And Health Insurance	0.00		0.00			0.00
143			(24,408.00)	(24,408.00)	24,710.08	302.08	50.42%	1,817.17
		Employee Retirement Plan	0.00		0.00			0.00
146			0.00	0.00	10,486.68	10,486.68	No Budget	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(330.00)	(330.00)	189.01	(140.99)	57.28%	0.00
		Unemployment Insurance	0.00		0.00			0.00
148			(7,000.00)	(7,000.00)	2,750.20	(4,249.80)	39.29%	252.00
		Employee Education And Training	0.00		0.00			0.00
211			(700.00)	(700.00)	152.18	(547.82)	21.74%	142.58
		Postage, Box Rent, Etc.	0.00		0.00			0.00
230			(750.00)	(750.00)	417.26	(332.74)	33.33%	0.00
		Publicity, Subscriptions, And Dues	0.00		0.00			0.00
241			(600,000.00)	(600,000.00)	517,749.52	(82,250.48)	49.19%	79,419.38
		Electric	0.00		0.00			0.00
242			(2,000.00)	(2,000.00)	2,242.51	242.51	71.38%	437.51
		Water	0.00		0.00			0.00
245			(12,000.00)	(12,000.00)	14,959.88	2,959.88	69.13%	1,236.93
		Telephone And Other Communication Services	0.00		0.00			0.00
248			(1,500.00)	(1,500.00)	684.93	(815.07)	24.11%	96.92
		GPS Services	0.00		0.00			0.00
251			(3,250.00)	(3,250.00)	3,721.52	471.52	62.49%	846.10
		Medical Services	0.00		0.00			0.00



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Fund : 413

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
259		Contract Lab Services	(15,000.00)	(15,000.00)	11,742.80	(3,257.20)	38.36%	1,765.50
			0.00		0.00			0.00
261		Repair And Maintenance Motor Vehicles	(12,500.00)	(12,500.00)	13,418.61	918.61	38.59%	593.08
			0.00		0.00			0.00
265		Repair And Maintenance Grounds And	0.00	0.00	2,250.00	2,250.00	No Budget	0.00
			0.00		0.00			0.00
266		Repair And Maintenance Buildings	(60,000.00)	(60,000.00)	19,118.27	(40,881.73)	16.64%	0.00
			0.00		0.00			0.00
269		Repair And Maintenance Utility Lines	0.00	0.00	182.28	182.28	No Budget	0.00
			0.00		0.00			0.00
281		Repair and Maintenance Plant	(120,000.00)	(120,000.00)	126,714.11	6,714.11	84.42%	224.00
			0.00		0.00			0.00
290		Other Contracted Services	0.00	0.00	53.95	53.95	No Budget	53.95
			0.00		0.00			0.00
311		Office Supplies	(1,000.00)	(1,000.00)	802.91	(197.09)	53.51%	58.98
			0.00		0.00			0.00
312		Small Items Of Equipment	(25,000.00)	(25,000.00)	8,680.66	(16,319.34)	23.67%	0.00
			0.00		0.00			0.00
322		Chemical, Laboratory, And Medical Supplies	(25,000.00)	(25,000.00)	16,627.51	(8,372.49)	30.11%	1,812.49
			0.00		0.00			0.00
324		Household And Janitorial Supplies	(3,250.00)	(3,250.00)	2,281.10	(968.90)	57.49%	1,021.53
			0.00		0.00			0.00
326		Clothing And Uniforms	(5,750.00)	(5,750.00)	6,664.97	914.97	51.91%	186.85
			0.00		0.00			0.00
331		Gas, Oil, Diesel Fuel, Grease, Etc.	(8,000.00)	(8,000.00)	8,502.54	502.54	64.66%	2,206.37
			0.00		0.00			0.00
334		Tires, Tubes And Etc.	(2,500.00)	(2,500.00)	1,881.33	(618.67)	52.77%	0.00
			0.00		0.00			0.00
344		Safety Supplies	(3,000.00)	(3,000.00)	1,144.53	(1,855.47)	20.63%	20.57
			0.00		0.00			0.00

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Fund : 413

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
390		Miscellaneous Supplies	(4,500.00)	(4,500.00)	6,493.73	1,993.73	84.51%	132.98
			0.00		0.00			0.00
493		Chemicals	(250,000.00)	(250,000.00)	181,338.51	(68,661.49)	33.10%	12,207.25
			0.00		0.00			0.00
533		Machinery And Equipment Rental	(70,000.00)	(70,000.00)	43,035.57	(26,964.43)	33.44%	5,460.00
			0.00		0.00			0.00
535		Equipment Leases & Maint Contracts	(5,500.00)	(5,500.00)	8,418.25	2,918.25	118.12%	495.18
			0.00		0.00			0.00
596		Penalties For Late Filing	0.00	0.00	69.50	69.50	No Budget	0.00
			0.00		0.00			0.00
824		Intake Access Road Maintenance	(7,500.00)	(7,500.00)	0.00	(7,500.00)	0.00%	0.00
			0.00		0.00			0.00
980		New Exmark Lawnmower	(10,000.00)	(10,000.00)	9,957.00	(43.00)	99.57%	0.00
			0.00		0.00			0.00
981		WTP Plant Engineering	(251,450.00)	(251,450.00)	156,600.00	(94,850.00)	21.24%	3,000.00
			0.00		0.00			0.00
982		Plant Transmission Line	(96,000.00)	(96,000.00)	52,592.00	(43,408.00)	37.08%	2,000.00
			0.00		0.00			0.00
983		Woodlawn Pump House Re-Roof	(9,000.00)	(9,000.00)	0.00	(9,000.00)	0.00%	0.00
			0.00		0.00			0.00
<b>52114</b>		<b>Transmission And Distribution</b>						
121		Salaries and Wages	(607,471.00)	(607,471.00)	602,015.55	(5,455.45)	50.28%	47,891.20
			0.00		0.00			0.00
141		Oasi (Employer's Share)	(46,472.00)	(46,472.00)	43,870.24	(2,601.76)	47.34%	3,528.93
			0.00		0.00			0.00
142		Hospital And Health Insurance	(89,011.00)	(89,011.00)	67,853.91	(21,157.09)	38.12%	4,809.20
			0.00		0.00			0.00
143		Employee Retirement Plan	(34,804.00)	(34,804.00)	35,041.55	237.55	50.06%	2,873.46
			0.00		0.00			0.00

Town of Jonesborough  
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Fund : 413

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
146		Workmen's Compensation	0.00	0.00	15,496.58	15,496.58	No Budget	0.00
			0.00		0.00			0.00
147		Unemployment Insurance	(475.00)	(475.00)	333.70	(141.30)	67.38%	7.65
			0.00		0.00			0.00
148		Employee Education And Training	(10,000.00)	(10,000.00)	12,779.99	2,779.99	127.80%	0.00
			0.00		0.00			0.00
213			0.00	0.00	26.33	26.33	No Budget	0.00
		Automobile Licenses And Titles	0.00	0.00	0.00			0.00
230		Publicity, Subscriptions, And Dues	(6,500.00)	(6,500.00)	4,687.68	(1,812.32)	66.47%	159.00
			0.00		0.00			0.00
245		Telephone And Other Communication Services	(10,400.00)	(10,400.00)	8,740.56	(1,659.44)	42.72%	820.76
			0.00		0.00			0.00
248		GPS Services	(3,950.00)	(3,950.00)	4,361.40	411.40	64.41%	726.90
			0.00		0.00			0.00
249		GIS Mapping Services	(39,500.00)	(39,500.00)	0.00	(39,500.00)	0.00%	0.00
			0.00		0.00			0.00
251		Medical Services	(6,500.00)	(6,500.00)	8,583.15	2,083.15	60.90%	1,208.35
			0.00		0.00			0.00
259		Contract Lab Services	(1,000.00)	(1,000.00)	100.00	(900.00)	0.00%	0.00
			0.00		0.00			0.00
261		Repair And Maintenance Motor Vehicles	(55,000.00)	(55,000.00)	36,905.99	(18,094.01)	29.40%	2,463.76
			0.00		0.00			0.00
262		Repair And Maintenance Equipment	(7,000.00)	(7,000.00)	4,010.53	(2,989.47)	24.52%	0.00
			0.00		0.00			0.00
266		Repair And Maintenance Buildings	0.00	0.00	1,000.00	1,000.00	No Budget	0.00
			0.00		0.00			0.00
269		Repair And Maintenance Utility Lines	(150,000.00)	(150,000.00)	274,212.39	124,212.39	94.45%	35,146.85
			0.00		0.00			0.00
290		Other Contracted Services	0.00	0.00	211.75	211.75	No Budget	85.90
			0.00		0.00			0.00

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Fund : 413

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
293	Software service		0.00	0.00	3,850.00	3,850.00	No Budget	0.00
311	Office Supplies		(3,000.00)	(3,000.00)	866.40	(2,133.60)	6.03%	0.00
312	Small Items Of Equipment		(10,000.00)	(10,000.00)	7,422.51	(2,577.49)	36.18%	0.00
323	Food		0.00	0.00	532.42	532.42	No Budget	0.00
324	Household And Janitorial Supplies		0.00	0.00	534.45	534.45	No Budget	0.00
326	Clothing And Uniforms		(9,000.00)	(9,000.00)	8,127.20	(872.80)	40.62%	566.22
331	Gas, Oil, Diesel Fuel, Grease, Etc.		(60,000.00)	(60,000.00)	66,419.47	6,419.47	60.07%	9,754.31
334	Tires, Tubes And Etc.		(13,000.00)	(13,000.00)	12,509.60	(490.40)	27.14%	1,379.98
344	Safety Supplies		(13,000.00)	(13,000.00)	3,907.05	(9,092.95)	20.58%	239.98
348	Water Line Upgrades		(100,000.00)	(100,000.00)	0.00	(100,000.00)	0.00%	0.00
349	Water Loss Reduction		(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00%	0.00
390	Miscellaneous Supplies		(20,000.00)	(20,000.00)	33,682.45	13,682.45	151.69%	26,266.30
391	Water Meters		(180,000.00)	(180,000.00)	206,560.88	26,560.88	90.64%	3,839.00
392	Fire Hydrants		(35,000.00)	(35,000.00)	0.00	(35,000.00)	0.00%	0.00
451	Rock and Crushed Stone		(18,000.00)	(18,000.00)	23,902.35	5,902.35	69.19%	995.06
			0.00	0.00	0.00	0.00		0.00

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
491		Direct Boring Machine	(8,500.00)	(8,500.00)	3,629.89	(4,870.11)	30.05%	0.00
			0.00		0.00			0.00
533		Machinery And Equipment Rental	(2,000.00)	(2,000.00)	1,242.50	(757.50)	62.13%	1,242.50
			0.00		0.00			0.00
535		Equipment Leases & Maint Contracts	(6,000.00)	(6,000.00)	9,540.39	3,540.39	93.69%	1,130.50
			0.00		0.00			0.00
568		Annual Permit Fees	0.00	0.00	950.00	950.00	No Budget	950.00
			0.00		0.00			0.00
596		Penalties For Late Filing	0.00	0.00	146.55	146.55	No Budget	42.99
			0.00		0.00			0.00
818		TDOT Bridge Program	0.00	0.00	5,399.01	5,399.01	No Budget	0.00
			0.00		0.00			0.00
869		Water Booster Stations Engineering	(28,000.00)	(28,000.00)	0.00	(28,000.00)	0.00%	0.00
			0.00		0.00			0.00
870		EDA - Washington Co Industrial Park	(35,235.00)	(35,235.00)	25,158.66	(10,076.34)	5.27%	87.50
			0.00		0.00			0.00
940		Machinery And Equipment	(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00%	0.00
			0.00		0.00			0.00
941		Vehicles	(110,000.00)	(110,000.00)	98,534.00	(11,466.00)	71.39%	0.00
			0.00		0.00			0.00
974		EDA - Washington Co Industrial Park	0.00	0.00	2,189.52	2,189.52	No Budget	0.00
			0.00		0.00			0.00
<b>52117</b>		<b>Administration And General Expenses</b>						
121		Salaries and Wages	(557,294.00)	(557,294.00)	512,321.60	(44,972.40)	45.64%	40,404.14
			0.00		0.00			0.00
141		Oasi (Employer's Share)	(42,633.00)	(42,633.00)	36,120.72	(6,512.28)	41.49%	2,881.59
			0.00		0.00			0.00
142		Hospital And Health Insurance	(108,332.00)	(108,332.00)	87,102.62	(21,229.38)	38.16%	7,721.50
			0.00		0.00			0.00

Town of Jonesborough  
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Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
143		Employee Retirement Plan	(31,649.00)	(31,649.00)	24,311.60	(7,337.40)	39.58%	2,315.23
			0.00		0.00			0.00
146		Workmen's Compensation	(44,640.00)	(44,640.00)	1,492.13	(43,147.87)	3.34%	0.00
			0.00		0.00			0.00
147		Unemployment Insurance	(275.00)	(275.00)	237.70	(37.30)	81.44%	0.00
			0.00		0.00			0.00
168		USDA Wildlife Management	(3,050.00)	(3,050.00)	0.00	(3,050.00)	0.00%	0.00
			0.00		0.00			0.00
211		Postage, Box Rent, Etc.	(48,300.00)	(48,300.00)	64,230.00	15,930.00	67.30%	4,628.54
			0.00		0.00			0.00
230		Publicity, Subscriptions, And Dues	(750.00)	(750.00)	1,180.25	430.25	102.67%	325.00
			0.00		0.00			0.00
236		Public Relation	(3,500.00)	(3,500.00)	0.00	(3,500.00)	0.00%	0.00
			0.00		0.00			0.00
241		Electric	(9,500.00)	(9,500.00)	9,580.18	80.18	59.40%	1,513.61
			0.00		0.00			0.00
242		KINGS	0.00	0.00	9.35	9.35	No Budget	0.00
			0.00		0.00			0.00
242		Water	(4,000.00)	(4,000.00)	905.44	(3,094.56)	13.28%	166.53
			0.00		0.00			0.00
245		Telephone And Other Communication Services	(6,000.00)	(6,000.00)	3,529.13	(2,470.87)	39.06%	429.01
			0.00		0.00			0.00
251		Medical Services	(2,700.00)	(2,700.00)	2,208.60	(491.40)	47.72%	368.10
			0.00		0.00			0.00
252		Legal Services	(45,000.00)	(45,000.00)	58,382.37	13,382.37	63.40%	4,508.21
			0.00		0.00			0.00
253		Accounting And Auditing Services	(25,400.00)	(25,400.00)	28,092.50	2,692.50	110.60%	0.00
			0.00		0.00			0.00
253		RATE	(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
			0.00		0.00			0.00
		Accounting And Auditing Services						

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Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
255		Data Processing Services	(71,595.00)	(71,595.00)	29,071.84	(42,523.16)	9.10%	1,600.00
			0.00		0.00			0.00
256		Engineering Services	(20,000.00)	(20,000.00)	1,500.00	(18,500.00)	0.00%	0.00
			0.00		0.00			0.00
262		Repair And Maintenance Equipment	(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
			0.00		0.00			0.00
266		Repair And Maintenance Buildings	(4,000.00)	(4,000.00)	3,692.65	(307.35)	4.36%	0.00
			0.00		0.00			0.00
271		Repair And Maintenance Water Tank	(33,235.00)	(33,235.00)	33,235.16	0.16	75.00%	0.00
			0.00		0.00			0.00
288		Travel/Training/Car Allowance	(1,000.00)	(1,000.00)	940.92	(59.08)	94.09%	460.00
			0.00		0.00			0.00
290		Other Contracted Services	0.00	0.00	704.65	704.65	No Budget	0.00
			0.00		0.00			0.00
311		Office Supplies	(5,500.00)	(5,500.00)	8,613.47	3,113.47	80.86%	178.71
			0.00		0.00			0.00
312		Small Items Of Equipment	(2,000.00)	(2,000.00)	5,805.42	3,805.42	181.38%	0.00
			0.00		0.00			0.00
313		Stationary/Forms	(8,500.00)	(8,500.00)	12,369.89	3,869.89	133.97%	5,103.34
			0.00		0.00			0.00
323		Food	(10,000.00)	(10,000.00)	12,141.87	2,141.87	21.70%	179.41
			0.00		0.00			0.00
324		Household And Janitorial Supplies	(200.00)	(200.00)	799.29	599.29	399.65%	0.00
			0.00		0.00			0.00
326		Clothing And Uniforms	(400.00)	(400.00)	298.15	(101.85)	0.00%	0.00
			0.00		0.00			0.00
390		Miscellaneous Supplies	(2,000.00)	(2,000.00)	3,356.86	1,356.86	42.80%	101.35
			0.00		0.00			0.00
515		Workers Compensation Insurance	0.00	0.00	0.00	0.00	No Budget	0.00
			0.00		0.00			0.00

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Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

User: Janet Jennings  
 Date/Time: 8/9/2024 9:25 AM  
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Fund : 413

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
520		Property/Liability Insurance	(99,200.00) 0.00	(99,200.00)	139,181.90 0.00	39,981.90	22.61%	0.00 0.00
535		Equipment Leases & Maint Contracts	(32,250.00) 0.00	(32,250.00)	25,674.93 0.00	(6,575.07)	36.48%	2,268.38 0.00
540		Depreciation	(1,600,000.00) 0.00	(1,600,000.00)	1,600,004.00 0.00	4.00	50.00%	133,334.00 0.00
552		Amortization Of Bond Premium	0.00 0.00	0.00	(11,626.80) 0.00	(11,626.80)	No Budget	(968.90) 0.00
555		Bank Service Charges	(10,000.00) 0.00	(10,000.00)	29,833.35 0.00	19,833.35	-155.68%	659.60 0.00
564		Annual Maintenance Fee	(17,533.00) 0.00	(17,533.00)	18,889.00 0.00	1,356.00	0.00%	0.00 0.00
570		NE TN Regional Economic Partnership	(8,000.00) 0.00	(8,000.00)	0.00 0.00	(8,000.00)	0.00%	0.00 0.00
592		Payments In Lieu Of Taxes	(260,000.00) 0.00	(260,000.00)	260,000.00 0.00	0.00	66.67%	86,666.67 0.00
596		Penalties For Late Filing	0.00 0.00	0.00	108.03 0.00	108.03	No Budget	0.00 0.00
630	BD13B	Interest On Bond Debt	(46,129.00) 0.00	(46,129.00)	46,128.88 0.00	(0.12)	49.70%	3,801.92 0.00
630	BND22	Interest On Bond Debt	(80,000.00) 0.00	(80,000.00)	67,846.98 0.00	(12,153.02)	-15.19%	0.00 0.00
630	BD21B	Interest On Bond Debt	(65,598.00) 0.00	(65,598.00)	65,597.50 0.00	(0.50)	50.00%	0.00 0.00
630	BD22B	Interest On Bond Debt	0.00 0.00	0.00	0.00 0.00	0.00	No Budget	0.00 0.00
630	BND13	Interest On Bond Debt	(2,429.00) 0.00	(2,429.00)	2,164.11 0.00	(264.89)	33.06%	150.76 0.00
630	BD21A	Interest On Bond Debt	(70,850.00) 0.00	(70,850.00)	70,850.00 0.00	0.00	50.00%	0.00 0.00



Town of Jonesborough  
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Fund : 413		Monthly Comparative:		100.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
630	BND12		(23,424.00)	(23,424.00)	23,424.20	0.20	49.69%	1,929.53
	Interest On Bond Debt		0.00		0.00			0.00
640	CP22A		(59,943.00)	(59,943.00)	49,937.51	(10,005.49)	-16.69%	24,968.76
	Interest On Notes		0.00		0.00			0.00
640	TDEC		0.00	0.00	18,070.00	18,070.00	No Budget	3,087.50
	Interest On Notes		0.00		0.00			0.00
650			(3,350.00)	(3,350.00)	1,842.50	(1,507.50)	0.00%	0.00
	Bonds - Other Fees		0.00		0.00			0.00
809			0.00	0.00	8,000.00	8,000.00	No Budget	8,000.00
	NE TN Regional Economic Partnersh		0.00		0.00			0.00
946			0.00	0.00	22,062.50	22,062.50	No Budget	0.00
	Computer Software		0.00		0.00			0.00
<b>52118</b>	<b>Meter Department</b>							
121			(408,820.00)	(408,820.00)	397,721.72	(11,098.28)	47.54%	29,898.48
	Salaries and Wages		0.00		0.00			0.00
141			(31,275.00)	(31,275.00)	28,226.82	(3,048.18)	43.70%	2,148.52
	Oasi (Employer's Share)		0.00		0.00			0.00
142			(80,637.00)	(80,637.00)	66,035.28	(14,601.72)	37.65%	4,164.10
	Hospital And Health Insurance		0.00		0.00			0.00
143			(24,273.00)	(24,273.00)	23,304.46	(968.54)	48.49%	1,793.95
	Employee Retirement Plan		0.00		0.00			0.00
146			0.00	0.00	10,429.00	10,429.00	No Budget	0.00
	Workmen's Compensation		0.00		0.00			0.00
147			(335.00)	(335.00)	229.16	(105.84)	60.37%	0.00
	Unemployment Insurance		0.00		0.00			0.00
148			(5,000.00)	(5,000.00)	4,252.51	(747.49)	85.05%	0.00
	Employee Education And Training		0.00		0.00			0.00
213			0.00	0.00	52.66	52.66	No Budget	0.00
	Automobile Licenses And Titles		0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

Fund : 413		Monthly Comparative:		100.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
245		Telephone And Other Communication Services	(5,500.00)	(5,500.00)	4,074.85	(1,425.15)	35.89%	334.01
			0.00		0.00			0.00
248		GPS Services	(1,600.00)	(1,600.00)	2,106.35	506.35	75.61%	339.22
			0.00		0.00			0.00
251		Medical Services	(4,000.00)	(4,000.00)	1,909.02	(2,090.98)	18.34%	222.50
			0.00		0.00			0.00
261		Repair And Maintenance Motor Vehicles	(10,000.00)	(10,000.00)	7,914.15	(2,085.85)	50.11%	25.63
			0.00		0.00			0.00
290		Other Contracted Services	(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
			0.00		0.00			0.00
311		Office Supplies	(5,000.00)	(5,000.00)	2,578.04	(2,421.96)	13.88%	0.00
			0.00		0.00			0.00
312		Small Items Of Equipment	(10,000.00)	(10,000.00)	4,110.79	(5,889.21)	33.21%	0.00
			0.00		0.00			0.00
326		Clothing And Uniforms	(5,000.00)	(5,000.00)	5,056.60	56.60	52.75%	259.92
			0.00		0.00			0.00
331		Gas, Oil, Diesel Fuel, Grease, Etc.	(22,400.00)	(22,400.00)	21,393.38	(1,006.62)	55.80%	3,715.01
			0.00		0.00			0.00
334		Tires, Tubes And Etc.	(3,500.00)	(3,500.00)	2,453.52	(1,046.48)	34.21%	0.00
			0.00		0.00			0.00
344		Safety Supplies	(2,500.00)	(2,500.00)	831.26	(1,668.74)	33.25%	0.00
			0.00		0.00			0.00
353		Water Purchased For Resale	(50,000.00)	(50,000.00)	0.00	(50,000.00)	0.00%	0.00
			0.00		0.00			0.00
390		Miscellaneous Supplies	(5,400.00)	(5,400.00)	2,027.55	(3,372.45)	14.26%	0.00
			0.00		0.00			0.00
535		Equipment Leases & Maint Contracts	(8,000.00)	(8,000.00)	6,321.81	(1,678.19)	59.02%	656.46
			0.00		0.00			0.00
596		Penalties For Late Filing	0.00	0.00	56.79	56.79	No Budget	0.00
			0.00		0.00			0.00

Fund : 413

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
941	(58,000.00)		(58,000.00)	0.00	0.00	(58,000.00)	0.00%	0.00
		Vehicles	0.00	0.00	0.00			0.00
951	0.00	Vehicles - Trucks	0.00	0.00	59,000.00	59,000.00	No Budget	0.00
		Wash Co WL	0.00	0.00	0.00			0.00
121	0.00	Salaries and Wages	0.00	0.00	234,031.54	234,031.54	No Budget	16,303.97
			0.00	0.00	0.00			0.00
141	0.00	Oasi (Employer's Share)	0.00	0.00	16,137.50	16,137.50	No Budget	1,101.29
			0.00	0.00	0.00			0.00
142	0.00	Hospital And Health Insurance	0.00	0.00	58,833.48	58,833.48	No Budget	5,240.79
			0.00	0.00	0.00			0.00
143	0.00	Employee Retirement Plan	0.00	0.00	13,227.29	13,227.29	No Budget	978.24
			0.00	0.00	0.00			0.00
146	0.00	Workmen's Compensation	0.00	0.00	7,785.82	7,785.82	No Budget	629.63
			0.00	0.00	0.00			0.00
147	0.00	Unemployment Insurance	0.00	0.00	194.57	194.57	No Budget	0.00
			0.00	0.00	0.00			0.00
148	0.00	Employee Education And Training	0.00	0.00	4,000.00	4,000.00	No Budget	0.00
			0.00	0.00	0.00			0.00
245	0.00	Telephone And Other Communication Services	0.00	0.00	187.56	187.56	No Budget	181.64
			0.00	0.00	0.00			0.00
251	0.00	Medical Services	0.00	0.00	1,174.50	1,174.50	No Budget	36.00
			0.00	0.00	0.00			0.00
261	0.00	Repair And Maintenance Motor Vehicles	0.00	0.00	16,505.93	16,505.93	No Budget	35.90
			0.00	0.00	0.00			0.00
311	0.00	Office Supplies	0.00	0.00	244.53	244.53	No Budget	13.99
			0.00	0.00	0.00			0.00
326	0.00	Clothing And Uniforms	0.00	0.00	5,141.79	5,141.79	No Budget	368.49
			0.00	0.00	0.00			0.00

Town of Jonesborough  
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Fund : 413

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
331			0.00	0.00	6,425.33	6,425.33	No Budget	693.47
		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00	0.00	0.00			0.00
334			0.00	0.00	3,909.60	3,909.60	No Budget	0.00
		Tires, Tubes And Etc.	0.00	0.00	0.00			0.00
596			0.00	0.00	0.00	0.00	No Budget	(42.99)
		Penalties For Late Filing	0.00	0.00	0.00			0.00
828			0.00	0.00	0.00	0.00	No Budget	0.00
		Dry Creek Rd - County Water Line	0.00	0.00	0.00			0.00
934	5021		0.00	0.00	224,562.09	224,562.09	No Budget	0.00
		Water/Sewer Imp	0.00	0.00	0.00			0.00
934	5018		0.00	0.00	133,438.83	133,438.83	No Budget	10,291.82
		Water/Sewer Imp	0.00	0.00	0.00			0.00
934	5022		0.00	0.00	66,000.00	66,000.00	No Budget	11,000.00
		Water/Sewer Imp	0.00	0.00	0.00			0.00
934	5020		0.00	0.00	711,102.99	711,102.99	No Budget	0.00
		Water/Sewer Imp	0.00	0.00	0.00			0.00
934	5016		0.00	0.00	243,805.22	243,805.22	No Budget	0.00
		Water/Sewer Imp	0.00	0.00	0.00			0.00
934	5019		0.00	0.00	638,785.63	638,785.63	No Budget	2,960.35
		Water/Sewer Imp	0.00	0.00	0.00			0.00
934	5017		0.00	0.00	58,403.91	58,403.91	No Budget	0.00
		Water/Sewer Imp	0.00	0.00	0.00			0.00
<b>52213</b>		<b>Sewer Treatment And Disposal</b>						
121			(636,567.00)	(636,567.00)	627,590.20	(8,976.80)	49.77%	48,405.73
		Salaries and Wages	0.00	0.00	0.00			0.00
141			(48,697.00)	(48,697.00)	44,418.62	(4,278.38)	45.69%	3,483.38
		Oasi (Employer's Share)	0.00	0.00	0.00			0.00
142			(115,424.00)	(115,424.00)	105,959.24	(9,464.76)	40.75%	8,075.32
		Hospital And Health Insurance	0.00	0.00	0.00			0.00
143			(37,795.00)	(37,795.00)	36,431.52	(1,363.48)	48.44%	2,904.36
		Employee Retirement Plan	0.00	0.00	0.00			0.00

Town of Jonesborough  
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Fund : 413

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
146		Workmen's Compensation	0.00	0.00	13,728.58	13,728.58	No Budget	0.00
			0.00		0.00			0.00
147		Unemployment Insurance	(435.00)	(435.00)	312.71	(122.29)	71.89%	7.67
			0.00		0.00			0.00
148		Employee Education And Training	(5,000.00)	(5,000.00)	14,584.43	9,584.43	262.71%	1,382.58
			0.00		0.00			0.00
211		Postage, Box Rent, Etc.	(150.00)	(150.00)	161.76	11.76	36.80%	8.96
			0.00		0.00			0.00
213		Automobile Licenses And Titles	0.00	0.00	26.33	26.33	No Budget	0.00
			0.00		0.00			0.00
230		Publicity, Subscriptions, And Dues	(18,000.00)	(18,000.00)	13,549.57	(4,450.43)	18.93%	0.00
			0.00		0.00			0.00
241		PLANT	(145,000.00)	(145,000.00)	146,139.24	1,139.24	60.84%	21,059.75
		Electric	0.00		0.00			0.00
		ADMIN	(5,000.00)	(5,000.00)	1,548.96	(3,451.04)	9.04%	0.00
		Electric	0.00		0.00			0.00
241		LIFTS	(33,500.00)	(33,500.00)	57,709.86	24,209.86	104.26%	8,745.86
		Electric	0.00		0.00			0.00
245		Telephone And Other Communication Services	(22,000.00)	(22,000.00)	22,958.03	958.03	48.67%	1,679.26
			0.00		0.00			0.00
248		GPS Services	(2,700.00)	(2,700.00)	3,489.12	789.12	75.38%	581.52
			0.00		0.00			0.00
249		GIS Mapping Services	(15,000.00)	(15,000.00)	0.00	(15,000.00)	0.00%	0.00
			0.00		0.00			0.00
251		Medical Services	(4,500.00)	(4,500.00)	5,531.47	1,031.47	65.07%	883.60
			0.00		0.00			0.00
259		Contract Lab Services	(16,500.00)	(16,500.00)	16,438.50	(61.50)	38.00%	3,268.10
			0.00		0.00			0.00
261		Repair And Maintenance Motor Vehicles	(25,000.00)	(25,000.00)	33,046.01	8,046.01	74.50%	882.09
			0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

Fund : 413

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
262	GENER		(10,000.00)	(10,000.00)	5,845.50	(4,154.50)	8.96%	0.00
		Repair And Maintenance Equipment	0.00		0.00			0.00
262	PLANT		(30,000.00)	(30,000.00)	16,218.15	(13,781.85)	29.63%	2,719.62
		Repair And Maintenance Equipment	0.00		0.00			0.00
266	COMPO		0.00	0.00	650.00	650.00	No Budget	0.00
		Repair And Maintenance Buildings	0.00		0.00			0.00
266	PLANT		(3,000.00)	(3,000.00)	2,340.70	(659.30)	42.10%	50.00
		Repair And Maintenance Buildings	0.00		0.00			0.00
269			(30,000.00)	(30,000.00)	41,448.87	11,448.87	56.03%	2,510.11
		Repair And Maintenance Utility Lines	0.00		0.00			0.00
311			(8,900.00)	(8,900.00)	6,781.81	(2,118.19)	1.45%	0.00
		Office Supplies	0.00		0.00			0.00
322			(20,000.00)	(20,000.00)	25,713.28	5,713.28	63.83%	2,861.40
		Chemical, Laboratory, And Medical Supplies	0.00		0.00			0.00
324			(1,500.00)	(1,500.00)	364.64	(1,135.36)	14.86%	0.00
		Household And Janitorial Supplies	0.00		0.00			0.00
326			(11,000.00)	(11,000.00)	10,809.73	(190.27)	49.95%	685.81
		Clothing And Uniforms	0.00		0.00			0.00
331			(30,000.00)	(30,000.00)	47,698.23	17,698.23	87.78%	5,820.44
		Gas, Oil, Diesel Fuel, Grease, Etc.	0.00		0.00			0.00
334			(5,000.00)	(5,000.00)	2,706.17	(2,293.83)	42.69%	0.00
		Tires, Tubes And Etc.	0.00		0.00			0.00
344			(6,000.00)	(6,000.00)	4,114.81	(1,885.19)	39.33%	115.05
		Safety Supplies	0.00		0.00			0.00
390			(5,500.00)	(5,500.00)	6,376.75	876.75	94.94%	215.59
		Miscellaneous Supplies	0.00		0.00			0.00
471			(20,000.00)	(20,000.00)	19,419.76	(580.24)	58.29%	1,006.45
		Asphalt And Asphalt Filler	0.00		0.00			0.00
493			(60,000.00)	(60,000.00)	74,476.87	14,476.87	50.91%	4,570.68
		Chemicals	0.00		0.00			0.00

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Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
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Fund : 413

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
494	Pretreatment		(5,000.00)	(5,000.00)	2,438.79	(2,561.21)	46.57%	1,939.50
			0.00		0.00			0.00
533	Machinery And Equipment Rental		(15,000.00)	(15,000.00)	40,070.24	25,070.24	212.82%	4,344.51
			0.00		0.00			0.00
535	Equipment Leases & Maint Contracts		(6,500.00)	(6,500.00)	8,348.21	1,848.21	67.54%	972.04
			0.00		0.00			0.00
568	Annual Permit Fees		(8,000.00)	(8,000.00)	11,005.00	3,005.00	7.81%	500.00
			0.00		0.00			0.00
596	Penalties For Late Filing		0.00	0.00	105.08	105.08	No Budget	0.00
			0.00		0.00			0.00
820	Sewer Rehabilitation		(30,000.00)	(30,000.00)	0.00	(30,000.00)	0.00%	0.00
			0.00		0.00			0.00
820	5014 Sewer Rehabilitation		0.00	0.00	100,040.14	100,040.14	No Budget	0.00
			0.00		0.00			0.00
820	5013 Sewer Rehabilitation		0.00	0.00	95,106.25	95,106.25	No Budget	95,106.25
			0.00		0.00			0.00
821	Lift Stations Maintenance		(40,000.00)	(40,000.00)	54,094.61	14,094.61	65.32%	462.00
			0.00		0.00			0.00
822	Sludge Disposal Fees		(25,000.00)	(25,000.00)	26,016.39	1,016.39	68.16%	2,453.75
			0.00		0.00			0.00
823	Electrical Maintenance Service		(2,500.00)	(2,500.00)	4,620.90	2,120.90	89.80%	740.00
			0.00		0.00			0.00
940	Machinery And Equipment		(10,000.00)	(10,000.00)	9,939.00	(61.00)	99.39%	0.00
			0.00		0.00			0.00
941	Vehicles		(130,000.00)	(130,000.00)	67,558.99	(62,441.01)	51.97%	0.00
			0.00		0.00			0.00
951	Vehicles - Trucks		0.00	0.00	49,500.00	49,500.00	No Budget	0.00
			0.00		0.00			0.00
971	12" Boone Street - CIPP		(125,000.00)	(125,000.00)	6,373.60	(118,626.40)	0.00%	0.00
			0.00		0.00			0.00

Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

Fund : 413

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
972	Depot Street - CIPP		(125,000.00)	(125,000.00)	9,490.35	(115,509.65)	0.00%	0.00
974	EDA - Washington Co Industrial Park		(159,800.00)	(159,800.00)	0.00	(159,800.00)	0.00%	0.00
978	Sewer Pump Station A		(65,200.00)	(65,200.00)	0.00	(65,200.00)	0.00%	0.00
979	Boones Creek Lift Station		(50,000.00)	(50,000.00)	0.00	(50,000.00)	0.00%	0.00
<b>52315</b>	<b>Shop &amp; Maintenance</b>							
121	Salaries and Wages		(167,452.00)	(167,452.00)	170,648.44	3,196.44	41.53%	10,834.87
141	Oasi (Employer's Share)		(12,810.00)	(12,810.00)	11,666.43	(1,143.57)	36.45%	741.85
142	Hospital And Health Insurance		(39,065.00)	(39,065.00)	42,206.38	3,141.38	43.29%	2,892.84
143	Employee Retirement Plan		(9,951.00)	(9,951.00)	9,994.57	43.57	40.49%	650.08
146	Workmen's Compensation		0.00	0.00	3,647.33	3,647.33	No Budget	0.00
147	Unemployment Insurance		(155.00)	(155.00)	63.02	(91.98)	40.66%	0.00
148	Employee Education And Training		(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
241	Electric		(12,000.00)	(12,000.00)	8,218.33	(3,781.67)	45.25%	2,144.59
242	Water		(1,000.00)	(1,000.00)	669.22	(330.78)	26.58%	113.05
245	Telephone And Other Communication Services		(2,250.00)	(2,250.00)	2,627.92	377.92	62.49%	273.81
			0.00	0.00	0.00	0.00		0.00



Town of Jonesborough  
 Statement of Expenditures and Encumbrances  
 June 2024

Fund : 413		Monthly Comparative:		100.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
248	GPS Services		(300.00)	(300.00)	290.76	(9.24)	56.54%	48.46
			0.00		0.00			0.00
251	Medical Services		(1,000.00)	(1,000.00)	1,039.84	39.84	62.33%	302.42
			0.00		0.00			0.00
261	Repair And Maintenance Motor Vehicles		(2,560.00)	(2,560.00)	1,935.23	(624.77)	60.11%	86.92
			0.00		0.00			0.00
262	Repair And Maintenance Equipment		(1,000.00)	(1,000.00)	616.24	(383.76)	37.88%	0.00
			0.00		0.00			0.00
266	Repair And Maintenance Buildings		(2,000.00)	(2,000.00)	862.27	(1,137.73)	-129.78%	0.00
			0.00		0.00			0.00
311	Office Supplies		(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
			0.00		0.00			0.00
312	Small Items Of Equipment		(9,217.00)	(9,217.00)	4,281.65	(4,935.35)	23.14%	0.00
			0.00		0.00			0.00
324	Household And Janitorial Supplies		(2,500.00)	(2,500.00)	241.53	(2,258.47)	8.41%	0.00
			0.00		0.00			0.00
326	Clothing And Uniforms		(2,100.00)	(2,100.00)	2,743.97	643.97	56.28%	220.30
			0.00		0.00			0.00
331	Gas, Oil, Diesel Fuel, Grease, Etc.		(2,800.00)	(2,800.00)	1,683.78	(1,116.22)	41.85%	367.23
			0.00		0.00			0.00
334	Tires, Tubes And Etc.		(1,000.00)	(1,000.00)	516.86	(483.14)	51.69%	0.00
			0.00		0.00			0.00
341	Consumable Tools		(12,810.00)	(12,810.00)	8,187.07	(4,622.93)	18.13%	170.00
			0.00		0.00			0.00
344	Safety Supplies		(1,000.00)	(1,000.00)	1,110.99	110.99	45.33%	0.00
			0.00		0.00			0.00
345	Welding Supplies		(500.00)	(500.00)	663.08	163.08	107.69%	0.00
			0.00		0.00			0.00
346	Wash Bay Maintenance and Supplies		(2,200.00)	(2,200.00)	2,385.04	185.04	57.02%	12.26
			0.00		0.00			0.00

Fund : 413		Monthly Comparative:		100.00%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
390		Miscellaneous Supplies	(1,000.00)	(1,000.00)	570.46	(429.54)	24.15%	7.59
			0.00		0.00			0.00
535		Equipment Leases & Maint Contracts	(3,000.00)	(3,000.00)	3,597.93	597.93	51.31%	295.43
			0.00		0.00			0.00
596		Penalties For Late Filing	0.00	0.00	30.92	30.92	No Budget	0.00
			0.00		0.00			0.00
949		Other Machinery And Equipment	0.00	0.00	6,649.00	6,649.00	No Budget	0.00
			0.00		0.00			0.00
<b>Total For Fund: 413</b>			(10,561,640.00)	(10,561,640.00)	12,081,581.15	1,519,941.15	114.39%	979,941.38
			0.00		0.00			0.00

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Town of Jonesborough  
Statement of Revenues - City  
June 2024

User: Janet Jennings  
Date/Time: 8/9/2024 9:23 AM  
Page 1 of 1

Fund :	619	Drug Enforcement Fund	Total Estimated	MTD Realized	YTD Realized	Unrealized	Monthly Comparative	% UnRealized
35140		Drug Related Fines	3,000.00	(63.62)	(2,483.07)	516.93		17.23%
36529		Auction Proceeds	3,500.00	(6,895.00)	(13,072.00)	(9,572.00)		-273.49%
36571		Property Forfeitures	3,000.00	0.00	0.00	3,000.00		100.00%
<b>Total For Fund:</b>	<b>619</b>		<b>9,500.00</b>	<b>(6,958.62)</b>	<b>(15,555.07)</b>	<b>(6,055.07)</b>		<b>-63.74%</b>

Fund : 619

Monthly Comparative: 100.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>42129 Drug Investigation And Control</b>								
280			(3,000.00)	(3,000.00)	2,000.00	(1,000.00)	0.00%	0.00
		Travel	0.00		0.00			0.00
308			(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
		K-9 Supplies and Training	0.00		0.00			0.00
309			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Undercover Cash	0.00		0.00			0.00
312			0.00	0.00	15,385.00	15,385.00	No Budget	0.00
		Small Items Of Equipment	0.00		0.00			0.00
519			(2,025.00)	(2,025.00)	2,685.00	660.00	132.59%	0.00
		Other Liability Insurance	0.00		0.00			0.00
599			(475.00)	(475.00)	0.00	(475.00)	0.00%	0.00
		Sundry	0.00		0.00			0.00
<b>Total For Fund: 619</b>			<b>(9,500.00)</b>	<b>(9,500.00)</b>	<b>20,070.00</b>	<b>10,570.00</b>	<b>211.26%</b>	<b>0.00</b>
			<b>0.00</b>		<b>0.00</b>			<b>0.00</b>

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

DATE: AUGUST 12, 2024 AGENDA ITEM #: 1

SUBJECT: Financial Report – *Special Accounts*

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1. Current Year Property Tax
2. Property Taxes Receivable Update
3. Local Sales Tax Collections
4. General Fund and Solid Waste Fund Savings Account Activity
5. Jackson Theater Project - RD Cost Overrun Loan & GRC Contract
6. Stage Door Project Analysis
7. General Fund - Fund Balance Reserve Accounts
8. Health Reimbursement Account 2023-24
9. K-8 School Construction Project
10. Water/Sewer Savings Account
11. Water Fund Capital Projects Summary
12. County Water Lines
13. JRT - Schedule of Play Revenues and Expenses
14. JRT - 2023-24 Players Education Program
15. Jonesborough Locally Grown Activity

**Town of Jonesborough**  
**Current Year Property Tax Billing**  
**As of June 30, 2024**

	<u>Current Tax Year (2023-24)</u>	<u>Prior Tax Year (2022-23)</u>
<b><u>Property Appraised and Assessed Values</u></b>		
Real and Personal Property Value	658,721,526	617,430,740
Taxable Assessed Value	186,321,245	176,347,750
<b><u>Billings</u></b>		
Real and Personal	2,702,151	2,116,289
Public Utilities	33,867	35,874
 <b>Total Billings</b>	 2,736,018	 2,152,163
<b>Adjustments:</b>		
Real and Personal Reductions	(2,101)	(1,520)
Real and Personal Pick-ups	634	2,539
 <b>Adjusted Tax Billing</b>	 2,734,551	 2,153,182
<b>Payments:</b>		
Real, Personal and Public Utility	95.89% <u>(2,622,123)</u>	96.15% <u>(2,070,313)</u>
 <b>Property Tax Outstanding</b>	 4.11% <u>112,428</u>	 3.85% <u>82,869</u>
<b>Reconciliation to Open Tax Listing:</b>		
Real and Personal	112,428	82,869
Public Utilities	-	-
Total Open Tax List	112,428	82,869
 Difference	 -	 -

**Town of Jonesborough**  
**Property Taxes Receivable**  
**As of June 30, 2024**

<b>Tax Year</b>	<b>Amount Billed</b>	<b>6/30/2023 Balance</b>	<b>Collected</b>	<b>Adjustments</b>	<b>6/30/2024 Balance</b>	<b>% Collected</b>
2013	\$ 1,683,183	\$ 1,127	\$ -	\$ -	\$ 1,127	99.93%
2014	1,698,685	1,968	-	-	1,968	99.88%
2015	1,714,059	650	95	-	555	99.97%
2016	1,734,978	763	-	-	763	99.96%
2017	1,764,377	1,009	-	-	1,009	99.94%
2018	1,797,636	1,550	-	-	1,550	99.91%
2019	1,914,327	2,765	10	-	2,755	99.86%
2020	1,961,968	1,632	116	-	1,516	99.92%
2021	2,028,891	14,209	12,658	478	2,029	99.90%
2022	2,116,289	83,214	70,627	206	12,793	99.40%
<b>Totals</b>		<b>\$ 108,887</b>	<b>\$ 83,506</b>	<b>\$ 684</b>	<b>\$ 26,065</b>	

2023 Real and Personal Taxes Billed	2,702,151	
2023 Public Utility Taxes Billed	33,867	
Collected Through 6/30/2024	(2,622,123)	<b>95.89%</b>
Total Adjustments:		
Reductions	(2,101)	
Pick-ups	634	
Balance 2023 Property Taxes	<u>112,428</u>	
Total Outstanding Property Taxes	<u><u>138,493</u></u>	

**Town of Jonesborough**  
Comparative Local Sales Tax Collections

Retail Sales Month	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	Current Month % Growth	YTD % Growth
July	\$ 146,012.69	\$ 149,814.99	\$ 146,797.86	\$ 154,758.39	\$ 181,234.32	\$ 221,930.41	\$ 226,386.30	\$ 236,685.00	4.55%	4.55%
August	140,471.36	137,299.17	157,323.64	157,863.60	181,244.01	189,478.07	211,229.31	226,332.76	7.15%	5.80%
September	147,041.70	151,571.87	161,151.69	159,074.80	178,788.96	207,002.17	226,466.35	249,969.62	10.38%	7.36%
October	145,832.47	137,782.95	149,448.62	151,882.16	184,195.31	196,842.35	223,709.37	240,092.90	7.32%	7.35%
November	135,822.37	142,968.58	151,202.03	153,617.36	183,608.84	214,268.95	238,699.54	260,527.63	9.14%	7.73%
December	158,954.70	159,458.04	169,082.03	177,127.90	213,896.25	233,742.11	259,640.04	262,136.42	0.96%	6.47%
January	134,244.03	127,416.58	135,234.22	140,781.81	179,991.50	190,334.77	212,252.13	217,489.76	2.47%	5.93%
February	116,136.15	127,945.05	134,822.85	142,290.13	164,213.28	184,027.14	199,473.61	218,860.17	9.72%	6.35%
March	160,456.20	156,129.40	162,786.00	183,966.80	215,568.04	223,679.00	242,969.97	249,483.25	2.68%	5.92%
April	152,058.60	149,219.62	156,558.86	183,153.95	204,688.52	222,063.76	320,646.71	259,799.65	-18.98%	2.54%
May	151,258.53	156,267.02	167,495.96	196,546.46	214,867.25	238,459.96	246,079.54	239,414.08	-2.71%	2.04%
June	159,181.59	164,321.92	170,764.62	195,799.56	197,429.44	244,631.05	251,601.07			
<b>Totals</b>	<b>\$ 1,747,470.39</b>	<b>\$ 1,760,195.19</b>	<b>\$ 1,862,668.38</b>	<b>\$ 1,996,862.92</b>	<b>\$ 2,299,725.72</b>	<b>\$ 2,566,459.74</b>	<b>\$ 2,859,153.94</b>	<b>\$ 2,660,791.24</b>		



GENERAL FUND SAVINGS ACCOUNT ACTIVITY  
 110-11221 (formerly 10-100-1117)  
 SOLID WASTE SAVINGS ACCOUNT ACTIVITY  
 131-11221 (formerly 12-100-1112)  
 K-8 TIGER PARK SAVINGS ACCOUNT ACTIVITY  
 311-11221 (formerly 50-100-1112)  
 2023-2024

	Undesignated	Cash Bonds Being Held	Mary Martin Program Funds	McKinney Scholarship Fund	Mt. Empire Stormwater Upgrade Pay	Monthly Deposit - GF Reserves	PEP Insurance Claim for SW Building	James Martin Est. Contrib. Theatre	James Martin Est. Contrib. McKinney Center	Civitan Donation & Boyd Found. Grant-Dog Park	In-Lieu Sidewalk Reserve	CON Proceeds Bank of TN Loan \$1M	PS Vehicles Loan Proceeds	Drug Liability Suit Funds	Total GF Savings 10-100-1117	Solid Waste Savings 12-100-1112	K-8 School WC BOE Savings 12-100-1112	Total In Bank Account
6/30/2023	\$ 1,191,614.06	\$ 16,650.00	\$ 34,620.76	\$ 10,996.01	\$ 20,202.90	\$ 1,195,672.98	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ -	\$ 30,588.25	\$ 135,512.29	\$ 2,958,374.99	\$ 149,174.91	\$ -	\$ 3,107,549.90
7/1/2023						35,000.00									35,000.00			3,142,549.90
7/19/2023	20,117.60										(20,117.60)							3,142,549.90
7/27/2023																5,000.00		3,147,549.90
7/31/2023	(100,000.00)														(100,000.00)			3,047,549.90
July Interest	4,659.06														4,659.06			3,052,208.96
7/31/2023	\$ 1,116,390.72	\$ 16,650.00	\$ 34,620.76	\$ 10,996.01	\$ 20,202.90	\$ 1,230,672.98	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ -	\$ 10,470.65	\$ 135,512.29	\$ 2,898,034.05	\$ 154,174.91	\$ -	\$ 3,052,208.96
8/1/2023						35,000.00									35,000.00			3,092,208.96
Aug Interest	4,584.89														4,584.89			3,096,793.85
8/31/2023	\$ 1,120,975.61	\$ 16,650.00	\$ 34,620.76	\$ 10,996.01	\$ 20,202.90	\$ 1,265,672.98	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ -	\$ 10,470.65	\$ 135,512.29	\$ 2,937,618.94	\$ 159,174.91	\$ -	\$ 3,096,793.85
9/7/2023						35,000.00									35,000.00			3,131,793.85
9/20/2023																5,000.00		3,136,793.85
9/25/2023										1,000,000.00					1,000,000.00			4,136,793.85
9/25/2023	(20,000.00)														(20,000.00)			4,116,793.85
Sept. Interest	4,779.97														4,779.97			4,121,573.82
9/30/2023	\$ 1,105,755.58	\$ 16,650.00	\$ 34,620.76	\$ 10,996.01	\$ 20,202.90	\$ 1,300,672.98	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 1,000,000.00	\$ 10,470.65	\$ 135,512.29	\$ 3,957,398.91	\$ 164,174.91	\$ -	\$ 4,121,573.82
10/5/2023						35,000.00									35,000.00			4,156,573.82
10/17/2023	(100,000.00)														(100,000.00)			4,056,573.82
10/18/2023	(225,000.00)														(225,000.00)			3,831,573.82
10/31/2023*						(938,592.33)									(938,592.33)			2,892,981.49
10/31/2023																5,000.00		2,897,981.49
Oct. Interest	2,643.02														2,643.02			2,900,624.51
10/31/2023	\$ 783,398.60	\$ 16,650.00	\$ 34,620.76	\$ 10,996.01	\$ 20,202.90	\$ 397,080.65	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 1,000,000.00	\$ 10,470.65	\$ 135,512.29	\$ 2,731,449.60	\$ 169,174.91	\$ -	\$ 2,900,624.51
11/14/2023																	300,000.00	3,200,624.51
11/9/2023						35,000.00									35,000.00			3,235,624.51
11/27/2023																5,000.00		3,240,624.51
Nov. Interest	1,833.42														1,833.42			3,242,457.93
11/30/2023	\$ 785,252.02	\$ 16,650.00	\$ 34,620.76	\$ 10,996.01	\$ 20,202.90	\$ 432,080.65	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 1,000,000.00	\$ 10,470.65	\$ 135,512.29	\$ 2,768,283.02	\$ 174,174.91	\$ 300,000.00	\$ 3,242,457.93
12/5/2023						35,000.00									35,000.00			3,277,457.93
12/21/2023																5,000.00		2,599,762.70
12/21/2023												(677,695.23)			(677,695.23)			2,604,762.70
Dec. Interest	1,320.14														1,320.14			2,606,082.84
12/31/2023	\$ 786,552.16	\$ 16,650.00	\$ 34,620.76	\$ 10,996.01	\$ 20,202.90	\$ 467,080.65	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 322,304.77	\$ 10,470.65	\$ 135,512.29	\$ 2,126,907.93	\$ 179,174.91	\$ 300,000.00	\$ 2,606,082.84
Jan. Interest	993.45														993.45			2,607,076.29
1/31/2024	\$ 787,545.61	\$ 16,650.00	\$ 34,620.76	\$ 10,996.01	\$ 20,202.90	\$ 487,080.65	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 322,304.77	\$ 10,470.65	\$ 135,512.29	\$ 2,127,901.38	\$ 179,174.91	\$ 300,000.00	\$ 2,607,076.29

GENERAL FUND SAVINGS ACCOUNT ACTIVITY  
 110-11121 (formerly 10-100-1117)  
 SOLID WASTE SAVINGS ACCOUNT ACTIVITY  
 131-11221 (formerly 12-100-1112)  
 K-8 TIGER PARK SAVINGS ACCOUNT ACTIVITY  
 311-11221 (formerly 50-100-1112)  
 2023-2024

	Undesignated	Cash Bonds Being Held	Mary Martin Program Funds	McKinney Scholarship Fund	Mt. Empire Stormwater Upgrade Pay	Monthly Deposit - GF Reserves	PEP Insurance Claim for SW Building	James Martin Est. Contrib. Jrl/Jackson Theatre	James Martin Est. Contrib. McKinney Center	Civilian Donation & Boyd Found. Grant-Dog Park	In-Lieu Sidewalk Reserve	CON Proceeds Bank of TN Loan \$1M	PS Vehicles Loan Proceeds	Drug Liability Suit Funds	Total GF Savings 10-100-1117	Solid Waste Savings 12-100-1112	K-8 School WC ROE Savings 12-100-1112	Total in Bank Account
2/2/2024						35,000.00									35,000.00			2,642,076.29
2/23/2024						35,000.00									35,000.00			2,677,076.29
2/28/2024																5,000.00		2,682,076.29
Feb. Interest	945.38														945.38	5,000.00		2,687,076.29
2/29/2024	\$ 788,490.99	\$ 16,650.00	\$ 34,620.76	\$ 10,936.01	\$ 20,202.90	\$ 537,080.65	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 322,304.77	\$ 10,470.65	\$ 135,512.29	\$ 2,198,846.76	\$ 189,174.91	\$ 300,000.00	\$ 2,688,021.67
3/4/2024						35,000.00									35,000.00			2,723,021.67
Mar. Interest	1,036.58														1,036.58			2,724,058.25
3/31/2024	\$ 789,527.57	\$ 16,650.00	\$ 34,620.76	\$ 10,936.01	\$ 20,202.90	\$ 572,080.65	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 322,304.77	\$ 10,470.65	\$ 135,512.29	\$ 2,234,883.34	\$ 189,174.91	\$ 300,000.00	\$ 2,724,058.25
4/5/2024																5,000.00		2,729,058.25
4/5/2024																5,000.00		2,734,058.25
4/30/2024						35,000.00									35,000.00			2,769,058.25
4/29/2024*						300,000.00									300,000.00	(300,000.00)		2,769,058.25
Apr. Interest	1,017.01														1,017.01			2,770,075.26
4/30/2024	\$ 790,544.58	\$ 16,650.00	\$ 34,620.76	\$ 10,936.01	\$ 20,202.90	\$ 907,080.65	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 322,304.77	\$ 10,470.65	\$ 135,512.29	\$ 2,570,900.35	\$ 199,174.91	\$ -	\$ 2,770,075.26
5/6/2024															35,000.00			2,805,075.26
5/14/2024																5,000.00		2,810,075.26
5/15/2024																(162,000.00)		2,648,075.26
5/30/2024												(181,619.61)			(181,619.61)			2,466,455.65
May Interest	1,029.77														1,029.77			2,467,485.42
5/31/2024	\$ 791,574.35	\$ 16,650.00	\$ 34,620.76	\$ 10,936.01	\$ 20,202.90	\$ 942,080.65	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 140,685.16	\$ 10,470.65	\$ 135,512.29	\$ 2,425,310.51	\$ 42,174.91	\$ -	\$ 2,467,485.42
6/6/2024															35,000.00			2,502,485.42
6/21/2024																5,000.00		2,507,485.42
June Interest	921.51														921.51			2,508,406.93
6/21/2024	\$ 792,495.86	\$ 16,650.00	\$ 34,620.76	\$ 10,936.01	\$ 20,202.90	\$ 977,080.65	\$ 217,070.00	\$ 11,968.44	\$ 12,899.55	\$ 19,820.00	\$ 60,819.75	\$ 140,685.16	\$ 10,470.65	\$ 135,512.29	\$ 2,461,232.02	\$ 47,174.91	\$ -	\$ 2,508,406.93

\*Transfer to advance funds due from State on LPRF Grant for down payments on Playground Equipment and Athletic Field Lighting; will be transferred back to Savings when LPRF funds received.

**Jackson Theater Project**  
**RD Cost Overrun Loan**

RD Cost Overrun Loan Funds	2,832,100.00
Bank of TN interim Financing (8.31.23)	1,200,000.00

**2021-22 Loan Draws/Payments**

Total 2021-22 Draws	(411,960.13)
Retainage Payable - 2021-22*	<u>(38,968.92)</u>

<b>6/30/2022 Balance of Loan Funds Available</b>	<b><u>3,581,170.95</u></b>
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**2022-23/2023-24 Loan Draws (3-010-030000-3993/110-36905)**

8/19/2022 Draw #6 - Ken Ross Architects - As Approved by BMA	(70,000.00)
9/21/2022 Draw #7 - GRC Pay App Dated 8/31/22	(233,105.36)
10/17/2022 Draw #7 - GRC Pay App Dated 8/31/22	(112,412.76)
2/3/2023 Draw #8 - GRC Pay Apps Dated 11/30/22 & 12/31/22	(249,847.14)
2/16/2023 Draw #9 - GRC Pay Apps Dated 1/31/23	(113,613.91)
4/24/2023 Draw #11 - BrightRidge	(28,977.00)
4/4/2023 Draw #10 - Clark Nexsen	(7,350.00)
4/4/2023 Draw #10 - GRC Pay Apps Dated 2/28/23	(144,153.65)
5/19/2023 Draw #11 - GRC Pay Apps Dated 3/31/23	(137,145.14)
5/19/2023 Draw #11 - GRC Pay Apps Dated 4/30/23	(114,556.84)
6/20/2023 Draw #12 - GRC Pay Apps Dated 5/31/23	(76,708.84)
7/27/2023 Draw #13 - GRC Pay Apps Dated 6/30/23 AR/AP	(97,198.63)
8/16/2023 Draw #14 - East TN Sprinkler Dated 3/28/23&4/2 AR/AP	(41,038.78)
9/11/2023 Draw #15 - GRC Pay App #36	(90,820.15)
9/11/2023 Draw #16 - GRC Pay App #37	(113,692.00)
9/29/2023 Draw #17 - GRC Pay App #38	(162,418.10)
11/20/2023 Draw #18 - GRC Pay App #40	(282,056.43)
12/8/2023 Draw #19 - GRC Pay App #39	(108,297.53)
12/14/2023 Draw #20 - GRC Pay App #41	(62,676.79)
3/12/2024 GRC Pay App #42	(216,578.69)
3/12/2024 GRC Pay App #43	(425,568.57)
3/12/2024 GRC Pay App #44	(173,932.33)
4/16/2024 GRC Pay App #45	(111,337.97)
5/2/2024 GRC Pay App #46	(171,595.56)

Total 2022-23/2023-24 Draws	<u>(3,345,082.17)</u>
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Retainage Payable - 2022-23/2023-24*	<u>(148,378.20)</u>
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<b>Balance of Loan Funds Available</b>	<b><u>87,710.58</u></b>
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* Funds not yet drawn for Retainage	(187,347.12)
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GRC Contract	1,778,000.00
Change orders	<u>4,117,973.95</u>
Amended Contract value	5,991,805.75
Total GRC Expenditures (including retainage)	<u>(5,909,885.39)</u>
Contract remainder (excluding retainage)	<u>81,920.36</u>

East Tennessee Sprinkler Co	76,981.00
Change orders (BMA approved 5.8.23)	<u>14,200.00</u>
Amended Contract value	91,181.00
Total Expenditures	<u>(82,974.41)</u>
Contract remainder	<u>8,206.59</u>

BAN obligated to Stage Door Concessions

30,000.00 \*\*

\* 6/12/23 BMA approved to use up to \$250,000 for Stage Setup to Todd Hensley until additional RD funds are obtained

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**Balance of funds after contract obligations**

**(32,416.37)**

**Note: This report will be presented in-lieu of the detail contract analysis for GRC. Detail reports available upon request.**

\*\* = \$18,650.51 has been requested for Stage Kitchen Equipment to reimburse the General Fund. This is pending.

**Town of Jonesborough**  
**Goins Rash Cain, Inc. (GRC) Contract**  
**Jackson Theatre Renovations and Additions**  
**Project Account # 4-10-14200-6318/110-44400-963**  
**Retainage Account # 10-200-2350**

App. #	Total Complete and Stored	Less Retainage	Total Paid Less Retainage	Contract Balance Less Retainage	Date Paid	Ck #
				\$ 5,991,805.75		
1	\$ 62,849.26	\$ 3,142.46	\$ 59,706.80	\$ 5,928,956.49	5/14/2019	92740
2	96,447.38	4,822.37	91,625.01	5,832,509.11	6/29/2019	93233
3	129,485.61	6,474.28	123,011.33	5,703,023.50	7/10/2019	93376
4	189,839.91	9,492.00	180,347.91	5,513,183.59	8/23/2019	93734
5	303,943.04	15,197.15	288,745.89	5,209,240.55	9/16/2019	93984
6	104,227.45	5,211.37	99,016.08	5,105,013.10	10/17/2019	94271
7	59,984.90	2,999.25	56,985.65	5,045,028.20	12/4/2019	94726
8	112,999.45	5,649.97	107,349.48	4,932,028.75	12/13/2019	94862
9	152,503.59	7,625.18	144,878.41	4,779,525.16	2/13/2020	95375
10	113,985.10	5,699.25	108,285.85	4,665,540.06	3/30/2020	95726
11	347,106.72	17,355.34	329,751.38	4,318,433.34	4/22/2020	95987
12	43,956.85	2,197.84	41,759.01	4,274,476.49	5/26/2020	96243
13	48,485.24	(85,866.46)	134,351.70	4,225,991.25	8/7/2020	96893
14	18,579.01	-	18,579.01	4,207,412.24	11/10/2020	97565
15	45,004.65	2,250.23	42,754.42	4,162,407.59	3/25/2021	98538
16	96,914.71	4,845.74	92,068.97	4,065,492.88	3/25/2021	98538
17	77,251.42	3,862.57	73,388.85	3,988,241.46	6/10/2021	99193
18	108,730.95	5,436.55	103,294.40	3,879,510.51	5/25/2021	99056
19	44,170.12	2,208.50	41,961.62	3,835,340.39	6/30/2021	99446
20	54,641.64	2,732.08	51,909.56	3,780,698.75	2/15/2022	101552
21	137,699.95	6,885.00	130,814.95	3,642,998.80	4/1/2022	101992
22	104,922.49	5,246.13	99,676.36	3,538,076.31	4/25/2022	102165
23	36,758.33	1,837.91	34,920.42	3,501,317.98	7/13/2022	102981
24	43,512.93	2,174.70	41,338.23	3,457,805.05	7/13/2022	102981
25	29,790.12	1,489.51	28,300.61	3,428,014.93	8/10/2022	103271
26	245,374.06	12,268.70	233,105.36	3,182,640.87	9/21/2022	103603
27	118,329.22	5,916.46	112,412.76	3,064,311.65	10/18/2022	103923
28	224,814.79	11,240.74	213,574.05	2,839,496.86	2/8/2023	105049
29	38,182.20	1,909.11	36,273.09	2,801,314.66	2/8/2023	105049
30	119,593.59	5,979.68	113,613.91	2,681,721.07	2/16/2023	105119
31	151,740.69	7,587.04	144,153.65	2,529,980.38	4/5/2023	105616
32	144,363.30	7,218.16	137,145.14	2,385,617.08	5/22/2023	106117
33	120,586.15	6,029.31	114,556.84	2,265,030.93	5/22/2023	106117
34	80,746.15	4,037.31	76,708.84	2,184,284.78	6/29/2023	106514
35	102,314.34	5,115.71	97,198.63	2,081,970.44	7/28/23 AP	106835
36	95,600.16	4,780.01	90,820.15	1,986,370.28	9/11/2023	107336
37	119,675.79	5,983.79	113,692.00	1,866,694.49	9/11/2023	107336
38	170,966.42	8,548.32	162,418.10	1,695,728.07	9/29/2023	107456
39	113,997.41	5,699.87	108,297.54	1,581,730.66	12/8/2023	108180
40	296,901.51	14,845.08	282,056.43	1,284,829.15	9/29/2023	107456
41	65,975.57	3,298.78	62,676.79	1,218,853.58	9/29/2023	107456
42	227,977.56	11,398.87	216,578.69	990,876.02	3/12/2024	109034
43	447,966.91	22,398.35	425,568.57	542,909.11	3/12/2024	109034
44	183,086.66	9,154.33	173,932.33	359,822.45	3/12/2024	109034
45	117,197.86	5,859.89	111,337.97	242,624.59	4/16/2024	109429
46	160,704.23	8,035.21	152,669.02	81,920.36	5/2/2024	
	<b>\$ 5,909,885.39</b>	<b>\$ 206,273.64</b>	<b>\$ 5,703,611.75</b>			
Release		<b>(18,926.53)</b>	<b>\$ 18,926.53</b>			
	<b>\$ 5,909,885.39</b>	<b>\$ 187,347.11</b>	<b>\$ 5,722,538.28</b>			

		<b>Revised Contract</b>
<b>Contract Changes:</b>		<b>\$ 1,778,000.00</b>
Original Contract		
Change Order #1	4,128.06	
Change Order #2	11,236.44	
Change Order #3	18,579.01	
Change Order #4	130,823.00	
Change Order #5	215,325.00	
Change Order 6A	4,852.68	
Change Order #7	2,440,000.00	
Approved pay app 21 (8)	11,760.00	
Deduction (pay app 23)	(2,882.25)	
Change Order #9	18,556.90	
Change Order #10 (Time extension only)	-	
Change Order #11	979,200.00	
Change Order #12	286,395.11	
Change Order #13	95,831.80	
		<b>4,213,805.75</b>
		<b>\$ 5,991,805.75</b>

**\$400,000 STATE APPROPRIATION FUNDS:**

9/5/18	Funds Received	\$ 400,000.00
5/15/19	GRC Inc. - Pay Request #1	(59,706.80)
6/29/19	GRC Inc. - Pay Request #2	(91,625.01)
7/11/19	GRC Inc. - Pay Request #3	(123,011.33)
8/14/19	GRC Inc. - Pay Request #4	(125,656.86)
	Accrued Interest Through 8/31/201	3,394.42
9/16/19	GRC Inc. - Pay Request #6	(3,394.42)
	<b>Balance of Funds</b>	<b>\$ -</b>

**Payments by Source Thru GRC Pay Request #44**

State Appropriation	\$ 403,394.42	
ECD Tourism Enhancement Grant	50,000.00	
ARC Grant	437,176.90	
RD Loan #1	998,365.73	
ECU Contribution	103,038.70	
Sonia King/Martin Estate Contribution	145,886.02	
RD Loan #2 Draws	386,960.13	FY22
RD Loan #2 Draws	2,272,774.09	FY23/24
Bank of TN Loan Draw Down	642,008.77	
	<b>\$ 5,439,604.76</b>	







**Town of Jonesborough**  
**General Fund**  
**Fund Balance Reserve Accounts**  
**As of June 30, 2024**

	Reserve	Revenue	Expenditure	Balance 6/30/2023	Revenues	Expenditures	Transfer (To)/From Unrestricted Fund Balance	Balance 6/30/2024
McKinney Scholarship Fund	10-200-2702	110-38160	110-44491-866	17,126.94	7,905.00	-		25,031.94
Senior Center - Special Projects	10-200-2703	110-38174--SCNTR	110-44320-839	47,924.61	22,825.74	(29,244.19)		41,506.16
PS Driving School Tech Fees	10-200-2706	110-38149	110-42100-834	11,174.00	1,992.00	(65.00)		13,101.00
PS Gun Permit Classes	10-200-2707	10-30000-3719	110-42100-833	12,240.00	-	-		12,240.00
Police Litigation	10-200-2708	110-38146	110-42100-165	71,729.86	18,800.59	(6,045.42)		84,485.03
Volunteer Fire	10-200-2709	10-30000-3968	110-42200-765	2,528.45	-	(1,259.67)		1,268.78
Campground Reserve	10-200-2710	10-30000-3668	110-44400-842	23,907.16	-	-		23,907.16
PS Electronic Citation Fee	10-200-2711	110-38150	110-42100-831	25,351.61	3,368.00	(887.73)		27,831.88
Chuckey Depot Museum Rev	10-200-2712	110-38177	110-44400-853	6,698.95	4,135.46	(653.48)		10,180.93
Veterans War Memorial	10-200-2713	110-38110	110-41500-297	16,287.84	250.00	(1,344.56)		15,193.28
Flag Replacement	10-200-2716	110-38176	110-44400-849	3,331.46	2,361.00	(3,256.04)		2,436.42
Tree & Townscape	10-200-2717	110-38113	110-44400-860	2,519.62	15.95	-		2,535.57
Recreation Fundraising	10-200-2718	110-38126	110-44400-490	16,556.89	-	-		16,556.89
Clerk Electronic Citation Fees	10-200-2720	110-38154	110-42100-832	7,385.61	842.00	-		8,227.61
Cemetery Maintenance Fund	10-200-2723	110-38178	110-44400-861	3,838.94	-	-		3,838.94
In-Lieu Sidewalk Reserve	10-200-2728	110-38173	Board	60,819.75	430.00	-		61,249.75
Shop with a Cop	110-26028	110-38148	110-42100-307	18,990.78	31,461.27	(28,644.49)		21,807.56
Cops for Kids	110-26028	110-38155	110-42100-874	454.94	-	-		454.94
Keep Jonesborough Beautiful	110-26029	110-38175	110-44400-851	(528.53)	84.00	(538.00)		(982.53)
<b>Total Presented Reserved Amounts</b>				<b>348,338.88</b>	<b>94,471.01</b>	<b>(71,938.58)</b>		<b>370,871.31</b>

**Town of Jonesborough**  
**Health Reimbursement Account**  
**2023-24 Fiscal Year**

Date	Fund				Balance
	General	Solid Waste	Water/Sewer	Total	
6/30/2023	\$ 96,358.27	\$ 37,513.34	\$ 71,771.49	\$ 205,643.10	\$ 205,643.10
Deposit	2,730.00	750.00	2,310.00	5,790.00	211,433.10
Fees	(1,074.44)	-	-	(1,074.44)	210,358.66
7/17/2023	(7,047.07)	-	(2,976.50)	(10,023.57)	200,335.09
7/31/2023	(3,587.25)	(1,522.25)	(372.00)	(5,481.50)	194,853.59
7/31/2023	\$ 87,379.51	\$ 36,741.09	\$ 70,732.99	\$ 194,853.59	
Aug Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 200,643.59
Fees	(315.00)			(315.00)	200,328.59
8/7/2023		(3,787.93)		(3,787.93)	196,540.66
8/14/2023		(11,899.09)		(11,899.09)	184,641.57
8/21/2023			(666.58)	(666.58)	183,974.99
8/28/2023	(376.74)			(376.74)	183,598.25
8/31/2023	\$ 89,417.77	\$ 21,804.07	\$ 72,376.41	\$ 183,598.25	
Sept Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 189,388.25
Fees				-	189,388.25
9/1/2023	1,344.99			1,344.99	190,733.24
9/8/2023	(4,128.83)		(6,040.95)	(10,169.78)	180,563.46
9/15/2023	(902.07)		(50.00)	(952.07)	179,611.39
9/22/2023	(568.00)		(3,500.00)	(4,068.00)	175,543.39
9/30/2023	\$ 87,893.86	\$ 22,554.07	\$ 65,095.46	\$ 175,543.39	
Oct Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 181,333.39
10/2/2023	(34.28)	373.32	(371.26)	(32.22)	181,301.17
10/10/2023	(1,612.64)		(188.37)	(1,801.01)	179,500.16
10/16/2023	(197.46)		(71.95)	(269.41)	179,230.75
10/23/2023	(129.42)		(342.01)	(471.43)	178,759.32
10/30/2023	(246.95)		(821.22)	(1,068.17)	177,691.15
10/31/2023	\$ 88,403.11	\$ 23,677.39	\$ 65,610.65	\$ 177,691.15	
Nov Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 183,481.15
11/6/2023			(246.34)	(246.34)	183,234.81
11/13/2023	1,145.98			1,145.98	184,380.79
11/20/2023	(84.16)		(307.22)	(391.38)	183,989.41
11/27/2023	(508.68)		(50.00)	(558.68)	183,430.73
11/30/2023	\$ 91,686.25	\$ 24,427.39	\$ 67,317.09	\$ 183,430.73	

**Town of Jonesborough**  
**Health Reimbursement Account**  
**2023-24 Fiscal Year**

Date	Fund				Balance
	General	Solid Waste	Water/Sewer	Total	
Dec Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 189,220.73
12/4/2023			(50.00)	(50.00)	189,170.73
12/11/2023	(376.74)			(376.74)	188,793.99
12/26/2023	(128.81)		(1,512.98)	(1,641.79)	187,152.20
12/31/2023	\$ 93,910.70	\$ 25,177.39	\$ 68,064.11	\$ 187,152.20	
Jan Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 192,942.20
1/2/2024	(767.30)		(50.00)	(817.30)	192,124.90
1/8/2024			(600.23)	(600.23)	191,524.67
1/31/2024	\$ 95,873.40	\$ 25,927.39	\$ 69,723.88	\$ 191,524.67	
Feb Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 197,314.67
UHC Refund	5,000.00			5,000.00	202,314.67
2/12/2024	(376.74)		(2,358.36)	(2,735.10)	199,579.57
2/20/2024			(1,365.33)	(1,365.33)	198,214.24
2/26/2024	(2,299.54)		(2,018.00)	(4,317.54)	193,896.70
2/29/2024	\$ 100,927.12	\$ 26,677.39	\$ 66,292.19	\$ 193,896.70	
Mar Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 199,686.70
3/4/2024		(3,276.08)	(150.43)	(3,426.51)	196,260.19
3/11/2024	(3,295.34)		(257.65)	(3,552.99)	192,707.20
3/18/2024	(1,018.47)			(1,018.47)	191,688.73
3/25/2024			(392.14)	(392.14)	191,296.59
3/31/2024	\$ (1,583.81)	\$ (2,526.08)	\$ 1,509.78	\$ (2,600.11)	
Apr Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 197,086.59
4/1/2024			(69.62)	(69.62)	197,016.97
4/8/2024	(622.35)			(622.35)	196,394.62
4/22/2024	(2,448.25)			(2,448.25)	193,946.37
4/29/2024	(3,373.15)			(3,373.15)	190,573.22
4/30/2024	\$ (3,713.75)	\$ 750.00	\$ 2,240.38	\$ (723.37)	
May Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 196,363.22
5/6/2024			(619.50)	(619.50)	195,743.72
5/13/2024	(3,332.17)		(294.38)	(3,626.55)	192,117.17
5/20/2024			(24.12)	(24.12)	192,093.05
5/31/2024	\$ (602.17)	\$ 750.00	\$ 1,372.00	\$ 1,519.83	
June Deposit	2,730.00	750.00	2,310.00	5,790.00	\$ 197,883.05
6/3/2024			(1,727.42)	(1,727.42)	196,155.63

**Town of Jonesborough**  
**Health Reimbursement Account**  
**2023-24 Fiscal Year**

Date	Fund				Balance
	General	Solid Waste	Water/Sewer	Total	
6/10/2024	(100.09)		(149.10)	(249.19)	195,906.44
6/17/2024	(393.31)			(393.31)	195,513.13
6/24/2024	(30.00)		(829.63)	(859.63)	194,653.50
6/30/2024	\$ 2,206.60	\$ 750.00	\$ (396.15)	\$ 2,560.45	
6/30/2023 Balance			\$ 205,643.10		
Year-to-date HRA Contributions			69,480.00		
Year-to-date UHC Refund			5,000.00		
Year-to-date HRA Fees			(1,389.44)		
Year-to-date HRA Claims			(84,080.16)		
6/30/2024 Balance			<u>\$ 194,653.50</u>		

**Town of Jonesborough**  
**K-8 School Construction Project**  
**Schedule of Loan Draws and Payments**

Ken Ross \$60,000; see Clark Nexsen spreads

Date Paid	Description	Amount	
<b>2020-2021</b>			
10/29/2020	EFT Arrant, Boult & Cummings, Bond Counsel - Phase I	10,000.00	Phase 1 Loan
10/29/2020	EFT Adams & Reese, Bond Counsel - Phase I	30,000.00	Phase 1 Loan
10/29/2020	EFT EFT - Raymond James & Associates - Financing Agent - Phase I	19,718.00	Phase 1 Loan
11/10/2020	Ck#1005 - McCoy Land Surveying	1,500.00	Phase 1 Loan
12/1/2020	Ck#1006 - McCoy Land Surveying	350.00	Phase 1 Loan
12/7/2020	Ck#1007 - Clark Nexsen, Inc.	165,000.00	Phase 1 Loan
12/23/2020	EFT Brandt & Robbins - Land Acquisition	2,190,496.31	Phase 1 Loan
12/29/2020	EFT Brandt & Robbins - Balance of Land Acquisition	42,051.75	Phase 1 Loan
12/29/2020	EFT Pinnacle Wire Fee	50.00	Phase 1 Loan
1/29/2021	EFT Adams & Reese - Bond Counsel - Phase II	45,000.00	Phase II Loan - Draw #1
1/29/2021	EFT Raymond James and Associates - Financing Agent - Phase II	242,000.00	Phase II Loan - Draw #1
1/29/2021	EFT Pinnacle Wire Fee	50.00	Phase II Loan - Draw #1
	Checks 1008 & 1009 Voided - Requested by Pinnacle Bank For Its File		
2/5/2021	Ck#1010 - Town of Jonesborough - 1/2 of Bob Browning's 2020-21 Salary	30,000.00	Phase II Loan - Draw #1
2/5/2021	Ck#1011 - Town of Jonesborough - Reimburse for Payments to: Foundation Systems \$26,882 Clark Nexsen \$60,000	86,882.00	Phase II Loan - Draw #1
3/23/2021	Ck#1012 Pinnacle Bank - Phase I Loan Interest	9,574.06	Phase II Loan - Draw #1
6/15/2021	Ck#1013 Town of Jonesborough - Reimburse for Payment to Clark Nexsen - Invoice #77109, #77275, #77489, #77754	330,000.00	Phase II Loan - Draw #2
6/23/2021	Ck#1014 Pinnacle Bank - Phase II Loan Interest	1,830.63	Phase II Loan - Draw #1
6/30/2021	Ck#1015 D. Todd Wood Engineering	1,125.00	Phase II Loan - Draw #1
6/30/2021	Ck#1020 Due to GF -For Clark Nexsen Invoice #77891 \$90,000 & #78201 \$84,000 - Paid 8/31/2021 Ck#2020	174,000.00	Phase II Loan - Draw #3
6/30/2021	Ck#1021 Due to GF - Legal Fees - Paid 9/16/21 Ck#2021	35,853.91	Phase II Loan - Draw #4
<b>Total 2020-2021 Payments</b>			<b>3,415,481.66</b>

Date Paid	Description	Amount	
<b>2021-22</b>			
8/4/2021	Ck#1016 - James R. Wheeler, Attorney	1,271.00	Phase I Loan
8/4/2021	Ck#1017 - State of TN - NOI Application	3,000.00	Phase I Loan
8/31/2021	Ck#1018 - D. Todd Wood Engineering	1,250.00	Phase I Loan
8/31/2021	Ck#1019 - James R. Wheeler, Attorney	1,472.50	Phase I Loan/Phase II Draw #1
8/31/2021	Ck#1020 Town of Jonesborough - Reimburse for Clark Nexsen Invoice #78335	186,000.00	Phase II Loan - Draw #3
9/16/2021	Ck#1021 To Town of Jonesborough - Reimburse for School Legal Fees Paid	7,170.78	Phase II Loan - Draw #4
9/27/2021	Ck#1022 Pinnacle Bank - Phase I Loan Interest	11,337.70	Phase II Loan - Draw #1
9/28/2021	Ck#1023 - Clark Nexsen - Invoice #78598	120,009.50	Phase II Loan - Draw #5
10/6/2021	EFT State Fire Marshall - Plans Review	46,515.95	Phase II Loan - Draw #6
10/6/2021	Ck#1024 James R. Wheeler, Attorney	1,674.00	Phase II Loan - Draw #1
10/11/2021	Ck#1025 D. Todd Wood Engineering	750.00	Phase II Loan - Draw #1
10/14/2021	Ck#1026 Clark Nexsen - Invoice 78803	67,500.00	Phase II Loan - Draw #7

**Town of Jonesborough**  
**K-8 School Construction Project**  
**Schedule of Loan Draws and Payments**

Ken Ross \$60,000; see Clark Nexsen spreads

Date Paid		Description	Amount	
11/11/2021	Ck#1027	BCS - Invoice 134897	8,500.00	Phase II Loan - Draw #9
11/11/2021	Ck#1028	Clark Nexsen - Invoice 78944	28,125.00	Phase II Loan - Draw #8
11/11/2021	Ck#1029	James Wheeler	5,949.50	Phase II Loan - Draw #9
11/11/2021	Ck#1030	Waste Management (21 Invoices)	2,430.25	Phase II Loan - Draw #9
12/9/2021	Ck#1031	Burwil Construction - Pay App.#1	501,037.71	Phase II Loan - Draw #10
12/10/2021	Ck#1032	Six Rivers Media	148.31	Phase II Loan - Draw #11
12/29/2021	Ck#1033	Clark Nexsen - Invoice 79136	28,125.00	Phase II Loan - Draw #9A
12/29/2021	Ck#1034	McCoy Land Surveying	100.00	Phase II Loan - Draw #11
1/5/2022	Ck#1035	Blackburn, Childers & Steagall - Invoice 137765	5,370.00	Phase II Loan - Draw #11
1/5/2022	Ck#1036	D.Todd Wood Engineering (Invoice 2958)	1,000.00	Phase II Loan - Draw #11
1/5/2022	Ck#1037	James Wheeler (2 Invoices)	2,945.00	Phase II Loan - Draw #11
1/7/2022	Ck#1038	Flower City Nursery IA 9094 (Tree Grant)	7,970.00	Phase II Loan - Draw #28
	Ck#1039	VOID	-	
1/10/2022	EFT	Pinnacle Bank - interest - Phase II Loan	5,740.74	Phase II Loan - Draw #12
1/18/2022	Ck#1040	Burwil Construction - Pay App.#2	837,825.80	Phase II Loan - Draw #13
1/18/2022	Ck#1041	McCoy Land Surveying	10,500.00	Due From Water/Sewer
1/31/2022	EFT	Pinnacle Bank Fees	129.00	Phase II Loan - Draw #11
2/1/2022	Ck#1042	Clark Nexsen - Invoice#79330	28,125.00	Phase II Loan - Draw #14
2/11/2022	Ck#1043	Burwil Construction - Pay App.#3	773,361.73	Phase II Loan - Draw #16
2/11/2022	Ck#1044	D. Todd Wood Engineering	2,500.00	\$1,250 Due From Water/Sewer
2/11/2022	Ck#1045	Foundation System Engineering - Inv. 1826-Dec	5,738.00	Phase II Loan - Draw #15
2/16/2022	Ck#1046	Foundation System Engineering - Inv. 1776-Nov	4,027.00	Phase II Loan - Draw #15
2/24/2022	Ck#1047	Alice Stipe Consultant - 20% Deposit	544.00	Phase II Loan - Draw #17
2/24/2022	Ck#1048	James Wheeler	340.99	Phase II Loan - Draw #17
2/25/2022	Ck#1049	TriMark/SourceWell -50% Deposit (Kitchen Equip.)	396,224.00	Phase II Loan - Draw #18
3/11/2022	Ck#1050	Burwil Construction - Pay App.#4	683,721.17	Phase II Loan - Draw #19
3/11/2022	Ck#1051	Clark Nexsen - Invoice#79572	250,625.00	Phase II Loan - Draw #19
3/11/2022	Ck#1052	D. Todd Wood Engineering - Invoice#3005	500.00	Phase II Loan - Draw #19
4/1/2022	EFT	Pinnacle Bank - Interest - Phase I Loan	11,337.70	Phase II Loan - Draw #20
4/1/2022	Ck#1053	Burwil Construction - Pay App.#5	1,179,257.33	Phase II Loan - Draw #20
4/1/2022	Ck#1054	Clark Nexsen - Invoice#79711	77,510.56	Phase II Loan - Draw #20
4/1/2022	Ck#1055	Foundation System Engineering - Inv. 1776-Jan	7,152.00	Phase II Loan - Draw #20
4/28/2022	Ck#1056	Burwil Construction - Pay App.#6	528,348.07	Phase II Loan - Draw #21
4/28/2022	Ck#1057	D. Todd Wood Engineering - Invoice#3024	1,250.00	Phase II Loan - Draw #21
5/20/2022	EFT	Bradley Arant et al - Phase III Loan - Legal	2,500.00	Phase III Loan - Draw 1
5/20/2022	EFT	Raymond James & Asso. - Phase III Loan - Placement Agent	12,500.00	Phase III Loan - Draw 1
5/20/2022	EFT	Adams & Reece - Phase III Loan - Legal	15,000.00	Phase III Loan - Draw 1
5/25/2022	EFT	Deluxe Checks - Phase III Loan Checking Account	77.87	Phase III Loan - Draw 1
6/2/2022	Ck#1058	Burwill Construction - Pay App.#7	3,454,444.11	Phase II Loan - Draw #22
6/2/2022	Ck#1059	Clark Nexsen - Invoice#79883, 80160, 80241	87,727.35	Phase II Loan - Draw #22
6/2/2022	Ck#1060	Equinox Environmental - Invoice#7442	1,146.50	Phase II Loan - Draw #22
6/2/2022	Ck#1061	Foundation Systems - Invoice#2121-Mar	11,350.00	Phase II Loan - Draw #22
6/2/2022	Ck#1062	James Wheeler - Invoice#1151, 1157	1,348.50	Phase II Loan - Draw #22
6/22/2022	Ck#1063	Pinnacle Bank - Interest - Phase II Loan	26,060.25	Phase II Loan - Draw #24
6/24/2022	Ck#1064	Burwill Construction - Pay App.#8	1,446,320.43	Phase II Loan - Draw #23
8/10/2022	Ck#1065	6/30/22 A/P Burwil Construction Pay App.#9	1,713,663.92	Phase II Loan - Draw #25
8/30/2022	Ck#1066	6/30/22 A/P D.Todd Wood Engineering	1,250.00	Phase II Loan - Draw #26
8/30/2022	Ck#1067	6/30/22 A/P Equinox Environmental-Inv. 7473 & 7493	4,145.45	Phase II Loan - Draw #26
8/30/2022	Ck#1068	6/30/22 A/P Foundation Systems-Inv. 2013Feb, 2247May, 2317May & 2441June	28,482.00	Phase II Loan - Draw #26
8/30/2022	Ck#1069	6/30/22 A/P James R. Wheeler - Inv.1180	1,495.75	Phase II Loan - Draw #26
9/2/2022	Ck#1072	6/30/22 A/P Clark Nexsen - Inv. 80720	75,153.63	Phase II Loan - Draw #27

**Total 2021-22 Payments**

**12,727,076.05**

**2022-23**

9/2/2022	Ck#1070	Blue Water Industries (2 Invoices)	2,940.04	Phase II Loan-Draw #26
9/2/2022	Ck#1071	Burwil Construction - Pay App.#10	845,084.90	Phase II Loan-Draw #27
	Ck#1073	VOID	-	

**Town of Jonesborough**  
**K-8 School Construction Project**  
**Schedule of Loan Draws and Payments**

Ken Ross \$60,000; see Clark Nexsen spreads

Date Paid		Description	Amount	
9/2/2022	Ck#1074	Turf Tamers Lawn Care	750.00	Phase II Loan-Draw #26
9/28/2022	Ck#1075	Turf Tamers Lawn Care - Inv 102,103,111,122	3,000.00	Phase II Loan-Draw #28
9/29/2022	Ck#1076	Blue Water Industries - Inv 518626,536900,538571,539130	3,531.18	Phase II Loan-Draw #28
9/29/2022	Ck#1077	Burwill Construction - Pay App.#11	1,364,314.06	Phase II Loan-Draw #28
9/29/2022	Ck#1078	Clark Nexsen - Inv 80794	33,701.98	Phase II Loan-Draw #28
9/29/2022	Ck#1078	Clark Nexsen - Inv 81039	27,484.71	Phase II Loan-Draw #28
9/29/2022	Ck#1079	Equinox - Inv 7525	985.75	Utilized existing funds drawn
9/29/2022	CK#1080	Foundation Systems - Inv 2526	3,240.00	Phase II Loan-Draw #28
9/29/2022	Ck#1081	James Wheeler - Invoice#1203,1263	698.50	Phase II Loan-Draw #28
	Ck#1082	VOID	-	
10/3/2022	EFT	Pinnacle Bank - Wire Fee	50.00	Utilized existing funds drawn
10/3/2022	EFT	Adams and Reece - Bond Counsel - Phase 1 Ext.	12,500.00	Phase II Loan-Draw #29
10/3/2022	EFT	Raymond James - Financing Agent - Phase 1 Ext.	12,500.00	Phase II Loan-Draw #29
10/3/2022	EFT	Pinnacle Bank - Interest - Phase I Loan	11,337.70	Phase II Loan-Draw #29
10/28/2022	Ck#1083	Burwill Construction - Pay App.#12	1,466,891.01	Phase II Loan-Draw #30
10/28/2022	Ck#1084	Pinnacle Bank - Interest - Phase II Loan	490.37	Utilized existing funds drawn
11/16/2022	Ck#1085	Clark Nexsen - Inv 81260	26,556.15	Phase II Loan-Draw #31
11/16/2022	Ck#1086	Equinox - Inv 7557, 7581, 7595	4,093.50	Phase II Loan-Draw #31
11/16/2022	Ck#1087	Foundation Systems - Invoice 2702	1,975.00	Phase II Loan-Draw #31
11/16/2022	Ck#1088	TDEC Permit	1,000.00	Phase II Loan-Draw #31
11/16/2022	Ck#1089	Turf Tamers Lawn Care - Inv 147	750.00	Phase II Loan-Draw #31
12/14/2022	Ck#1090	Burwill Construction - Pay App.#13	1,242,526.54	Phase II Loan-Draw #32
12/14/2022	Ck#1091	Clark Nexsen - Inv 81428	5,775.00	Phase II Loan-Draw #32
12/14/2022	CK#1092	Turf Tamers - Inv 141	750.00	Phase II Loan-Draw #32
12/21/2022	CK#1093	Equinox - Inv 7623	2,068.00	Phase III Loan-Draw #2
12/21/2022	CK#1094	Town of Jonesborough (General Fund)	32,951.50	Utilized existing funds drawn
12/30/2022	EFT	Pinnacle Bank - BAN I Ext. Interest through 12.30.22	21,811.39	Phase I&II Ext. - Draw #1
12/30/2022	EFT	Pinnacle Bank - BAN II Interest through 12.30.22	69,832.31	Phase I&II Ext. - Draw #1
12/30/2022	EFT	Adams and Reece - Bond Counsel - Phase I&II Ext.	20,250.00	Phase I&II Ext. - Draw #1
12/30/2022	EFT	Raymond James - Financing Agent - Phase I&II Ext.	20,000.00	Phase I&II Ext. - Draw #1
1/10/2023	CK#1096	Burwill Construction - Pay App.#14	885,647.32	Phase III Loan-Draw #3
1/10/2023	CK#1097	Clark Nexsen - Inv 81657	6,250.00	Phase III Loan-Draw #3
1/10/2023	CK#1098	DT Wood Engineering - Inv 3159	500.00	Phase III Loan-Draw #3
1/10/2023	CK#1099	Foundation Systems - Invoice 2784	2,984.00	Phase III Loan-Draw #3
1/26/2023	CK#1101	Clark Nexsen - Inv 12397	17,646.87	Phase III Loan-Draw #4
1/26/2023	CK#1100	Burwill Construction - Pay App.#15	810,573.52	Phase III Loan-Draw #4
3/9/2023	CK#1102	Burwill Construction - Pay App.#16	1,695,924.95	Phase III Loan-Draw #5
3/9/2023	CK#1103	Clark Nexsen, Inc. 82046	13,646.30	Phase III Loan-Draw #5
3/9/2023	CK#1104	Todd Wod, Inv 3127, 3091	2,250.00	Phase III Loan-Draw #5
3/9/2023	CK#1105	Equinox Environment - Inv 7663, 7699	4,665.50	Phase III Loan-Draw #5
3/9/2023	CK#1106	Ferguson Enterprises - 3453818, 3414089, CM447164	272.76	Phase III Loan-Draw #5
3/9/2023	CK#1107	Town of Jonesborough - Reimb. Water for Ferguson Invoice 3142548	3,700.88	Phase III Loan-Draw #5
3/9/2023	CK#1107	Town of Jonesborough - Reimb. Gen. for Project Manager Salary	30,000.00	Phase III Loan-Draw #5
4/11/2023	CK#1109	Burwill Construction - Pay App.#17	1,817,624.64	Phase III Loan-Draw #6
4/19/2023	CK#1110	Clark Nexsen, Inc. 82221	18,569.46	Phase III Loan-Draw #7
4/19/2023	CK#1111	Equinox Environment - Inv 7726, 7759	2,457.50	Phase III Loan-Draw #7
4/26/2023	CK#1112	Pinnacle Bank (BAN III Interest)	19,644.76	Phase III Loan-Draw #8
5/8/2023	CK#1114	Clark Nexsen, Inc. 82419	19,816.66	Phase III Loan-Draw #8
5/8/2023	CK#1113	Burwill Construction - Pay App. #18	523,943.09	Phase III Loan-Draw #8
6/22/2023	CK#1115	Burwill Construction - Pay App. #19	1,619,207.57	Phase III Loan-Draw #9
6/22/2023	CK#1116	Clark Nexsen, Inc. 82650	35,344.60	Phase III Loan-Draw #9
6/22/2023	CK#1116	Clark Nexsen, Inc. 82437	7,040.00	Phase III Loan-Draw #9
6/22/2023	CK#1117	DT Wood Engineering - Inv 3239	4,750.00	Phase III Loan-Draw #9
6/22/2023	CK#1117	DT Wood Engineering - Inv 3270	500.00	Phase III Loan-Draw #9
6/22/2023	CK#1118	Equinox Environment - Inv 7825	2,091.50	Phase III Loan-Draw #9
6/22/2023	CK#1119	Town of Jonesborough (Reimb. TruScapes Inv 1674)	1,255.00	Phase III Loan-Draw #9
6/22/2023	CK#1119	Town of Jonesborough (Reimb. TruScapes Inv 1747)	2,510.00	Phase III Loan-Draw #9
6/30/2023	CK#1122	Town of Jonesborough (Reimb. TruScapes Inv 1747)	10,237.50	Phase III Loan-Draw #10
6/30/2023	CK#1122	Town of Jonesborough (Reimb. TruScapes Inv 1747)	7,250.00	Phase III Loan-Draw #10

**Town of Jonesborough**  
**K-8 School Construction Project**  
**Schedule of Loan Draws and Payments**

Ken Ross \$60,000; see Clark Nexsen spreads

Date Paid	Description	Amount	
6/30/2023	EFT Pinnacle Bank - BAN II Interest through 6/15/23	482,346.26	Phase III Loan-Draw #10
7/24/2023	CK#1123 Burwill Construction - Pay App. #20	1,063,941.10	Phase III Loan-Draw #11
8/10/2023	CK#1125 Burwill Construction - Pay App. #21 AP	885,393.60	Phase III Loan-Draw #11 725,885.37, Phase I/II Ext-Draw #2.1
8/10/2023	CK#1126 Clark Nexsen, Inc. 82860 AP	9,963.67	Phase III Loan-Draw #11
8/10/2023	CK#1126 Clark Nexsen, Inc. 83052 AP	19,089.86	Phase III Loan-Draw #11
8/10/2023	CK#1126 Clark Nexsen, Inc. 82861 AP	62,321.00	Phase III Loan-Draw #11
8/10/2023	CK#1126 Clark Nexsen, Inc. 83053 AP	6,447.00	Phase III Loan-Draw #11
8/10/2023	CK#1127 DT Wood Engineering - Inv 3206 AP	2,750.00	Phase III Loan-Draw #11
8/10/2023	CK#1127 DT Wood Engineering - Inv 3222 AP	2,750.00	Phase III Loan-Draw #11
8/10/2023	CK#1127 DT Wood Engineering - Inv 3277 AP	2,125.00	Phase III Loan-Draw #11
8/10/2023	CK#1128 Equinox Inv#7789 AP	1,955.00	Phase III Loan-Draw #11
8/16/2023	CK#1129 Washington County Trustee AP	364,764.31	Phase I/II Ext-Draw #2
<b>Total 2022-23 Payments</b>		<b>15,709,990.77</b>	

**2023-24**

		Equinox was for Ag Learning Center - Reclassified 8.31.23	(1,955.00)	
8/10/2023	CK#1124	Trimark Strategic - Inv M685941	396,223.98	Phase I/II Ext-Draw #2
9/11/2023	CK#1130	Burwill Construction - Inv 12872	1,566,348.19	Phase III Loan-Draw #44
10/23/2023	CK#1131	Burwil Construction - Inv 12975	681,340.56	Phase III Loan Draw #46
9/7/2023	CK#1135	BrightRidge - Inv 225 KVA PAD	17,257.00	Phase III Loan-Draw #45
10/23/2023	CK#1132	Clark Nexsen - Inv 83233	14,329.44	Phase III Loan-Draw #45
10/23/2023	CK#1133	D. Todd Wood - Inv 3305	1,875.00	Phase III Loan-Draw #45
10/23/2023	CK#1134	Equinox Environmental - Inv 7873	2,720.50	Phase III Loan-Draw #45
5/26/2023	CK#1135	Truscapes - Inv 1834	600.00	Phase III Loan-Draw #45
6/30/2023	CK#1135	Truscapes - Inv 1932	600.00	Phase III Loan-Draw #45
7/29/2023	CK#1135	Truscapes - Inv 2002	600.00	Phase III Loan-Draw #45
10/24/2023	Pinn. Ck.	Adams and Reese-Bond Counsel	9,500.00	Phase III Loan Draw #47
10/24/2023	Pinn. Ck.	Adams and Reese-Bond Counsel	9,500.00	Phase III Loan Draw #47
10/24/2023	Pinn. Ck.	Adams and Reese-Bond Counsel	8,500.00	Phase III Loan Draw #47
10/24/2023	Pinn. Ck.	Pinnacle Bank-Interest	86,905.05	Phase III Loan Draw #47
10/24/2023	Pinn. Ck.	Pinnacle Bank-Interest	311,310.42	Phase III Loan Draw #47
11/20/2023	CK#1137	Clark Nexsen - Inv 83530	26,977.03	Phase III Loan
11/20/2023	CK#1137	Clark Nexsen - Inv 83686	4,500.00	Phase III Loan
11/20/2023	CK#1137	Clark Nexsen - Inv 83531	4,298.00	Phase III Loan
11/20/2023	CK#1138	D. Todd Wood - Inv 3335	875.00	Phase III Loan
11/20/2023	CK#1136	Burwil Construction - Inv 13046	1,805,494.64	Phase III Loan
11/20/2023	CK#1139	Equinox Environmental - Inv 7943	1,992.00	Phase III Loan
11/20/2023	CK#1140	Truscapes (Town of Jonesborough reimbursed)	750.00	Phase III Loan
11/20/2023	CK#1141	Truscapes - Inv 2156	600.00	Phase III Loan
11/20/2023	CK#1141	Truscapes - Inv 2212	450.00	Phase III Loan
12/21/2023	CK#1142	Burwil Construction - Inv 13121	941,173.39	Phase III Loan
1/19/2024	CK#1144	D. Todd Wood - Invoice 3352	1,875.00	Phase III Loan
1/15/2024	CK#1154	D. Todd Wood - Invoice 3379	312.50	Phase III Loan
1/19/2024	CK#1149	Foundation Systems - Engineering	6,843.00	Phase III Loan
1/19/2024	CK#1145	East Tenn Rent-Alls, Inc. - Grand Opening	300.00	Phase III Loan
1/19/2024	CK#1145	East Tenn Rent-Alls, Inc. - not covered by USDA	300.00	
1/19/2024	CK#1146	Equinox Environmental	611.00	Phase III Loan
1/19/2024	CK#1147	Flower City Nurseries	55,809.40	Phase III Loan
1/19/2024	CK#1149	Town of Jonesborough	54.75	Phase III Loan
1/19/2024	CK#1148	Lowe's	1,844.92	Phase III Loan
1/19/2024	CK#1150	Turf Mountain Sod	7,425.00	Phase III Loan
1/19/2024	CK#1145	East Tenn Rent-Alls, Inc. - Small Equipment	750.00	Phase III Loan
1/3/2024	CK#1157	Pinnacle Bank - Interest	29,660.38	Phase III Loan
1/19/2024	CK#1143	Burwil Construction	855,324.02	Phase III Loan
2/23/2024	CK#1157	BrightRidge	29,135.00	
2/17/2024	CK#1154	D. Todd Wood Engineering - Invoice 3402	750.00	
4/17/2024	CK#1153	Alice Stipe - Design work	2,176.00	
4/17/2024	CK#1155	Foster Signs	3,345.00	
4/17/2024	CK#1155	Foster Signs	405.00	



**Town of Jonesborough**  
**K-8 School Construction Project**  
**Schedule of Loan Draws and Payments**

Ken Ross \$60,000; see Clark Nexsen spreads

Date Paid	Description	Amount
4/17/2024	CK#1156 SiteOne Landscape	2,311.04
4/17/2024	CK#1156 SiteOne Landscape	9,109.94
4/17/2024	CK#1156 SiteOne Landscape	4,036.56
3/20/2024	CK#1157 Harbor Freight Credit Card Purchase	94.99
4/4/2024	CK#1156 Burwil Construction	890,297.78
4/16/2024	CK#1158 Burwil Construction	153,760.52
4/22/2024	CK#1159 Burwil Construction	1,980,945.20
6/24/2024	CK#1160 Clark Nexen	644.70 TOJ - PP #56
6/24/2024	CK#1160 Clark Nexen	902.58 TOJ - PP #56
6/24/2024	CK#1160 Clark Nexen	10,204.80 TOJ - PP #56
6/24/2024	CK#1160 Clark Nexen	20,854.69 TOJ - PP #56
6/24/2024	CK#1160 Clark Nexen	3,750.00 TOJ - PP #56
6/24/2024	CK#1160 Clark Nexen	9,978.07 TOJ - PP #56
6/24/2024	CK#1161 Blue Industries	403.98 TOJ - PP #56
6/26/2024	CK#1163 Clark Nexen	1,676.22 TOJ - PP #57
6/26/2024	CK#1163 Clark Nexen	2,002.44 TOJ - PP #57
6/26/2024	CK#1163 Clark Nexen	1,289.40 TOJ - PP #57
6/26/2024	CK#1163 Clark Nexen	11,745.71 TOJ - PP #57
6/26/2024	CK#1163 Clark Nexen	7,500.00 TOJ - PP #57
6/26/2024	CK#1163 Clark Nexen	3,930.71 TOJ - PP #57
6/26/2024	CK#1162 Burwil	42,928.08 TOJ - PP #57
6/26/2024	CK#1162 Burwil	120,735.69 TOJ - PP #58

**Total 2023-24 Payments**

**10,168,789.27**

**Total Project Payments**

**42,021,337.75**

**Loan Draws:**

Phase I Loan Draw 10/29/2020	<u>2,464,718.00</u>	(\$2,464,718 refunded 9/30/22 and at 12/30/22)
<b>Total Draws Phase 1 Loan</b>		<u><b>2,464,718.00</b></u>

**Phase II Loan Draws - 2020-2021**

Phase II Loan - Draw #1 - 1/29/2021	434,365.00
Phase II Loan - Draw #2 - 6/14/2021	330,000.00
Phase II Loan - Draw #3 (6/30/21 Receivable)	174,000.00
Phase II Loan - Draw #4 (6/30/21 Receivable)	<u>35,853.91</u>
<b>Total 2020-21 Phase II Loan Draws</b>	<b>974,218.91</b>

**Phase II Loan Draws - 2021-22**

Phase II Loan - Draw #3 - 8/20/2021	186,000.00
Phase II Loan - Draw #4 - 9/13/2021	7,170.78
Phase II Loan - Draw #5 - 9/23/2021	120,000.00
Phase II Loan - Draw #6 - 10/4/2021	46,515.00
Phase II Loan - Draw #7 - 10/8/2021	67,500.00
Phase II Loan - Draw #8 - 11/10/2021	28,125.00
Phase II Loan - Draw #9 - 11/9/2021	16,879.75
Phase II Loan - Draw #10 - 12/8/2021	501,037.71
Phase II Loan - Draw #9A - 12/20/2021	28,125.00
Phase II Loan Draw #11 - 1/6/2022	9,463.31
Phase II Loan Draw #12 - 1/10/2022	5,740.74
Phase II Loan Draw #13 - 1/10/2022	837,825.80
Phase II Loan Draw #14 - 1/25/2022	28,125.00
Phase II Loan Draw #15 - 2/9/2022	9,765.00
Phase II Loan Draw #16 - 2/11/2022	773,361.73
Phase II Loan Draw #17 - 2/22/2022	884.99
Phase II Loan Draw #18 - 2/28/2022	396,724.00
Phase II Loan Draw #19 - 3/10/2022	934,346.17
Phase II Loan Draw #20 - 3/31/2022	1,275,257.59

**Town of Jonesborough**  
**K-8 School Construction Project**  
**Schedule of Loan Draws and Payments**

Ken Ross \$60,000; see Clark Nexsen spreads

Date Paid	Description	Amount	
	Phase II loan Draw #21 - 4/28/2022	529,598.07	
	Phase II loan Draw #22 - 6/2/2022	3,556,016.46	
	Phase II Loan Draw #23 - 6/24/2022	1,446,320.43	
	Phase II Loan Draw #24 - 6/28/2022	26,060.25	
	6/30/22 Due From Pinnacle Bank - Phase II Loan Draw #25 - Received 8/8/2022	1,713,663.92	
	6/30/22 Due From Pinnacle Bank - Phase II Loan Draw #26 - (Total Draw \$40,048.99 - - \$35,373.20 for 2021-22 & \$4,675.79 for 2022-23) - Received 8/29/2022	35,373.20	
	6/30/22 Due From Pinnacle Bank - Phase II Loan Draw #27 (Total Draw \$920,238.53 - - \$75,153.63 for 2021-22 & \$845,084.90 for 2022-23) Received 9/1/2022	75,153.63	
	6/30/22 Due From Pinnacle Bank - Phase II Loan Draw #28 - Received 9/7/2022	<u>20,921.50</u>	
	<b>Total 2021-22 Phase II Loan Draws</b>		<b>12,675,955.03</b>
	<b>Phase II Loan Draws - 2022-23</b>		
	Phase II Loan Draw #26 - (Total Draw \$40,048.99 - - \$35,373.20 for 2021-22 & \$4,675.79 for 2022-23) - Received 8/29/2022	4,675.79	
	Phase II Loan Draw #27 (Total Draw \$920,238.53 - - \$75,153.63 for 2021-22 & \$845,084.90 for 2022-23) Received 9/1/2022	845,084.90	
	Phase II Loan Draw #28 - 9/29/2022	1,435,970.43	
	Phase II Loan Draw #29 - 10/3/2022	36,337.70	
	Phase II Loan Draw #30 - 10/27/2022	1,466,891.01	
	Phase II Loan Draw #31 - 11/10/2022	34,374.65	
	Phase II Loan Draw #32 - 12/13/2022	<u>1,249,051.54</u>	(18,722,559.96 refunded at 12/30/22 - Draws 1 thru 32)
	<b>Total 2022-23 Phase II Loan Draws</b>		<b>5,072,386.02</b>
	<b>Total Phase II Loan Draws</b>		<b>18,722,559.96</b>
	<b>Phase I &amp; II Extension Loan Draws - 2022-23</b>		
	Phase I & II Loan Extension Draw #1 - 12/30/22	131,893.70	
	Phase I & II Loan Extension Draw #2 - 8/9/23 AR	159,508.23	
	Phase I & II Loan Extension Draw #3 - 8/11/23 AR	364,764.31	
	<b>Total Phase I &amp; II Extension Loan Draws - 2022-23</b>		<u>656,166.24</u>
	<b>Total Phase I &amp; II Extension Loan Draws</b>		<b>656,166.24</b>
	<b>Phase III Loan Draws</b>		
	Phase III Loan Draw #1	51,000.00	
	<b>Total 2021-22 Phase III Loan Draws</b>		<u>51,000.00</u>
	Phase III Loan Draw #2 - 12/19/22	2,068.00	
	Phase III Loan Draw #3 - 1/5/23	895,381.32	
	Phase III Loan Draw #4 - 1/26/23	831,204.39	
	Phase III Loan Draw #5 - 3/8/23	1,748,554.75	
	Phase III Loan Draw #6 - 4/7/23	1,817,624.64	
	Phase III Loan Draw #7 - 4/14/23	21,026.96	
	Phase III Loan Draw #8 - 5/5/23	563,404.51	
	Phase III Loan Draw #9 - 6/21/23	1,672,698.67	

**Town of Jonesborough**  
**K-8 School Construction Project**  
**Schedule of Loan Draws and Payments**

Ken Ross \$60,000; see Clark Nexsen spreads

Date Paid	Description	Amount	
	Phase III Loan Draw #10 - 6/29/23	499,833.76	
	Phase III Loan Draw #11 - 7/24/23 AR	1,063,941.10	
	Phase III Loan Draw #12 - 8/9/23 AR	833,261.90	
	<b>Total 2022-2023 Phase III Loan Draws</b>		<b>9,949,000.00    10,000,000.00</b>
	Phase III Loan Draw - 8/9/23	396,223.98	
	Phase III Loan Draw - 9/11/23	1,566,348.19	
	Phase III Loan Draw - 10/2/23	37,981.94	
	Phase III Loan Draw - 10/20/23	681,340.56	
	Phase III Loan Draw - 10/25/23	425,715.47	
	Phase III Loan Draw - 11/20/23	40,442.03	
	Phase III Loan Draw - 11/20/23	1,805,494.64	
	Phase III Loan Draw - 12/20/23	941,173.39	
	Phase III Loan Draw - 12/20/23	930,837.09	
	Phase III Loan Draw - 4/3/24	890,297.78	
	Phase III Loan Draw - 4/11/24	81,336.41	
	Phase III Loan Draw - 4/11/24	153,760.52	
	Phase III Loan Draw - 4/22/24	1,980,945.20	
	Phase III Loan Draw - 6/17/24	46,738.82	
	Phase III Loan Draw - 6/25/24	71,072.56	
	Phase III Loan Draw - 6/25/24	120,735.69	
	<b>Total 2023-2024 Phase III Loan Draws</b>		<b>10,170,444.27    10,170,444.27</b>
	<b>Total Loan Draws</b>		<b>42,013,888.47</b>
	Less 2020-21 Payments	(3,415,481.66)	
	Less 2021-22 Payments	(12,727,076.05)	
	Less 2022-23 Payments	(15,709,990.77)	
	Less 2023-24 Payments	(10,168,789.27)	
	<b>Total Project Payments</b>		<b>(42,021,337.75)</b>
	<b>1/24/2021 Transfer from General Fund Checking</b>		<b>20,000.00</b>
	<b>Cleared by check #1094 to Town of Jonesborough</b>		<b>(20,000.00)</b>
	<b>Loan Draws Less Payments Plus Transfer From GF</b>		<b>12,550.72</b>
	<b>Tree Grant Reimbursement (Expenditure of K-8 reimbursed by grant)</b>		<b>7,970.00</b>
	<b>Loan Draws Less Payments</b>		<b>4,580.72</b>
	<b>Balance of Cash on Hand</b>		<b>12,550.72</b>
	<b>Balance of Cash on Hand 4/30/24:</b>		
	<b>Pinnacle Checking Account #1 (BAN Proceeds Balance ONLY presented here)***</b>		<b>252,635.00</b>
	<b>Pinnacle Checking Account #2</b>		<b>12,850.72</b>
	*** Contains Balance of TN Ag Learning Center Grant. Separate Project under department No. 95003 (formerly 55000)		<b>265,485.72</b>
	<b>INTERIM LOAN FUNDS:</b>		
	Total Funds Available	42,750,000.00	
	Total Draws	(42,013,888.47)	
	<b>Balance of Loan Funds Available</b>		<b>736,111.53</b>
	<b>Interest paid on Note</b>	(139,107.16)	
	<b>Remaining Interest (Estimated)</b>	(62,000.00)	

**Town of Jonesborough**  
**K-8 School Construction Project**  
**Schedule of Loan Draws and Payments**

Ken Ross \$60,000; see Clark Nexsen spreads

Date Paid	Description	Amount
	Balance of Contract With Burwil Construction (including retainage)	(622,599.36)
	Balance of Contract With Clark Nexsen	-
	Balance of Contract With Clark Nexsen - Concessions	(6,447.00)
	Balance of Contract With Burleson Construction, Inc	(14,642.75)
	Balance of Contract With TriMark (Kitchen Equip)	-
	Balance of Funds After Contract Obligations	(108,684.74)

Note: \$500,000 receivable from Washington County for Agricultural Learning Center

**Water/Sewer Savings Account & Money Market Account**  
**40-100-1125/40-100-1126**  
 2023-24

	Unreserved	Equipment Reserve	Debt Service Reserve	County Crew Advanced Labor	2022 \$1M CON Note	ARPA Funds	Line Extensions	Total
<b>6/30/2023</b>	\$ 1,387.17	\$ 271,281.13	\$ -	\$ 49,257.20	\$ 472,821.05	\$ 453,119.24	\$ -	\$ 1,247,865.79
7/5/2023							16,306.22	
7/13/2023	83,784.00				(5,724.00)	(78,060.00)		
7/19/2023		(40,000.00)			(10,300.00)			
7/24/2023	(30,000.00)							
7/31/2023	27,824.28			(27,824.28)				
7/31/2023			86,423.25					
7/31/2023	975.43							
<b>Balance as of July 31, 2023</b>	\$ 79,270.88	\$ 231,281.13	\$ 86,423.25	\$ 21,432.92	\$ 456,797.05	\$ 375,059.24	\$ 16,306.22	\$ 1,266,570.69
8/8/2023					(2,600.00)	(57,040.00)		
8/11/2023	19,172.59			(19,172.59)				
8/21/2023	1,604.46				(1,604.46)			
8/21/2023	(50,000.00)							
8/24/2023			905,036.86					
8/24/2023			(905,000.00)					
8/30/2023				74,202.50				
8/31/2023			44,152.00		(1,000.00)	(43,152.00)		
8/31/2023			4,829.09	(4,829.09)				
8/31/2023	675.29							
8/31/2023	262.99							
<b>Balance as of August 31, 2023</b>	\$ 50,986.21	\$ 231,281.13	\$ 135,441.20	\$ 71,633.74	\$ 451,592.59	\$ 274,867.24	\$ 16,306.22	\$ 1,232,108.33
9/29/2023	678.56							
9/29/2023	263.11							
<b>Balance as of September 30, 2023</b>	\$ 51,927.88	\$ 231,281.13	\$ 135,441.20	\$ 71,633.74	\$ 451,592.59	\$ 274,867.24	\$ 16,306.22	\$ 1,233,050.00
10/2/2023								
10/31/2023	352.89							
10/31/2023	280.78							
<b>Balance as of October 31, 2023</b>	\$ 52,561.55	\$ 231,281.13	\$ 135,441.20	\$ 71,633.74	\$ 451,592.59	\$ 274,867.24	\$ 47,935.38	\$ 1,265,312.83
11/27/2023					(67,899.35)			
11/27/2023					(3,573.65)			
11/28/2023					(3,219.12)			
11/28/2023					(2,900.00)			
11/28/2023					(4,065.60)			
11/28/2023					(2,700.00)			
11/30/2023	325.26				(3.30)			
11/30/2023	263.96							
<b>Balance as of November 30, 2023</b>	\$ 53,150.17	\$ 231,281.13	\$ 135,441.20	\$ 71,633.74	\$ 367,231.57	\$ 274,867.24	\$ 47,935.38	\$ 1,181,540.43
12/11/2023						(5,000.00)		
12/11/2023						(15,000.00)		
12/29/2023	159.49							
12/29/2023	254.70							
<b>Balance as of December 31, 2023</b>	\$ 53,564.36	\$ 231,281.13	\$ 135,441.20	\$ 71,633.74	\$ 367,231.57	\$ 254,867.24	\$ 47,935.38	\$ 1,161,954.62
1/22/2024						(7,000.00)		
1/31/2024	124.29							
1/31/2024	280.47							
<b>Balance as of January 31, 2024</b>	\$ 53,969.12	\$ 231,281.13	\$ 135,441.20	\$ 71,633.74	\$ 367,231.57	\$ 247,867.24	\$ 47,935.38	\$ 1,155,359.38

**Water/Sewer Savings Account & Money Market Account**  
**40-100-1125/40-100-1126**  
**2023-24**

	Unreserved	Equipment Reserve	Debt Service Reserve	County Crew Advanced Labor	2022 \$1M CON Note	ARPA Funds	40-200-2139 Line Extensions	Total
2/29/2024	115.36							
2/28/2024	263.01							
February Interest								
February Interest - MMA								
Balance as of February 29, 2024	\$ 54,347.49	\$ 231,281.13	\$ 135,441.20	\$ 71,633.74	\$ 367,231.57	\$ 247,867.24	\$ 47,935.38	\$ 1,155,737.75
3/29/2024	123.34							
March Interest - MMA	254.36							
Balance as of March 31, 2024	\$ 54,725.19	\$ 231,281.13	\$ 135,441.20	\$ 71,633.74	\$ 367,231.57	\$ 247,867.24	\$ 47,935.38	\$ 1,156,115.45
4/29/2024	119.29					(7,000.00)		
Comm. Dev. Partners Check #67244	280.79							
April Interest - MMA								
Balance as of April 30, 2024	\$ 55,125.27	\$ 231,281.13	\$ 135,441.20	\$ 71,633.74	\$ 367,231.57	\$ 240,867.24	\$ 47,935.38	\$ 1,149,515.55
5/2/2024	111.82					(49,208.00)		
GRW Engineering ck#67226	263.37							
May Interest - MMA								
Balance as of May 31, 2024	\$ 55,500.46	\$ 231,281.13	\$ 135,441.20	\$ 71,633.74	\$ 367,231.57	\$ 191,659.24	\$ 47,935.38	\$ 1,100,682.72
6/24/2024				(71,633.74)				
Labor spending - Co water lines								
Community Development Partners-ck 67558						(5,000.00)		
GRW Engineering ck#67445						(35,000.00)		
GRW Engineering ck#67445						(18,500.00)		
GRW Engineering ck#67445						(9,800.00)		
Debt service due July 1st			(135,441.20)					
Capital Outlay Note proceeds used					(53,497.32)			
Software reserve use		(28,574.84)						
June Interest - MMA	254.71							
June interest	93.26							
Balance as of June 30, 2024	\$ 55,848.43	\$ 202,706.29	\$ -	\$ -	\$ 313,734.25	\$ 123,359.24	\$ 47,935.38	\$ 743,583.59
		(E)		(A)	(D)	(B)	(C)	
Balance in Savings Account	\$ 169,290.69	First Horizon						
Balance in Money Market Account	574,292.90	Bank of TN						
	\$ 743,583.59							

\*Statement not received as of report publication date  
(A) = Agrees with County Line Project analysis  
(B) = Agrees with ARPA Projects analysis  
(C) = Developer deposit. To be liquidated when completed  
(E) = \$62,095 budgeted from reserve for new software (62,095 - 28,574.84 = 33,520.16 remaining for software)







**JONESBOROUGH REPERTORY THEATRE  
SCHEDULE OF PLAY REVENUES AND EXPENSES  
FISCAL YEAR 2023-24**

Account	Anything Goes	USD Show	Pefer Pan	Dearily Beloved	Wonderful Life	that Goes Wrong	Beautiful	Music Man	Crazy For You	Into the Woods	Anastasia	USA	The Musical	A Christmas Story	Matilda	Wirt Until Dark	Double Wide Texas	TOTAL
	110-38127-00008	110-38127-00009	110-38127-00010	110-38127-00011	110-38127-00012	110-38127-00013	110-38127-00014	110-38127-00015	110-38127-00016	110-38127-00017	110-38127-00018	110-38127-00019	110-38127-00020	110-38127-00021	110-38127-00022	110-38127-00023	110-38127-00024	
Carryover from Prior Fiscal Year																		
Revenues (through 6/30/23)	35,973.00	22,692.50																61,665.50
Expenses (through 6/30/23)	(21,696.98)	(2,751.30)	(400.00)	(2,055.00)	(844.00)	(2,255.00)	(1,550.00)	(3,750.00)	(5,014.52)	(400.00)	(6,361.95)							(47,078.75)
Beginning Balance (7/1/2023)	14,276.02	19,941.20	(400.00)	(2,055.00)	(844.00)	(2,255.00)	(1,550.00)	(1,250.00)	(5,014.52)	(400.00)	(6,361.95)							14,986.75
<b>REVENUES:</b>																		
July																		
Ticket Sales Thunderix	2,576.00	6,001.00																8,577.00
Euan Morton Donations																		
Gift Certificates	5,972.00																	5,972.00
Season Pass Allocation			2,000.00						1,500.00			3,000.00						6,500.00
Donations:																		
Playbill Advertisements																		
Costume Donations																		
T-shirt Sales																		
July Total	8,450.00	6,001.00	2,000.00						1,500.00			3,000.00						20,951.00
August																		
Ticket Sales								30,773.50										30,773.50
Donations									1,000.00									1,000.00
Gift Certificates																		
Season Pass Allocation		3,692.00						5,700.00										9,262.00
Donations:		1,700.00						9,250.00										10,950.00
Playbill Advertisements																		
Costume Donations																		
T-shirt Sales																		
August Total		5,262.00						48,773.50	1,000.00									55,036.50
September																		
Ticket Sales									14,214.50									14,214.50
Gift Certificates																		
Season Pass Allocation			3,000.00						4,575.00			2,000.00						11,325.00
Donations:																		
Playbill Advertisements																		
Costume Donations																		
T-shirt Sales									364.00									364.00
September Total			3,000.00		1,750.00				19,153.50			2,000.00						25,903.50
October																		
Ticket Sales									12,703.50									12,703.50
Euan Morton Donations																		
Gift Certificates																		
Season Pass Allocation																		
Donations:																		
Playbill Advertisements																		
Costume Donations																		
T-shirt Sales																		
October Total					250.00				13,468.26									13,718.26
November																		
Ticket Sales												23,858.50						23,858.50
Euan Morton Donations																		
Gift Certificates																		
Season Pass Allocation												4,402.00						4,402.00
Donations:																		
Playbill Advertisements																		
Costume Donations																		
T-shirt Sales																		
November Total					10,984.50				1,060.00			28,260.50						40,305.00
December																		
Ticket Sales																		
Euan Morton Donations																		
Gift Certificates																		
Season Pass Allocation																		
Donations:																		
Playbill Advertisements																		
Costume Donations																		
T-shirt Sales																		
December Total					10,984.50				6,050.00									17,034.50
January																		
Ticket Sales Thunderix																		
Euan Morton Donations																		













JONESBOROUGH REPERTORY THEATRE  
 SCHEDULE OF PLAY REVENUES AND EXPENSES  
 FISCAL YEAR 2023-24

Account	Anything Goes	USO Show	Poker Pan	Deeds Believed	It's a Wonderful Life	The Play that Goes Wrong	Beautiful	Music Man	Crazy For You	Into the Woods	Anastasia	USA	The Musical	A Christmas Story	Me!Me!Me!	Wait Until Dark	Double Wide Pans	TOTAL
	110-38127-00008	110-38127-00009	110-38127-00010	110-38127-00011	110-38127-00012	110-38127-00013	110-38127-00014	110-38127-00015	110-38127-00016	110-38127-00017	110-38127-00018	110-38127-00019	110-38127-00020	110-38127-00021	110-38127-00022	110-38127-00023	110-38127-00024	
Set								(1,237.48)										(1,237.48)
Sound								(141.71)										(141.71)
Props								(101.17)										(101.17)
Gala								(67.50)										(67.50)
Wig								(135.00)										(135.00)
September Total																		(8,236.60)
October Costume																		(2,584.49)
Signs																		(599.50)
Marketing																		(3,708.99)
Miscellaneous																		(593.59)
Production-General																		
Director																		
Director/Music Director																		
Choreographer																		
Sound Design																		
Light Design																		
Set Design																		
Costumes Design																		
Band																		
Technical Director / Karen Elb																		
Pam Johnson																		
Set																		
Sound																		
Props																		
Gala																		
Wig																		
October Total																		(17,253.99)
November																		
Lights																		
Marketing																		
Miscellaneous																		
Production-General																		
Director/Music Director																		
Choreographer																		
Band																		
Credit Card																		
Set																		
Sound																		
Props																		
Gala																		
Wig																		
November Total																		(6,616.36)
December																		
Costume																		
Signs																		
Marketing																		
Miscellaneous																		
Production-General																		
Director/Music Director																		
Choreographer																		
Sound Design																		
Light Design																		
Sound Design																		
Band																		
Pam Johnson																		
Credit Card																		
Set																		
Sound																		
Props																		
Gala																		
Wig																		
December Total																		(11,783.31)
January																		
Costume																		
Signs																		
Marketing																		
Miscellaneous																		
Production-General																		
Director/Music Director																		
Choreographer																		
Sound Design																		
Light Design																		
Sound Design																		
Band																		
Pam Johnson																		
Credit Card																		
Set																		
Sound																		
Props																		
Gala																		
Wig																		
January Total																		(7,791)
February																		
Costume																		
Signs																		
Marketing																		
Miscellaneous																		
Production-General																		
Director/Music Director																		
Choreographer																		
Sound Design																		
Light Design																		
Sound Design																		
Band																		
Pam Johnson																		
Credit Card																		
Set																		
Sound																		
Props																		
Gala																		
Wig																		
February Total																		(7,791)
Lights																		
Marketing																		
Miscellaneous																		
Production-General																		
Director/Music Director																		
Choreographer																		
Sound Design																		
Light Design																		
Sound Design																		





JONESBOROUGH REPERTORY THEATRE  
SCHEDULE OF PLAY REVENUES AND EXPENSES  
FISCAL YEAR 2023-24

Account	Watching Games	USD Show	Pearl Pan	Deadly Beloved	It's a Wonderful Life	The Play that Goes Wrong	Beautiful	Music Men	Crazy For You	Into the Woods	Anastasia	USA	The Musical	A Christmas Story	Medicine	West Side Story	Double Wide Texas	TOTAL
	110-38127- 00008	110-38127- 00009	110-38127- 00010	110-38127- 00011	110-38127- 00012	110-38127- 00013	110-38127- 00014	110-38127- 00015	110-38127- 00016	110-38127- 00017	110-38127- 00018	110-38127- 00019	110-38127- 00020	110-38127- 00021	110-38127- 00022	110-38127- 00023	110-38127- 00024	
Pam Johnson	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Don Squibb Scholarship Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Costume	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(1,681.95)
House	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lights	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Marketing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Production	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sound	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(111.89)
Props	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(2,280.89)
Stage	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(3,000.00)
33rd	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(188.55)
Wigs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(659.42)
June Total	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(351.29)
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(5,285.58)
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(2,770.34)
Total Expenditures:	(688.88)	(12,635.26)	(5,217.88)	(8,571.03)	(2,769.99)	(8,251.27)	(18,510.58)	(14,034.22)	(13,565.59)	(12,264.19)	(1,368.40)	(13,965.17)	(400.00)	(4,070.21)	(11,240.58)	(2,770.34)	(4,006.00)	(135,070.89)
Revenue Over (Under)	22,067.13	10,568.94	892.12	23,482.97	13,085.52	30,580.73	33,991.82	33,489.18	23,551.65	30,479.31	1,289.65	21,743.33	(400.00)	1,929.79	3,240.92	(1,770.34)	(4,006.00)	252,160.62
Plays Settlement	5,516.78	4,842.24	220.53	5,870.74	3,272.38	7,645.18	8,497.96	8,372.30	5,862.88	7,618.83	317.41	5,435.83	(100.00)	482.45	807.73	(442.59)	(1,001.50)	63,040.16
25% Jennifer Bernhard	5,516.78	4,842.24	220.53	5,870.74	3,272.38	7,645.18	8,497.96	8,372.30	5,862.88	7,618.83	317.41	5,435.83	(100.00)	482.45	807.73	(442.59)	(1,001.50)	63,040.16
25% JRT Checking	11,033.57	9,284.47	441.06	11,741.49	6,544.76	15,280.37	16,995.91	16,744.59	11,765.78	15,239.66	634.83	10,871.67	(200.00)	964.90	1,615.46	(685.17)	(2,003.00)	126,080.31
50% Town of Jonesborough	22,067.13	18,568.94	892.12	23,482.97	13,085.52	30,580.73	33,991.82	33,489.18	23,551.65	30,479.31	1,289.65	21,743.33	(400.00)	1,929.79	3,240.92	(1,770.34)	(4,006.00)	252,160.62
Total Settled																		

**TOWN OF JONESBOROUGH  
2023-24 JRT PLAYERS EDUCATION PROGRAM**

Balance 7/1/23	\$6,061.24
 <b>Revenues 110-38128</b>	
<b>July</b>	
Theatre Class Fees (Gross)	
Theatre Class Fees (Town portion retained 20%)	
Education Workshop	
RETURNED CHECKS	
<b>Total July</b>	\$-
<b>August</b>	
Theatre Class Fees (Gross)	\$16,275.00
Theatre Class Fees (Town portion retained 20%)	
Education Workshop	
RETURNED CHECKS	\$(100.00)
<b>Total August</b>	\$16,175.00
<b>September</b>	
Theatre Class Fees (Gross)	\$1,200.00
Theatre Class Fees (Town portion retained 20%)	
Education Workshop	
Fundraiser	
<b>Total September</b>	\$1,200.00
<b>October</b>	
Theatre Class Fees (Gross)	\$3,142.90
Theatre Class Fees (Town portion retained 20%)	
Performance Ticket Sales	
Education Workshop	
Fundraiser	\$45.00
<b>Total October</b>	\$3,187.90
<b>November</b>	
Theatre Class Fees (Gross)	\$6,868.00
Theatre Class Fees (Town portion retained 20%)	
Summer camps	
Summer camp refund	
<b>Total November</b>	\$6,868.00
<b>December</b>	
Theatre Class Fees (Gross)	\$-
Theatre Class Fees (Town portion retained 20%)	
Education Workshop	
Donation Pam Pope	
<b>Total December</b>	\$-
<b>January</b>	
Theatre Class Fees (Gross)	\$16,005.00
Theatre Class Fees (Town portion retained 20%)	

Education Workshop	
RETURNED CHECKS	
<b>Total January</b>	<u>\$16,005.00</u>
<b>February</b>	
Theatre Class Fees (Gross)	\$905.00
Theatre Class Fees (Town portion retained 20%)	
Education Workshop	
Fundraiser	
<b>Total February</b>	<u>\$905.00</u>
<b>March</b>	
Theatre Class Fees (Gross)	\$-
Theatre Class Fees (Town portion retained 20%)	
Education Workshop	
Fundraiser	
<b>Total March</b>	<u>\$-</u>
<b>April</b>	
Theatre Class Fees (Gross)	\$6,009.00
Theatre Class Fees (Town portion retained 20%)	
Performance Ticket Sales	
Education Workshop	
Fundraiser	
<b>Total April</b>	<u>\$6,009.00</u>
<b>May</b>	
Theatre Class Fees (Gross)	\$13,445.00
Theatre Class Fees (Town portion retained 20%)	
Summer camps	
Performance Ticket Sales	\$3,021.00
<b>Total May</b>	<u>\$16,466.00</u>
<b>June</b>	
Theatre Class Fees (Gross)	
Theatre Class Fees (Town portion retained 20%)	
Education Workshop	
Summer Camp Refund	\$(175.00)
<b>Total June</b>	<u>\$(175.00)</u>
<b>Total Revenues</b>	<u><u>\$66,640.90</u></u>

**Expenditures 110-44400-843**

<b>July</b>	
Education Director Stipend	
5% Class Fees - Education Director	
10% Ticket fees - Education Director	\$(445.80)
JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	
Camp Expense	\$-
Class Expense	

Fundraiser	
<b>Total July</b>	<u>\$(445.80)</u>
<b>August</b>	
Education Director Stipend	
5% Class Fees - Education Director	\$(35.00)
10% Ticket fees - Education Director	
JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	\$(6,250.00)
Camp Expense	\$(86.59)
Class Expense	\$(2,197.29)
Fundraiser	
<b>Total August</b>	<u>\$(8,568.88)</u>
<b>September</b>	
Education Director Stipend	
5% Class Fees - Education Director	
10% Ticket fees - Education Director	
JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	
Camp Expense	
Class Expense	
Fundraiser	
<b>Total September</b>	<u>\$-</u>
<b>October</b>	
Education Director Stipend	
5% Class Fees - Education Director	
10% Ticket fees - Education Director	
JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	\$(8,497.00)
Camp Expense	
Class Expense	\$(1,849.38)
Fundraiser	
<b>Total October</b>	<u>\$(10,346.38)</u>
<b>November</b>	
Education Director Stipend	
5% Class Fees - Education Director	
10% Ticket fees - Education Director	
JRT Player Payments	
JRT Adult Acting Class	
JRT Education Teacher Payments	\$-
Camp Expense	
Class Expense	\$(4,205.28)
Fundraiser	
<b>Total November</b>	<u>\$(4,205.28)</u>
<b>December</b>	

Education Director Stipend	
5% Class Fees - Education Director	\$-
10% Ticket fees - Education Director	
JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	
Camp Expense	
Camp Expense	
Fundraiser	
<b>Total December</b>	<u>\$-</u>
<b>January</b>	
Education Director Stipend	\$(1,000.00)
5% Class Fees - Education Director	
10% Ticket fees - Education Director	
JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	
Camp Expense	
Class Expense	
Fundraiser	
<b>Total January</b>	<u>\$(1,000.00)</u>
<b>February</b>	
Education Director Stipend	
5% Class Fees - Education Director	\$(45.50)
10% Ticket fees - Education Director	\$(843.75)
JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	\$(4,559.99)
Camp Expense	
Class Expense	\$(2,030.52)
Fundraiser	
<b>Total February</b>	<u>\$(7,479.76)</u>
<b>March</b>	
Education Director Stipend	
5% Class Fees - Education Director	
10% Ticket fees - Education Director	
JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	\$(4,218.75)
JRT Education Teacher Payments	\$(341.26)
Class Expense	\$(921.19)
Fundraiser	
<b>Total March</b>	<u>\$(5,481.20)</u>
<b>April</b>	
Education Director Stipend	
5% Class Fees - Education Director	
10% Ticket fees - Education Director	

JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	\$(4,218.75)
Camp Expense	
Class Expense	\$(2,133.93)
Fundraiser	
<b>Total April</b>	<u>\$(6,352.68)</u>
<b>May</b>	
Education Director Stipend	
5% Class Fees - Education Director	
10% Ticket fees - Education Director	
JRT Player Payments	
JRT Adult Acting Class	
JRT Education Teacher Payments	
Camp Expense	\$(3,204.71)
Class Expense	
Fundraiser	
<b>Total May</b>	<u>\$(3,204.71)</u>
<b>June</b>	
Education Director Stipend	
5% Class Fees - Education Director	
10% Ticket fees - Education Director	
JRT Player Payments	
JRT Player Marketing	
JRT Education Teacher Payments	\$(16,540.00)
Camp Expense	\$(1,740.82)
Camp Expense	
Fundraiser	
<b>Total June</b>	<u>\$(18,280.82)</u>
<b>Total Expenditures</b>	<u><u>\$(65,365.51)</u></u>
<b>Balance of Funds</b>	<u><u>\$7,336.63</u></u>

**To be verified by the Town of Jonesborough Recorder**

\_\_\_\_\_  
**Janette Gaines, Education Director**

\_\_\_\_\_  
**Date**

# Jonesborough Locally Grown

## Profit and Loss by Class

January - June, 2024

	BOONE ST MKT	FARMERS MKT	LOCALLY GROWN	TOTAL
<b>Income</b>				
Fundraising Events				\$0.00
Farm to Table Dinner Sponsors			22,000.00	\$22,000.00
Farm to Table Dinner Ticket Sales			21,851.73	\$21,851.73
Special Dinners/Events			2,769.00	\$2,769.00
Sponsorships		7,250.00		\$7,250.00
<b>Total Fundraising Events</b>		<b>7,250.00</b>	<b>46,620.73</b>	<b>\$53,870.73</b>
<b>Grants</b>				
FMPP (USDA)			18,929.26	\$18,929.26
TAEP (thru TDA)		1,500.00		\$1,500.00
Town of Jonesborough - Utilities	2,159.10			\$2,159.10
<b>Total Grants</b>	<b>2,159.10</b>	<b>1,500.00</b>	<b>18,929.26</b>	<b>\$22,588.36</b>
<b>Memberships</b>				
Other Contributions			9,533.47	\$9,533.47
<b>Other Contributions</b>				
Credit card cash back			215.00	\$215.00
Donation - general	127.00	3.00	4,453.15	\$4,583.15
Farm Fresh Fit Walking Program	31.00	5,020.50		\$5,051.50
Interest Earned			167.00	\$167.00
<b>Total Other Contributions</b>	<b>158.00</b>	<b>5,023.50</b>	<b>4,835.15</b>	<b>\$10,016.65</b>
<b>Program Service Revenue</b>				
Local food sales	62,151.64	481.35		\$62,632.99
BSM Kitchen Sales	13,534.55			\$13,534.55
Build It Up Reimbursement	1,425.00	20.00		\$1,445.00
Catering	280.00			\$280.00
DTC Sales	56,454.78			\$56,454.78
DUFB Reimbursement	232.00	249.00		\$481.00
NKC Reimbursement		808.00		\$808.00
Token Sales for FM		4,571.50		\$4,571.50
Wholesale Sales	51,389.47			\$51,389.47
<b>Total Local food sales</b>	<b>185,467.44</b>	<b>6,129.85</b>		<b>\$191,597.29</b>
<b>Program Fee Income</b>				
Vendor Fees	1,103.00	3,426.70	26.14	\$4,555.84
<b>Total Program Fee Income</b>	<b>1,103.00</b>	<b>3,426.70</b>	<b>26.14</b>	<b>\$4,555.84</b>
<b>Total Program Service Revenue</b>	<b>186,570.44</b>	<b>9,556.55</b>	<b>26.14</b>	<b>\$196,153.13</b>
Sales of Promotional Products	201.83	646.00		\$847.83
<b>Total Income</b>	<b>\$189,089.37</b>	<b>\$23,976.05</b>	<b>\$79,944.75</b>	<b>\$293,010.17</b>
<b>GROSS PROFIT</b>	<b>\$189,089.37</b>	<b>\$23,976.05</b>	<b>\$79,944.75</b>	<b>\$293,010.17</b>
<b>Expenses</b>				
Administrative				\$0.00
Donor Management Software Fee/Expense			1,478.38	\$1,478.38



# Jonesborough Locally Grown

## Profit and Loss by Class

January - June, 2024

	BOONE ST MKT	FARMERS MKT	LOCALLY GROWN	TOTAL
Meeting expense			281.48	\$281.48
Postage, Mailing Service			40.64	\$40.64
Professional memberships			75.00	\$75.00
Taxes and License Fees	365.00			\$365.00
Business License Fee			248.46	\$248.46
Sales Tax Paid	6,954.00			\$6,954.00
<b>Total Taxes and License Fees</b>	<b>7,319.00</b>		<b>248.46</b>	<b>\$7,567.46</b>
<b>Total Administrative</b>	<b>7,319.00</b>		<b>2,123.96</b>	<b>\$9,442.96</b>
cash on hand	0.00			\$0.00
Facilities and Equipment				\$0.00
Property Expense				\$0.00
Maintenance and Repair Costs	748.69			\$748.69
<b>Total Property Expense</b>	<b>748.69</b>			<b>\$748.69</b>
Utilities				\$0.00
Electric	3,624.52			\$3,624.52
Gas	584.95			\$584.95
Phone/internet	683.82			\$683.82
<b>Total Utilities</b>	<b>4,893.29</b>			<b>\$4,893.29</b>
<b>Total Facilities and Equipment</b>	<b>5,641.98</b>			<b>\$5,641.98</b>
Operations				\$0.00
Bank and Credit Card Fees	4,143.29	176.15	857.27	\$5,176.71
Farm to Table Dinner Expenses			250.00	\$250.00
Musicians	180.00	450.00	100.00	\$730.00
Program Expense (food)				\$0.00
Donation In-Kind (JAMA)	136.82			\$136.82
DTC	74,887.06			\$74,887.06
Events	3,128.50		199.85	\$3,328.35
Kitchen	5,558.27			\$5,558.27
Wholesale	58,998.92		-199.85	\$58,799.07
<b>Total Program Expense (food)</b>	<b>142,709.57</b>		<b>0.00</b>	<b>\$142,709.57</b>
Program Expense (non-food)				\$0.00
Farm Fresh Fit Walking Expenses		0.00		\$0.00
Token Payments for FM		5,202.00		\$5,202.00
<b>Total Program Expense (non-food)</b>		<b>5,202.00</b>		<b>\$5,202.00</b>
Promotions				\$0.00
Advertising	3,495.00	330.00	944.66	\$4,769.66
Promotional Materials			587.28	\$587.28
Promotional Products (t-shirts, totes, cookbooks)	259.90	1,432.61	1,100.67	\$2,793.18
<b>Total Promotions</b>	<b>3,754.90</b>	<b>1,762.61</b>	<b>2,632.61</b>	<b>\$8,150.12</b>

# Jonesborough Locally Grown

## Profit and Loss by Class

January - June, 2024

	BOONE ST MKT	FARMERS MKT	LOCALLY GROWN	TOTAL
<b>Service Expenses</b>				\$0.00
Dishwasher	2,631.34			\$2,631.34
Kitchen Linens	547.17			\$547.17
Pest Control	126.00			\$126.00
Rentals for events		115.00		\$115.00
Shopkeep	774.00			\$774.00
Subscriptions/Shopping Memberships			70.80	\$70.80
Web hosting/services			465.00	\$465.00
<b>Total Service Expenses</b>	<b>4,078.51</b>	<b>115.00</b>	<b>535.80</b>	<b>\$4,729.31</b>
<b>Supplies</b>				\$0.00
Food Service Consumables	1,871.88			\$1,871.88
Office Supplies	305.34	50.25	154.22	\$509.81
Paper Products	466.57			\$466.57
<b>Total Supplies</b>	<b>2,643.79</b>	<b>50.25</b>	<b>154.22</b>	<b>\$2,848.26</b>
<b>Total Operations</b>	<b>157,510.06</b>	<b>7,756.01</b>	<b>4,529.90</b>	<b>\$169,795.97</b>
<b>Personnel Expenses</b>			29.00	\$29.00
Employees				\$0.00
Hourly	19,678.52		4,667.06	\$24,345.58
Salaried	16,413.07		13,029.59	\$29,442.66
IRA match	1,009.20		832.00	\$1,841.20
<b>Total Salaried</b>	<b>17,422.27</b>		<b>13,861.59</b>	<b>\$31,283.86</b>
<b>Total Employees</b>	<b>37,100.79</b>		<b>18,528.65</b>	<b>\$55,629.44</b>
Payroll Expense			14,697.08	\$14,697.08
Unemployment Tax (SUTA)			221.21	\$221.21
<b>Total Payroll Expense</b>			<b>14,918.29</b>	<b>\$14,918.29</b>
QuickBooks Direct Deposit Fee			303.13	\$303.13
<b>Total Personnel Expenses</b>	<b>37,100.79</b>		<b>33,779.07</b>	<b>\$70,879.86</b>
<b>Total Expenses</b>	<b>\$207,571.83</b>	<b>\$7,756.01</b>	<b>\$40,432.93</b>	<b>\$255,760.77</b>
<b>NET OPERATING INCOME</b>	<b>\$ -18,482.46</b>	<b>\$16,220.04</b>	<b>\$39,511.82</b>	<b>\$37,249.40</b>
<b>NET INCOME</b>	<b>\$ -18,482.46</b>	<b>\$16,220.04</b>	<b>\$39,511.82</b>	<b>\$37,249.40</b>

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

DATE: AUGUST 12, 2024 AGENDA ITEM #: 6-A

SUBJECT: 2<sup>nd</sup> Reading Rezoning Miller Dr and W. Jackson Blvd.

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**BACKGROUND:**

A rezoning request has been received from Wolfe Development to rezone 3 tracts of land from R-1 to PRD (Parcels 3.04 and 3.03), and B-3 to PRD (Parcel 1.01) off Miller Drive and West Jackson Boulevard. The PRD is a Planned Residential Development District. A conceptual plan has been submitted to show a proposed single-family residential development with 20 home sites. The concept plan is not for consideration at this time. The subject properties are identified on Washington County Tax Map 59-D, Group A, Parcel 3.04 (2.29 acres), Parcel 3.03 (2.35 acres), and 1.01 (2.51 acres), totaling approximately 7.15 acres. Single-family residences are consistent with the immediate residential areas. If the rezoning were to go through the Planning Commission and Board of Mayor and Aldermen, then the development plan/site plan is required to go through the Planning Commission for final approval prior to grading and construction activities. The 20 lots shown on the concept plan is less density if you examine the split zones among the 3 properties, and in particular **the B-3 zone permits for High density residential land uses (uses the R-3 zoning density)**; therefore, the proposed rezoning is reasonable for the combination of lots and density. The B-3 zoned area permits all housing types to include single family, two-family, and multi-family. The area currently zoned B-3 is 2.51 acres and based on the density permitted in this zone (again, using the R-3 zoning density), the potential unit density is 50+ units.

The PRD zone was established to encourage a residential design that is not based on a minimum lot size, but on a plan that takes into account the terrain, the drainage ways, and the design varies to meet the existing environmental factors. You grade streets and actual house locations, but grading is kept at a minimum. House sizes vary to fit the existing terrain, and there is no required 30-foot front setback that requires so much more grading. The Planning Commission received a detailed plan of at least five (5) acres that proposes density, lot size, setbacks, street layout, etc. Houses can be clustered and in trade off, there is a requirement for common space. Owners may have less yard, but there are open spaces built into the development. Sidewalks are required on both sides of the street, but a sidewalk only on one side can be allowed if the Planning Commission

approves a pedestrian access plan in which a walking trail or other pedestrian way is used to get pedestrians around the subdivision.

Again, the request for a rezoning to PRD is a reasonable request and the proposed 20 lots for single family development is in character with the immediate area.

**RECOMMENDATION:**

Approve Ordinance Number 2024-04, an ordinance rezoning Wolfe Development's 3 tracts of land from R-1 to PRD (Parcels 3.04 and 3.03), and B-3 to PRD (Parcel 1.01) as identified on Washington County Tax Map 59-D, Group A, on Second and Final Reading, as presented.

**ORDINANCE NO. 2024-04**

**AN ORDINANCE TO REZONE CERTAIN PROPERTY WITHIN THE CORPORATE BOUNDARIES OF JONESBOROUGH, TENNESSEE FROM R-1 LOW DENSITY RESIDENTIAL DISTRICT TO PRD (PLANNED RESIDENTIAL DISTRICT) AND B-3 ARTERIAL BUSINESS DISTRICT TO PRD (PLANNED RESIDENTIAL DISTRICT)**

Be it ordained by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee as follows:

SECTION 1. That Jonesborough, Tennessee Zoning Ordinance Map which was adopted and enacted as part of the zoning ordinance be amended as follows:

That Parcels 3.04 and 3.03 on Washington County Tax Map 59-D, Group A containing a total of approximately 4.64 acres combined located off Miller Drive and West Jackson Boulevard be rezoned from R-1 (Low Density Residential) District to PRD (Planned Residential District); and

That Parcel 1.01 on Washington County Tax Map 59-D, Group A containing a total of approximately 2.51 acres located off West Jackson Boulevard be rezoned from B-3 Arterial Business District to PRD (Planned Residential District).

SECTION 2. This ordinance shall be effective from and after its passage on second and final reading, the public welfare requiring it.

Approved by the Planning Commission June 18, 2024

Passed on First Reading July 15, 2024

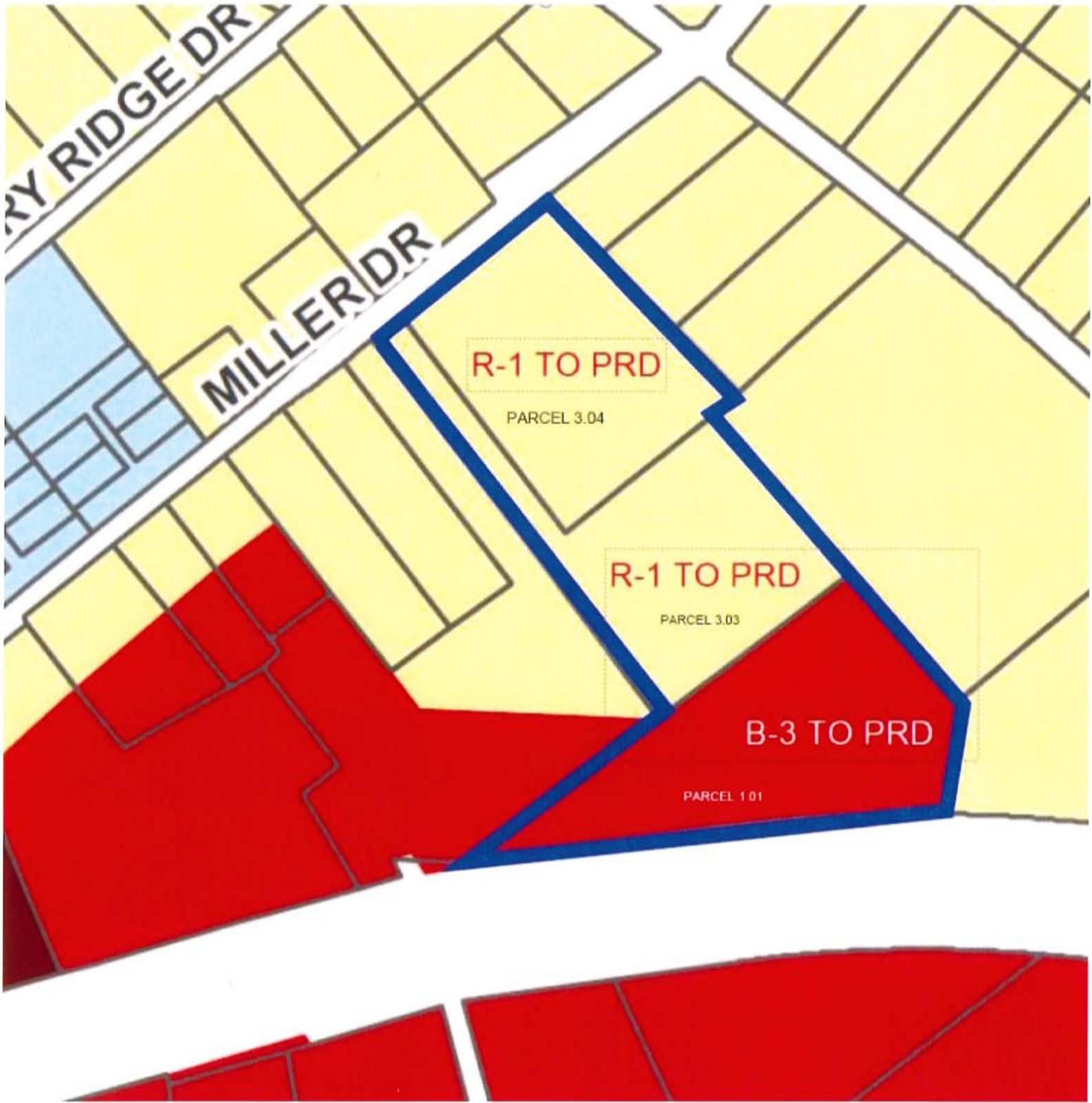
Public Hearing Held August 12, 2024

Passed on Second Reading \_\_\_\_\_

Approved and Signed in Open Meeting \_\_\_\_\_  
CHUCK VEST, MAYOR

Attest: \_\_\_\_\_  
JANET JENNINGS, RECORDER

Approved as to Form: \_\_\_\_\_  
JAMES R. WHEELER, TOWN ATTORNEY





**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

DATE: AUGUST 12, 2024 AGENDA ITEM #: 6-B

SUBJECT: 2nd Reading FY23-24 Budget Amendments

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**SUMMARY:**

Attached for your consideration are the Fiscal Year 2023-24 budget amendments for the General Fund, Drug Fund and Solid Waste Funds. Because the Water/Sewer Fund is a proprietary fund, it does not require an amendment approved by the governing body.

Drug Fund amendments reflect the use of \$5,445 in prior year revenues. This is reflected as Use of Fund Balance on the Drug Fund Revenues schedule. These funds were utilized to purchase computer equipment for the Police Department.

The Solid Waste Department amendments primarily reflect the purchase of the back-up garbage truck approved in your May 13<sup>th</sup> board meeting. The Equipment Reserve Savings Account was used to fund this purchase.

Amendments for the General Fund reflect the appropriation of additional contributions, grant awards and taxes, as well as adjustments for several housekeeping items. Budgets for the Visitor Center and Senior Center have been adjusted to reflect additional grants awarded during the fiscal year. A contribution from Washington County and funds received from an insurance claim have been appropriated to fund new software in the Fire Department and the replacement of a damaged vehicle in the Police Department, respectively. Additional tax revenues funded increased overtime in both Police and Fire, caused by a heavier workload.

Governmental accounting standards require the reflection of sources of funding separate from uses of funding in the financial records. Accordingly, the budget amendment reflects the appropriation of State of Tennessee training funds to the Police and Fire Departments. These funds net to zero, but should have been budgeted as a receipt and an expenditure. Likewise, the budget has been amended to reflect the receipt of Washington County K-8 lease revenues separate from the payment of debt service. Again, the net effect is a wash.

General Fund budget amendments also reflect the closing of the USDA Jackson Theatre loan during the fiscal year, as well as the additional capital spending. In addition, due to capital costs for paving and sidewalk projects exceeding the original



estimates, it was necessary to re-distribute the proceeds from the \$1 million capital outlay note. Funds allocated to the Wetlands Pump Room Renovation and Boone Street Paving were re-allocated to the various paving and sidewalk projects (i.e., North Cherokee/Thompson Meadow, Lincoln Park, West Main Sidewalk, Oak Grove Sidewalk). Finally, adjustments were made to separate the capital purchase portion of the new financial software from the ongoing services charge and to spread the worker's compensation insurance charges to the departments.

The attached adjustments are necessary to properly recognize the expenditures and corresponding funding sources for the fiscal year, for budgetary purposes. These are based on the most recent information provided by staff and management.

Attachment: Ordinance 2024-05  
Drug Fund Revenue and Expenditure Details  
Solid Waste Fund Revenue and Expenditure Details  
General Fund Revenue and Expenditure Details

**RECOMMENDATION:**

Approve Ordinance 2024-05, an Ordinance Amending the Fiscal Year 2023-2024 Budget for the General, Solid Waste and Drug Funds on Second and Final Reading.

**ORDINANCE NO. 2024-05**

AN ORDINANCE AMENDING THE FISCAL YEAR 2023-2024 BUDGET FOR THE GENERAL, SOLID WASTE AND DRUG FUNDS

BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF JONESBOROUGH AS FOLLOWS:

SECTION I. That the FY2023-2024 budget be amended with revenues and available funds and appropriations as follows:

	<u>Current Budget</u>	<u>Increase/ (Decrease)</u>	<u>Amended Budget</u>
<b><u>General Fund</u></b>			
<b><u>Revenues/Use of Fund Balance:</u></b>			
Revenues	12,100,173	4,752,000	16,852,173
Use of Fund Balance	372,402	-	372,402
<b>Total Revenues/Use of Fund Balance</b>	<b>12,472,575</b>	<b>4,752,000</b>	<b>17,224,575</b>
<b><u>Expenditures:</u></b>			
Various Expenditures	12,472,575	4,752,000	17,224,575
<b>Total Expenditures</b>	<b>12,472,575</b>	<b>4,752,000</b>	<b>17,224,575</b>
<b><u>Solid Waste Fund</u></b>			
<b><u>Revenues/Use of Fund Balance:</u></b>			
Revenues	839,788	29,860	869,648
Use of Fund Balance	-	60,140	60,140
<b>Total Revenues/Use of Fund Balance</b>	<b>839,788</b>	<b>90,000</b>	<b>929,788</b>
<b><u>Expenditures:</u></b>			
Various Expenditures	839,788	90,000	929,788
<b>Total Expenditures</b>	<b>839,788</b>	<b>90,000</b>	<b>929,788</b>
<b><u>Drug Fund</u></b>			
<b><u>Revenues/Use of Fund Balance:</u></b>			
Revenues	9,500	6,055	15,555
Use of Fund Balance	-	5,445	5,445
<b>Total Revenues/Use of Fund Balance</b>	<b>9,500</b>	<b>11,500</b>	<b>21,000</b>
<b><u>Expenditures:</u></b>			
Various Expenditures	9,500	11,500	21,000
<b>Total Expenditures</b>	<b>9,500</b>	<b>11,500</b>	<b>21,000</b>

SECTION II. The line item financial plan as follows detailing line items in departmental budgets shall be followed in implementing the budget amendments.

This Ordinance will take effect immediately after its passage on second and final reading, the public welfare requiring it.

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Motion was made by Alderman Wolfe and seconded by Alderman Counterline that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: Alderman Wolfe, Alderman Counterline, Alderman Causey,  
Alderman Dickson

Those voting against: \_\_\_\_\_

PASSED ON FIRST READING July 24, 2024

\_\_\_\_\_  
CHUCK VEST, MAYOR

ATTEST:

\_\_\_\_\_  
JANET JENNINGS, RECORDER

APPROVED AS TO FORM

\_\_\_\_\_  
JAMES R. WHEELER, TOWN ATTORNEY

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Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the preceding ordinance be adopted on second and final reading. Those voting for the adoption thereof were: \_\_\_\_\_

Those voting against: \_\_\_\_\_

PASSED ON SECOND READING \_\_\_\_\_

\_\_\_\_\_  
CHUCK VEST, MAYOR

ATTEST:

\_\_\_\_\_  
JANET JENNINGS, RECORDER

APPROVED AS TO FORM

\_\_\_\_\_  
JAMES R. WHEELER, TOWN ATTORNEY

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

DATE: AUGUST 12, 2024 AGENDA ITEM #: 6-C

SUBJECT: 2nd Reading of FY 24-25 Building Permits & Plan Review Fees

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**BACKGROUND:**

This budget preparation schedule included discussions on increasing the building permit and plan review fees for FY25. The projected increase is included in the General Fund and the attached fee schedules are consistent with those projected revenues.

**RECOMMENDATION:**

Approve Ordinance No. 2024-06 amending the Jonesborough Municipal Code Title 4, Chapter 1, Building Code, Sections 4-105 and 4-106 increasing building permit and plan review fees as part of the FY25 budget on Second and Final Reading, as presented.

**ORDINANCE NO. 2024-06**

**AN ORDINANCE AMENDING JONESBOROUGH MUNICIPAL CODE  
TITLE 4 CHAPTER 1 BUILDING CODE**

**BE IT ORDAINED BY THE TOWN OF JONESBOROUGH, TENNESSEE, AS  
FOLLOWS:**

**SECTION 1.** That Jonesborough Municipal Code Title 4 Chapter 1 Sections 4-105 and 4-106 shall be revised to read as follows:

4-105. Permit fees. The schedule of permit fees shall be the fees established in the "Schedule of Permit Fees, Building Permit Fees," herein adopted, as follows:

**SCHEDULE OF PERMIT FEES**

**BUILDING PERMIT FEES**

**TOTAL VALUATION**

Calculate the Sum Total  
Valuation of the project:

**FEE**

Multiply the Sum Total  
Valuation of the project by 0.85%

Example 1: The project includes new home construction. The project's sum total valuation is \$300,000.00 based on the totals of all work including building, plumbing, and mechanical. The sum valuation of the \$300,000.00 is multiplied by 0.85% which equals \$2,550.00 in permit fees.

Example 2: The project includes building renovation and mechanical work. The project's sum total valuation is \$100,000.00 based on totals of all work including building and mechanical. The sum valuation of the \$100,000.00 is multiplied by 0.85% which equals \$850.00 in permit fees.

**MECHANICAL PERMIT FEE**

Mechanical permit fees are calculated based on the sum valuation of the mechanical components of the project multiplied by 0.85%.

Example: The project includes new mechanical work only. The project's sum total valuation is \$10,000.00. The sum valuation of the \$10,000.00 is multiplied by 0.85% which equals \$85.00 in permit fees.

**MOVING FEE**

For the moving of any building or structure, the fee shall be \$100.00.

## DEMOLITION FEE

For the demolition of any building or structure, the fee shall be \$100.00.

## MOBILE HOMES FEE

For the setting up of any manufactured home, this includes single or double-wide mobile homes the fee shall be \$100.00.

## OUTDOOR ADVERTISING SIGN FEE

Outdoor advertising sign fees are calculated based on the sum valuation of the signage project multiplied by 3.5%.

## PENALTIES

Where work for which a permit is required by this code is started or proceeded prior to obtaining said permit, the fees herein specified shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work nor from any other penalties prescribed herein. (as added by Ord. #2009-13, Nov. 2009, as replaced by Ord. #2016-09, Aug. 2016 Ch12\_04-09-18)

4-106. Plumbing code. (1) The 2018 International Plumbing Code (IPC) is hereby adopted with any modifications.

(2) Modifications. Wherever the plumbing code refers to the "chief appointing authority," the "administrative authority" or the "governing authority," it shall be deemed to be a reference to the board of mayor and aldermen. Wherever "city engineer," engineering department, plumbing official or "inspector" is named or referred to, it shall mean the building inspector or person(s) appointed or designated by the board of mayor and aldermen to administer and enforce the provisions of the plumbing code.

(3) Available at town hall. Pursuant to requirements of the Tennessee Code Annotated, one (1) copy of the International Plumbing Code - 2018 edition and the other associated codes hereby adopted in this ordinance will be placed in the administration office at town hall and shall be kept there for the use and inspection of the public.

(4) Violations and penalty. It shall be unlawful for any person to violate or fail to comply with any provision of the plumbing code or associated codes herein adopted by reference and modified. The violation of any section of this chapter shall be punishable by a penalty of up to fifty dollars (\$50.00) for each offense. Each day a violation is allowed to continue shall constitute a separate offense.

(5) Permit fees. The schedule of permit fees shall be the fees established fees established in the "Plumbing Permit Fees," herein adopted, as follows:

**PLUMBING PERMIT FEES**

Plumbing permit fees are calculated based on the sum total valuation of the plumbing components of the project multiplied by 0.85%.

**PENALTIES**

Where work for which a permit is required by this code is started or proceeded prior to obtaining said permit, the fees herein specified shall be doubled, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this code in the execution of the work nor from any other penalties prescribed herein. [as added by Ord. #2016-09, Aug. 2016 Ch12\_04-09-18]

**SECTION 2.** That Jonesborough Municipal Code Title 4 Chapter 1 adds Section 4-107 Plan Review Fees and shall read as follows:

4-107. Plan Review Fees. The plan review fees shall be established in the Municipal Code herein adopted, as follows:

**Plan Review Fees**

<b>FEE DESCRIPTION</b>	<b>FEE AMOUNT</b>
<b>Plat Review Fees</b>	
Minor Subdivision Plat (maximum of 2 lots)	\$75.00 Plat + \$25/per lot
Major Subdivision Plat (3 Lots and Greater)	\$200.00 Plat + \$50/per lot
<b>Site Plan Review Fees (includes Storm Water)</b>	
Per Acre *Round down for fractions	\$250.00*
<b>Grading Permit Fees</b> *Round down for fractions	\$250.00*
<b>Rezoning Review Fees</b>	
Single-family Residential Rezoning (less than 5 Acres)	\$250.00
R-1 Low Density District	\$250.00 per Acre
All Other Zoning Districts	\$500.00 per Acre
<b>Annexation Review Fee</b>	\$300.00
<b>Board of Zoning Appeals Fee</b>	\$300.00
<b>Design Review Commission (Appeals to BMA)</b>	\$300.00
<b>Text Amendments Fee</b>	\$200.00



**SECTION 3.** In case of conflict between this ordinance or any part hereof, and the whole or part of any existing ordinance of the Town, the provision that establishes the higher standard shall prevail.

**SECTION 4.** If any section, subsection, clause, provision or portion of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, subsection, clause, provision or portion of this ordinance

This ordinance shall become effective after its passage on second and final reading.

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Motion was made by Alderman Dickson and seconded by Alderman Countermine that the preceding ordinance be adopted on first reading. Those voting for the adoption thereof were: Alderman Dickson, Alderman Countermine, Alderman Causey,  
Alderman Wolfe

Those voting against: \_\_\_\_\_

PASSED ON FIRST READING July 24, 2024

\_\_\_\_\_  
CHUCK VEST, MAYOR

ATTEST:

\_\_\_\_\_  
JANET JENNINGS, RECORDER

APPROVED AS TO FORM

\_\_\_\_\_  
JAMES R. WHEELER, TOWN ATTORNEY

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Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the preceding ordinance be adopted on second and final reading. Those voting for the adoption thereof were: \_\_\_\_\_

Those voting against: \_\_\_\_\_

PASSED ON SECOND READING \_\_\_\_\_

\_\_\_\_\_  
CHUCK VEST, MAYOR

ATTEST:

\_\_\_\_\_  
JANET JENNINGS, RECORDER

APPROVED AS TO FORM

\_\_\_\_\_  
JAMES R. WHEELER, TOWN ATTORNEY

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

DATE: AUGUST 12, 2024 AGENDA ITEM #: 7-A

SUBJECT: Updated Occupational Safety & Health Program

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**BACKGROUND:**

The Town of Jonesborough is required to update the Occupational Safety and Health Program Plan every seven (7) years, or when there are changes in Town leadership and/or the Safety Director.

Our seven-year update is due at this time. We have also had leadership changes in the Town's governmental structure and the Safety Director. Phil Fritts was operating as the Safety Director and has retired.

With his retirement, it is recommended that Lieutenant Jonathan Peace, with the Police Department, take over the role as Safety Director. Lt. Peace has the skills to perform the essential functions of the job as he started his career as an EMT with our local Emergency Medical Services. Lt. Peace also serves as an instructor in the Police Department.

It is also a good time to update the position description. Chief Fritts received a \$2,500.00 stipend as the Safety Director. We are recommending an annual stipend of \$2,600.00, with an opportunity to evaluate the program in six (6) months for an additional stipend.

**RECOMMENDATION:**

Staff makes the following recommendations:

1. Approve the updated OSHA Occupational Safety and Health Program Plan.
2. Approve the updated Safety Director Position Description.
3. Approve Jonathan Peace as the Safety Director.
4. Approve the annual stipend of \$2,600.00 for the Safety Director position.

Attachments:

Occupational Safety and Health Program Plan  
Safety Director Position Description

## **SAFETY DIRECTOR**

**GENERAL DESCRIPTION:** The employee in this position performs as the Safety Director as established by Town Ordinance and is responsible for the Town's OSHA compliance measures. Work is subject to the plans, policies, and procedures set forth by the Board of Mayor and Alderman and/or the Town Administrator. This position is an additional duty position for a full-time employee. Under their normal duties, this employee is under the direct supervision of his/her regular supervisor; however, when performing the essential functions of the Safety Director, this employee is under the direct supervision of the Operations Manager and the general supervision of the Town Administrator.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Trains Department Heads on the current OSHA Occupational Safety and Health Program Plan;
- Ensures employees have access to the Plan;
- Conducts periodic inspections of worksites and/or assigned employee work areas;
- Encourages applicable OSHA training classes for departments;
- Serves as the Town liaison for OSHA inspections;
- Ensures proper reporting is completed and is compliant with the current OSHA and Worker's Compensation guidelines in the event of an accident or injury;
- Conducts investigations, or may assist in conducting investigations of Town employee accidents;
- Assists the Human Resource Director in preparing all reports to the Commissioner of Labor and Workforce Development;
- Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of the principles and practices of investigating scenes of accidents; ability to complete written documents and reports; ability to express ideas clearly and concisely, both orally and in writing, to groups and/or individuals; ability to establish and maintain effective working relationships with other Town employees, officials, and the public.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Completion of high school diploma or approved GED certificate. Must obtain the 30-hour OSHA General Industry course in addition to the requirements of the position in which the Safety Director is currently serving. Must possess a valid driver's license issued by the State of Tennessee.

**OTHER REQUISITES:** From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different

position. Employees in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This position description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

**ADA REQUIREMENTS:**

**Physical Requirements:** Task involves the regular, and at times sustained, performance of heavier physical tasks such as; walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 lb.) items and occasionally very heavy (100lbs. or over) items. May involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both. Must be able to push and/or pull heavy objects, climb ladders, and possess the physical strength to carry an individual.

**Environmental Requirements:** Task may require infrequent, and at times sustained, exposure to adverse environmental conditions such as cold, rain, snow, fumes, and chemical sprays.

**Sensory Requirements:** Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

**Reasonable Accommodations:** Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Classification:**

**Stipend: \$2,600.00**

**August 12, 2024**

ORDINANCE NO. \_\_\_\_\_

ORDINANCE TO ESTABLISH AN UPDATED OCCUPATIONAL  
SAFETY AND HEALTH PROGRAM PLAN, DEVISE RULES AND  
REGULATIONS, AND TO PROVIDE FOR A SAFETY DIRECTOR  
AND THE IMPLEMENTATION OF SUCH PROGRAM PLAN

WHEREAS, in compliance with Public Chapter 561 of the General Assembly of the State of Tennessee for the year 1972, the Town of Jonesborough hereby updates the Occupational Safety and Health Program Plan for our employees, and

WHEREAS, due to various changes in subsequent years, it has become necessary to amend the program plan to comply with more recent state requirements, then

NOW, THEREFORE BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee that Title 1, Chapter 14, of the Jonesborough Municipal Code is hereby amended in its entirety as follows:

SECTION:

- 1-1401 Title
- 1-1402 Purpose
- 1-1403 Coverage
- 1-1404 Standards Authorized
- 1-1405 Variances From Standards Authorized
- 1-1406 Administration
- 1-1407 Funding the Program Plan
- 1-1408 Severability
- 1-1409 Plan of Operation for the Occupational Safety and Health Program for the Employees of Town of Jonesborough

1-1401. Title: This section shall be known as "The Occupational Safety and Health Program Plan" for the employees of the Town of Jonesborough.

1-1402. Purpose: The Town of Jonesborough, in electing to update the established Program Plan will maintain an effective and comprehensive Occupational Safety and Health Program Plan for its employees and shall:

- 1) Provide a safe and healthful place and condition of employment that includes:
  - a) Top management commitment and employee involvement;
  - b) Continually analyze the worksite to identify all hazards and potential hazards;
  - c) Develop and maintain methods for preventing or controlling the existing or potential hazards; and

- d) Train managers, supervisors, and employees to understand and deal with worksite hazards.
  - 2) Acquire, maintain and require the use of safety equipment, personal protective equipment and devices reasonably necessary to protect employees.
  - 3) Record, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.
  - 4) Consult with the Commissioner of Labor and Workforce Development with regard to the adequacy of the form and content of records.
  - 5) Consult with the Commissioner of Labor and Workforce Development, as appropriate, regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be achieved under a standard promulgated by the State.
  - 6) Provide reasonable opportunity for the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices injurious to employee safety and health.
  - 7) Provide for education and training of personnel for the fair and efficient administration of occupational safety and health standards, and provide for education and notification of all employees of the existence of this Program Plan.
- 1-1403. Coverage: The provisions of the Occupational Safety and Health Program Plan for the employees of the Town of Jonesborough, shall apply to all employees of each administrative department, commission, board, division, or other agency whether part-time or full-time, seasonal or permanent.
- 1-1404. Standards Authorized: The Occupational Safety and Health standards adopted by the Town of Jonesborough are the same as, but not limited to, the State of Tennessee Occupational Safety and Health Standards promulgated, or which may be promulgated, in accordance with Section 6 of the Tennessee Occupational Safety and Health Act of 1972 (T.C.A. Title 50, Chapter 3).
- 1-1405. Variances from Standards Authorized: Upon written application to the Commissioner of Labor and Workforce Development of the State of Tennessee, we may request an order granting a temporary variance from any approved standards. Applications for variances shall be in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, VARIANCES FROM OCCUPATIONAL SAFETY AND HEALTH

STANDARDS, CHAPTER 0800-01-02, as authorized by T.C.A., Title 50. Prior to requesting such temporary variance, we will notify or serve notice to our employees, their designated representatives, or interested parties and present them with an opportunity for a hearing. The posting of notice on the main bulletin board shall be deemed sufficient notice to employees.

- 1-1406. Administration: For the purposes of this ordinance, Jonathan Peace, (Police Department Lieutenant), is designated as the Safety Director of Occupational Safety and Health to perform duties and to exercise powers assigned to plan, develop, and administer **the Occupational Safety and Health Program for the employees of the Town of Jonesborough**. The Safety Director shall develop a plan of operation for the Program Plan in accordance with Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, SAFETY AND HEALTH PROVISIONS FOR THE PUBLIC SECTOR, CHAPTER 0800-01-05, as authorized by T.C.A., Title 50. **Said plan shall become a part of the Jonesborough Personnel Policy upon its adoption.**
- 1-1407. Funding the Program Plan: Sufficient funds for administering and staffing the Program Plan pursuant to this ordinance shall be made available as authorized by the Board of Mayor and Alderman.
- 1-1408. Severability: If any section, sub-section, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.
- 1-1409. Plan of Operation for the Occupational Safety and Health Program Plan for the Employees of Town of Jonesborough:

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**I. PURPOSE AND COVERAGE**

The purpose of this plan is to provide guidelines and procedures for implementing the Occupational Safety and Health Program Plan for the employees of the Town of Jonesborough.

This plan is applicable to all employees, part-time or full-time, seasonal or permanent. The Town of Jonesborough, in electing to update and maintain an effective Occupational Safety and Health Program Plan for its employees,

- a. Provide a safe and healthful place and condition of employment.
- b. Require the use of safety equipment, personal protective equipment, and other devices where reasonably necessary to protect employees.
- c. Make, keep, preserve, and make available to the Commissioner of Labor and Workforce Development, his designated representatives, or persons within the Department of Labor and Workforce Development to whom such responsibilities have been delegated, including the Safety Director of the Division of Occupational Safety and Health, adequate records of all occupational accidents and illnesses and personal injuries for proper evaluation and necessary corrective action as required.

- d. Consult with the Commissioner of Labor and Workforce Development or his designated representative with regard to the adequacy of the form and content of such records.
- e. Consult with the Commissioner of Labor and Workforce Development regarding safety and health problems which are considered to be unusual or peculiar and are such that they cannot be resolved under an occupational safety and health standard promulgated by the State.
- f. Assist the Commissioner of Labor and Workforce Development or his/her monitoring activities to determine Program Plan effectiveness and compliance with the occupational safety and health standards.
- g. Make a report to the Commissioner of Labor and Workforce Development annually, or as may otherwise be required, including information on occupational accidents, injuries, and illnesses and accomplishments and progress made toward achieving the goals of the Occupational Safety and Health Program Plan.
- h. Provide reasonable opportunity for and encourage the participation of employees in the effectuation of the objectives of this Program Plan, including the opportunity to make anonymous complaints concerning conditions or practices which may be injurious to employees' safety and health.

## II. **DEFINITIONS:**

For the purposes of this Program Plan, the following definitions apply:

- a. Commissioner Of Labor and Workforce Development means the chief executive officer of the Tennessee Department of Labor and Workforce Development. This includes any person appointed, designated, or deputized to perform the duties or to exercise the powers assigned to the Commissioner of Labor and Workforce Development.
- b. Employer means the Town of Jonesborough, and includes each administrative department, board, commission, division, or other agency of the Town.
- c. Safety Director means the person designated by the establishing ordinance, or executive order to perform duties or to exercise powers assigned so as to plan, develop, and administer the Occupational Safety and Health Program Plan for the employees of the Town of Jonesborough.
- d. Inspector(s) means the individual(s) appointed or designated by the Safety Director of Occupational Safety and Health to conduct inspections provided for herein. If no such compliance inspector(s) is appointed, inspections shall be conducted by the Safety Director of Occupational Safety and Health.

- e. Appointing Authority means any official or group of officials of the employer having legally designated powers of appointment, employment, or removal there from for a specific department, board, commission, division, or other agency of this employer.
- f. Employee means any person performing services for this employer and listed on the payroll of this employer, either as part-time, full-time, seasonal, or permanent. It also includes any persons normally classified as volunteers provided such persons received remuneration of any kind for their services. This definition shall not include independent contractors, their agents, servants, and employees.
- g. Person means one or more individuals, partnerships, associations, corporations, business trusts, or legal representatives of any organized group of persons.
- h. Standard means an occupational safety and health standard promulgated by the Commissioner of Labor and Workforce Development in accordance with Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972 which requires conditions or the adoption or the use of one or more practices, means, methods, operations, or processes or the use of equipment or personal protective equipment necessary or appropriate to provide safe and healthful conditions and places of employment.
- i. Imminent Danger means any conditions or practices in any place of employment which are such that a hazard exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of such hazard can be eliminated through normal compliance enforcement procedures.
- j. Establishment or Worksite means a single physical location under the control of this employer where business is conducted, services are rendered, or industrial type operations are performed.
- k. Serious Injury or Harm means that type of harm that would cause permanent or prolonged impairment of the body in that:
  - 1. A part of the body would be permanently removed (e.g., amputation of an arm, leg, finger(s); loss of an eye) or rendered functionally useless or substantially reduced in efficiency on or off the job (e.g., leg shattered so severely that mobility would be permanently reduced), or
  - 2. A part of an internal body system would be inhibited in its normal performance or function to such a degree as to shorten life or cause reduction in physical or mental efficiency (e.g., lung impairment causing shortness of breath).

On the other hand, simple fractures, cuts, bruises, concussions, or similar injuries would not fit either of these categories and would not constitute serious physical harm.

- l. Act or TOSH Act shall mean the Tennessee Occupational Safety and Health Act of 1972.

m. Governing Body means the Board of Mayor and Aldermen to which this plan applies.

n. Chief Executive Officer means the Town Administrator.

### III. EMPLOYERS RIGHTS AND DUTIES:

Rights and duties of the employer shall include, but are not limited to, the following provisions:

- a. Employer shall furnish to each employee, conditions of employment recognizing any inherent dangers, and to the extent possible, a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.
- b. Employer shall comply with occupational safety and health standards and regulations promulgated pursuant to Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972.
- c. Employer shall refrain from an unreasonable restraint on the right of the Commissioner of Labor and Workforce Development to inspect the employers place(s) of business. Employer shall assist the Commissioner of Labor and Workforce Development in the performance of their monitoring duties by supplying or by making available information, personnel, or aids reasonably necessary to the effective conduct of the monitoring activity.
- d. Employer is entitled to participate in the development of standards by submission of comments on proposed standards, participation in hearing on proposed standards, or by requesting the development of standards on a given issue under Section 6 of the Tennessee Occupational Safety and Health Act of 1972.
- e. Employer is entitled to request an order granting a variance from an occupational safety and health standard.
- f. Employer is entitled to protection of its legally privileged communication.
- g. Employer shall inspect all worksites to ensure the provisions of this Program Plan are complied with and carried out.
- h. Employer shall notify and inform any employee who has been or is being exposed in a biologically significant manner to harmful agents or material in excess of the applicable standard and of corrective action being taken.
- i. Employer shall notify all employees of their rights and duties under this Program Plan.

#### **IV. EMPLOYEES RIGHTS AND DUTIES:**

Rights and duties of employees shall include, but are not limited to, the following provisions:

- a. Each employee shall comply with occupational safety and health act standards and all rules, regulations, and orders issued pursuant to this Program Plan and the Tennessee Occupational Safety and Health Act of 1972, which are applicable to his or her own actions and conduct.
- b. Each employee shall be notified by the placing of a notice upon bulletin boards, or other places of common passage, of any application for a permanent or temporary order granting the employer a variance from any provision of the TOSH Act or any standard or regulation promulgated under the Act.
- c. Each employee shall be given the opportunity to participate in any hearing which concerns an application by the employer for a variance from a standard or regulation promulgated under the Act.
- d. Any employee who may be adversely affected by a standard or variance issued pursuant to the Act or this Program Plan may file a petition with the Commissioner of Labor and Workforce Development or whoever is responsible for the promulgation of the standard or the granting of the variance. The employee may request to remain anonymous as set forth in section I (h) of this plan.
- e. Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by any applicable standard shall be provided by the employer with information on any significant hazards to which they are or have been exposed, relevant symptoms, and proper conditions for safe use or exposure, in accordance with the opportunities provided in TCA 50-3-203. Employees shall also be informed of corrective action being taken.
- f. Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative of employees shall be given the right to request an inspection and to consult with the Safety Director or Inspector at the time of the physical inspection of the worksite.
- g. Any employee may bring to the attention of the Safety Director any violation or suspected violations of the standards or any other health or safety hazards. The employee may remain anonymous by not signing or identifying their self as set forth in section I (h) of this plan.
- h. No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceeding or inspection under or relating to this Program Plan.

- i. Any employee who believes that he or she has been discriminated against or discharged in violation of subsection (h) of this section may file a complaint alleging such discrimination with the Safety Director. Such employee may also, within thirty (30) days after such violation occurs, file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.
- j. Nothing in this or any other provisions of this Program Plan shall be deemed to authorize or require any employee to undergo medical examination, immunization, or treatment for those who object thereto on religious grounds, except where such is necessary for the protection of the health or safety of others or when a medical examination may be reasonably required for performance of a specific job.
- k. Employees shall report any accident, injury, or illness resulting from their job, however minor it may seem to be, to their supervisor or the Safety Director within twenty-four (24) hours after the occurrence.

**V. ADMINISTRATION:**

- a. The Safety Director of Occupational Safety and Health/Safety is designated to perform duties or to exercise powers assigned so as to administer this Occupational Safety and Health Program Plan.
  - 1. The Safety Director may get assistance in making inspections, and the BMA may approve a designee to carry out the duties in absence of the Safety Director.
  - 2. The Safety Director shall employ measures to coordinate, to the extent possible, activities of all departments to promote efficiency and to minimize any inconveniences under this Program Plan.
  - 3. The Safety Director may request qualified technical personnel from any department or section of government to assist him in making compliance inspections, accident investigations, or as he may otherwise deem necessary and appropriate in order to carry out his duties under this Program Plan.
  - 4. The Safety Director shall prepare the report to the Commissioner of Labor and Workforce Development required by subsection (g) of Section 1 of this plan.
  - 5. The Safety Director shall make or cause to be made periodic and follow-up inspections of all facilities and worksites where employees of this employer are employed. He shall make recommendations to correct any hazards or exposures observed. He shall make or cause to be made any inspections required by complaints submitted by employees or inspections requested by employees.

6. The Safety Director shall assist any officials of the employer in the investigation of occupational accidents or illnesses.
  7. The Safety Director shall maintain or cause to be maintained records required under Section VIII of this plan.
  8. The Safety Director shall, *in the eventuality that there is a fatality or an accident resulting in the hospitalization of three or more employees insure that the Commissioner of Labor and Workforce Development receives notification of the occurrence within eight (8) hours. All work-related inpatient hospitalizations, amputations, and loss of an eye must be reported to TOSHA within 24 hours.*
- b. The administrative or operational head of each department, division, board, or other agency of this employer shall be responsible for the implementation of this Occupational Safety and Health Program Plan within their respective areas.
1. The administrative or operational head shall follow the directions of the Safety Director on all issues involving occupational safety and health of employees as set forth in this plan. Safety related appeals can be directed to the Operations Manager or Town Administrator.
  2. The administrative or operational head shall comply with all abatement orders issued in accordance with the provisions of this plan or request a review of the order with the Safety Director within the abatement period.
  3. The administrative or operational head should make periodic safety surveys of the establishment under his jurisdiction to become aware of hazards or standards violations that may exist and make an attempt to immediately correct such hazards or violations.
  4. The administrative or operational head shall investigate all occupational accidents, injuries, or illnesses reported to him. He shall report such accidents, injuries, or illnesses to the Safety Director along with his findings and/or recommendations in accordance with APPENDIX IV of this plan.

## **VI. STANDARDS AUTHORIZED:**

The standards adopted under this Program Plan are the applicable standards developed and promulgated under Section VI (6) of the Tennessee Occupational Safety and Health Act of 1972. Additional standards may be promulgated by the governing body of this employer as that body may deem necessary for the safety and health of employees. Note: 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; and the Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, CHAPTER 0800-01-1 through CHAPTER 0800-01-11 are the standards and rules invoked.

## **VII. VARIANCE PROCEDURE:**

The Safety Director may apply for a variance as a result of a complaint from an employee or of his knowledge of certain hazards or exposures. The Safety Director should definitely believe that a variance is needed before the application for a variance is submitted to the Commissioner of Labor and Workforce Development.

The procedure for applying for a variance to the adopted safety and health standards is as follows:

- a. The application for a variance shall be prepared in writing and shall contain:
  1. A specification of the standard or portion thereof from which the variance is sought.
  2. A detailed statement of the reason(s) why the employer is unable to comply with the standard supported by representations by qualified personnel having first-hand knowledge of the facts represented.
  3. A statement of the steps employer has taken and will take (with specific date) to protect employees against the hazard covered by the standard.
  4. A statement of when the employer expects to comply and what steps have or will be taken (with dates specified) to come into compliance with the standard.
  5. A certification that the employer has informed employees, their authorized representative(s), and/or interested parties by giving them a copy of the request, posting a statement summarizing the application (to include the location of a copy available for examination) at the places where employee notices are normally posted and by other appropriate means. The certification shall contain a description of the means actually used to inform employees and that employees have been informed of their right to petition the Commissioner of Labor and Workforce Development for a hearing.
- b. The application for a variance should be sent to the Commissioner of Labor and Workforce Development by registered or certified mail.
- c. The Commissioner of Labor and Workforce Development will review the application for a variance and may deny the request or issue an order granting the variance. An order granting a variance shall be issued only if it has been established that:
  1. The employer
    - i. Is unable to comply with the standard by the effective date because of unavailability of professional or technical personnel or materials and equipment required or necessary construction or alteration of facilities or technology.



- ii. Has taken all available steps to safeguard employees against the hazard(s) covered by the standard.
  - iii. Has as effective Program Plan for coming into compliance with the standard as quickly as possible.
- 2. The employee is engaged in an experimental Program Plan as described in subsection (b), section 13 of the Act.
- d. A variance may be granted for a period of no longer than is required to achieve compliance or one (1) year, whichever is shorter.
- e. Upon receipt of an application for an order granting a variance, the Commissioner to whom such application is addressed may issue an interim order granting such a variance for the purpose of permitting time for an orderly consideration of such application. No such interim order may be effective for longer than one hundred eighty (180) days.
- f. The order or interim order granting a variance shall be posted at the worksite and employees notified of such order by the same means used to inform them of the application for said variance (see subsection (a)(5) of this section).

#### **VIII. RECORDKEEPING AND REPORTING:**

- a. Recording and reporting of all occupational accident, injuries, and illnesses shall be in accordance with instructions and on forms prescribed in the ordinance. You can get a copy of the Forms for Recordkeeping from OSHA's website.
- b. The position responsible for recordkeeping is shown on the SAFETY AND HEALTH ORGANIZATIONAL CHART to this plan.
- c. Details of how reports of occupational accidents, injuries, and illnesses will reach the record-keeper are specified by ACCIDENT REPORTING PROCEDURES, Appendix IV to this plan. The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, OCCUPATIONAL SAFETY AND HEALTH RECORD-KEEPING AND REPORTING, CHAPTER 0800-01-03, as authorized by T.C.A., Title 50.

#### **IX. EMPLOYEE COMPLAINT PROCEDURE:**

If any employee feels that he/she is assigned to work in conditions which might affect his/her health, safety, or general welfare at the present time or at any time in the future, he/she should report the condition to the Safety Director of Occupational Safety and Health.

- a. The complaint should be in the form of a letter and give details on the condition(s) and how the employee believes it affects or will affect his/her health, safety, or general welfare. The employee should sign the letter but need not do so if he/she wishes to remain anonymous (see subsection (h) of Section 1 of this plan).
- b. Upon receipt of the complaint letter, the Safety Director will evaluate the

condition(s) and institute any corrective action, if warranted. Within ten (10) working days following the receipt of the complaint, the Safety Director will answer the complaint in writing stating whether or not the complaint is deemed to be valid and if not, why not, what action has been or will be taken to correct or abate the condition(s), and giving a designated time period for correction or abatement. Answers to anonymous complaints will be posted upon bulletin boards or other places of common passage where the anonymous complaint may be reasonably expected to be seen by the complainant for a period of three (3) working days.

- c. If the complainant finds the reply not satisfactory because it was held to be invalid, the corrective action is felt to be insufficient, or the time period for correction is felt to be too long, he/she may forward a letter to the Operations Manager, Town Administrator or the Mayor explaining the condition(s) cited in his/her original complaint and why he/she believes the answer to be inappropriate or insufficient.
- d. The Operations Manager or Town Administrator will evaluate the complaint, begin to take action to correct or abate the condition(s) through arbitration or administrative sanctions if deemed appropriate or may find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following receipt of the complaint or explaining decisions made and action taken or to be taken.
- e. After the above steps have been followed and the complainant is still not satisfied with the results, he/she may then file a complaint with the Commissioner of Labor and Workforce Development. Any complaint filed with the Commissioner of Labor and Workforce Development in such cases shall include copies of all related correspondence with the Safety Director and the Operations Manager, Town Administrator or Mayor.
- f. Copies of all complaint and answers thereto will be filed by the Safety Director who shall make them available to the Commissioner of Labor and Workforce Development or his designated representative upon request.

#### **X. EDUCATION AND TRAINING:**

- a. Safety Director and/or Compliance Inspector(s):
  - 1. Arrangements will be made for the Safety Director and/or Safety Officer(s) to attend training seminars, workshops, etc., conducted by the State of Tennessee or other agencies. A list of Seminars can be obtained.
  - 2. Access will be made to reference materials such as 29 CFR 1910 General Industry Regulations; 29 CFR 1926 Construction Industry Regulations; The Rules of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, and other equipment/supplies, deemed necessary for use in conducting compliance inspections, conducting local training, wiring technical reports, and informing officials, supervisors, and employees of the existence of safety and health hazards will be furnished.
- b. All Employees (including supervisory personnel):

A suitable safety and health training program for employees will be established. This program will, at a minimum:

1. Instruct each employee in the recognition and avoidance of hazards or unsafe conditions and of standards and regulations applicable to the employees work environment to control or eliminate any hazards, unsafe conditions, or other exposures to occupational illness or injury.
2. Instruct employees who are required to handle or use poisons, acids, caustics, toxicants, flammable liquids, or gases including explosives, and other harmful substances in the proper handling procedures and use of such items and make them aware of the personal protective measures, person hygiene, etc., which may be required.
3. Instruct employees who may be exposed to environments where harmful plants or animals are present, of the hazards of the environment, how to best avoid injury or exposure, and the first aid procedures to be followed in the event of injury or exposure.
4. Instruct all employees of the common deadly hazards and how to avoid them, such as Falls; Equipment Turnover; Electrocutation; Struck by/Caught In; Trench Cave In; Heat Stress and Drowning.
5. Instruct employees on hazards and dangers of confined or enclosed spaces.
  - i. Confined or enclosed space means space having a limited means of egress and which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, boilers, ventilation or exhaust ducts, sewers, underground utility accesses, tunnels, pipelines, and open top spaces more than four feet (4) in depth such as pits, tubs, vaults, and vessels.
  - ii. Employees will be given general instruction on hazards involved, precautions to be taken, and on use of personal protective and emergency equipment required. They shall also be instructed on all specific standards or regulations that apply to work in dangerous or potentially dangerous areas.
  - iii. The immediate supervisor of any employee who must perform work in a confined or enclosed space shall be responsible for instructing employees on danger of hazards which may be present, precautions to be taken, and use of personal protective and emergency equipment, immediately prior to their entry into such an area and shall require use of appropriate personal protective equipment.

## **XI. GENERAL INSPECTION PROCEDURES:**

It is the intention of the governing body and responsible officials to have an Occupational Safety and Health Program Plan that will insure the welfare of employees. In order to be aware of hazards, periodic inspections must be performed. These inspections will enable the finding of hazards or unsafe conditions or operations that will need correction in order to maintain safe and healthful worksites. Inspections made on a pre-designated basis may not yield the desired results. Inspections will be conducted, therefore, on a random basis at intervals not to exceed thirty (30) calendar days.

- a. In order to carry out the purposes of this Ordinance, the Safety Director and/or Compliance Inspector(s), if appointed, is authorized:
  1. To enter at any reasonable time, any Town establishment, facility, or worksite where work is being performed by an employee when such establishment, facility, or worksite is under the jurisdiction of the Town and;
  2. To inspect and investigate during regular working hours and at other reasonable times, within reasonable limits, and in a reasonable manner, any such place of Town employment and all pertinent conditions, processes, structures, machines, apparatus, devices, equipment, and materials therein, and to question privately any Town supervisor, operator, agent, or employee working therein.
- b. If an imminent danger situation is found, alleged, or otherwise brought to the attention of the Safety Director or Inspector during a routine inspection, he shall immediately inspect the imminent danger situation in accordance with Section XII of this plan before inspecting the remaining portions of the establishment, facility, or worksite.
- c. The Safety Director may have supervisory staff and/or other Town employees accompany the Safety Director or Inspector during the physical inspection of any worksite for the purpose of aiding such inspection.
- d. The right of accompaniment may be denied any person whose conduct interferes with a full and orderly inspection.
- e. The conduct of the inspection shall be such as to preclude unreasonable disruptions of the operation(s) of the workplace.
- f. Interviews of employees during the course of the inspection may be made when such interviews are considered essential to investigative techniques.
- g. Advance Notice of Inspections.
  1. Generally, advance notice of inspections will not be given as this precludes the opportunity to make minor or temporary adjustments in an attempt to create misleading impression of conditions in an establishment.

2. There may be occasions when advance notice of inspections will be necessary in order to conduct an effective inspection or investigation. When advance notice of inspection is given, employees or their authorized representative(s) will also be given notice of the inspection.
- h. The Safety Director need not personally make an inspection of each and every worksite once every thirty (30) days. He may delegate the responsibility for such inspections to supervisors or other personnel provided:
1. Inspections conducted by supervisors or other personnel are at least as effective as those made by the Safety Director.
  2. Records are made of the inspections, any discrepancies found and corrective actions taken. This information is forwarded to the Safety Director.
- i. The Safety Director shall maintain records of inspections to include identification of worksite inspected, date of inspection, description of violations of standards or other unsafe conditions or practices found, and corrective action taken toward abatement. Those inspection records shall be subject to review by the Commissioner of Labor and Workforce Development or his authorized representative.

## **XII. IMMINENT DANGER PROCEDURES:**

- a. Any discovery, any allegation, or any report of imminent danger shall be handled in accordance with the following procedures:
1. The Safety Director shall immediately be informed of the alleged imminent danger situation and he shall immediately ascertain whether there is a reasonable basis for the allegation.
  2. If the alleged imminent danger situation is determined to have merit by the Safety Director, he shall make or cause to be made an immediate inspection of the alleged imminent danger location.
  3. As soon as it is concluded from such inspection that conditions or practices exist which constitutes an imminent danger, the Safety Director or Compliance Inspector shall attempt to have the danger corrected. All employees at the location shall be informed of the danger and the supervisor or person in charge of the worksite shall be requested to remove employees from the area, if deemed necessary.
  4. The administrative or operational head of the workplace in which the imminent danger exists, or his authorized representative, shall be responsible for determining the manner in which the imminent danger situation will be abated. This shall be done in cooperation with the Safety Director or Compliance Inspector and to the mutual satisfaction of all parties involved.

5. The imminent danger shall be deemed abated if:
    - i. The imminence of the danger has been eliminated by removal of employees from the area of danger.
    - ii. Conditions or practices which resulted in the imminent danger have been eliminated or corrected to the point where an unsafe condition or practice no longer exists.
  6. A written report shall be made by or to the Safety Director describing in detail the imminent danger and its abatement. This report will be maintained by the Safety Director in accordance with subsection (i) of Section XI of this plan.
- b. Refusal to Abate.
1. Any refusal to abate an imminent danger situation shall be reported to the Safety Director and Operations Manager or Town Administrator immediately.
  2. The Safety Director and/or Operations Manager or Town Administrator shall take whatever action may be necessary to achieve abatement.

**XIII. ABATEMENT ORDERS AND HEARINGS FOR NON-IMMINENT DANGER:**

- a. Whenever, as a result of an inspection or investigation, the Safety Director or Compliance Inspector(s) finds that a worksite is not in compliance with the standards, rules or regulations pursuant to this plan and is unable to negotiate abatement with the administrative or operational head of the worksite within a reasonable period of time, the Safety Director shall:
  1. Issue an abatement order to the head of the worksite.
  2. Copy the Copy the Operations Manager and Town Administrator with the abatement order.
  3. Post or cause to be posted a copy of the abatement order at or near each location referred to in the Abatement Order.
- b. Abatement orders shall contain the following information:
  1. The standard, rule, or regulation which was found to violated.
  2. A description of the nature and location of the violation.
  3. A description of what is required to abate or correct the violation.
  4. A reasonable period of time during which the violation must be abated or corrected.
- c. At any time within ten (10) days after receipt of an abatement order, anyone affected by the order may advise the Safety Director in writing of any objections to the terms and conditions of the order. Upon receipt of such objections, the Safety Director shall act promptly to hold a hearing with all interested and/or

responsible parties in an effort to resolve any objections. Following such hearing, the Safety Director shall, within three (3) working days, issue a follow-up abatement order and such subsequent order shall be binding unless appealed to the Operations Manager or Town Administrator.

**XIV. PENALTIES:**

- a. No civil or criminal penalties shall be issued against any official, employee, or any other person for failure to comply with safety and health standards or any rules or regulations issued pursuant to this Program Plan.
- b. Any employee, regardless of status, who willfully and/or repeatedly violates, or causes to be violated, any safety and health standard, rule, or regulation or any abatement order shall be subject to disciplinary action by the Town. It shall be the duty of Town Supervisory Staff to administer discipline by taking action as outlined in the Town personnel policies.

**XV. CONFIDENTIALITY OF PRIVILEGED INFORMATION:**

All information obtained by or reported to the Safety Director pursuant to this plan of operation or the legislation (ordinance, or executive order) enabling this Occupational Safety and Health Program Plan which contains or might reveal information which is otherwise privileged shall be considered confidential. Such information may be disclosed to other officials or employees concerned with carrying out this Program Plan or when relevant in any proceeding under this Program Plan. Such information may also be disclosed to the Commissioner of Labor and Workforce Development or their authorized representatives in carrying out their duties under the Tennessee Occupational Safety and Health Act of 1972.

**XVI. DISCRIMINATION INVESTIGATIONS AND SANCTIONS:**

The Rule of Tennessee Department of Labor and Workforce Development Occupational Safety and Health, DISCRIMINATION AGAINST EMPLOYEES EXERCISING RIGHTS UNDER THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1972 0800-01-08, as authorized by T.C.A., Title 50. The agency agrees that any employee who believes they have been discriminated against or discharged in violation of Tenn. Code Ann § 50-3-409 can file a complaint with their agency Safety Director within 30 days, after the alleged discrimination occurred. Also, the agency agrees the employee has a right to file their complaint with the Commissioner of Labor and Workforce Development within the same 30-day period. The Commissioner of Labor and Workforce Development may investigate such complaints, make recommendations, and/or issue a written notification of a violation.

**XVII. COMPLIANCE WITH OTHER LAWS NOT EXCUSED:**

- a. Compliance with any other law, statute, ordinance, or executive order, which regulates safety and health in employment and places of employment, shall not excuse the employer, the employee, or any other person from compliance with the provisions of this Program Plan.

- b. Compliance with any provisions of this Program Plan or any standard, rule, regulation, or order issued pursuant to this Program Plan shall not excuse the employer, the employee, or any other person from compliance with the law, statute, ordinance, or executive order, as applicable, regulating and promoting safety and health unless such law, statute, ordinance, or executive order, as applicable, is specifically repealed.



## APPENDIX I - WORK LOCATIONS

### TOWN HALL- Glenn Rosenoff, Town Administrator

123 Boone Street Jonesborough TN 37659

General Administration – (Glenn Rosenoff, Town Administrator) 8 Employees

Water Administration – (Janet Jennings, Finance Director) 10 Employees

Police Department – (Matt Rice, Chief) 26 Employees

Fire Department – (Jeff White, Chief) 10 Employees

Recreation Department – (Chris Kudera, Director) 8 Employees

123 Boone Street

Jonesborough, TN 37659

(423)-753-1030 – Town Hall

(423) 753-1040 – Water Administration

423-753-1053 – Police/Fire

423-753-0485 – Recreation Dept.

### WETLANDS WATER PARK – Nick Bogle, Director

1523 Persimmon Ridge Road Jonesborough TN

1 Employee (Full-time)

(Seasonal Workers – May-Sept.)

(423) 753-1561

### SENIOR CENTER – Mary Regen, Director

307 East Main Street Jonesborough TN 37659

10 Employees

(423) 753-1084

### VISITOR CENTER – Cameo Waters, Director

117 Boone Street Jonesborough TN

10 Employees

(423) 753-1010

### JACKSON THEATRE, Amber Crumley, Director

121 West Main Street Jonesborough TN 37659

5 Employees

(423) 791-4779

### FLEET MAINTENANCE, Steve Beckett, Director

110 Old State Route 34 Jonesborough TN 37659

5 Employees

(423) 753-1002

### WATER DISTRIBUTION/WATER QUALITY – Kevin Brobeck, Director

110 Old State Route 34 Jonesborough TN 37659

Water Distribution 23 Employees

Water Quality 9 Employees

(423) 753-1003 (Water Distribution)

(423) 753-1005 (Water Quality)

STREET DEPARTMENT - Malcolm Highsmith, Director

101 Britt Drive Jonesborough TN

7 Employees

(423) 753-1004

MCKINNEY CENTER – Theresa Hammonds, Director

103 Franklin Avenue Jonesborough TN

6 Employees

(423)

SOLID WASTE – Chris Craig, Director

101 Britt Drive Jonesborough TN 37659

8 Employees

(423) 753-1006

WASTEWATER DEPARTMENT – Cobern Rasnick, Director

101 Britt Drive Jonesborough TN 37659

14 Employees

(423) 753-1022

WATER TREATMENT PLANT – Randal Jones, Director

301 Arnold Road Jonesborough TN

9 Employees

(423) 753-1099

TOTAL NUMBER OF EMPLOYEES: 169

## APPENDIX II - NOTICE TO ALL EMPLOYEES

### NOTICE TO ALL EMPLOYEES OF THE TOWN OF JONESBOROUGH

The Tennessee Occupational Safety and Health Act of 1972 provide job safety and health protection for Tennessee workers through the promotion of safe and healthful working conditions. Under a plan reviewed by the Tennessee Department of Labor and Workforce Development, this government, as an employer, is responsible for administering the Act to its employees. Safety and health standards are the same as State standards and jobsite inspections will be conducted to ensure compliance with the Act.

Employees shall be furnished conditions of employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious injury or harm to employees.

Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Program Plan which are applicable to his or her own actions and conduct.

Each employee shall be notified by the placing upon bulletin boards or other places of common passage of any application for a temporary variance from any standard or regulation.

Each employee shall be given the opportunity to participate in any hearing which concerns an application for a variance from a standard.

Any employee who may be adversely affected by a standard or variance issued pursuant to this Program Plan may file a petition with the Safety Director or Operations Manager.

Any employee who has been exposed or is being exposed to toxic materials or harmful physical agents in concentrations or at levels in excess of that provided for by an applicable standard shall be notified by the employer and informed of such exposure and corrective action being taken.

Subject to regulations issued pursuant to this Program Plan, any employee or authorized representative(s) of employees shall be given the right to request an inspection.

No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceedings or inspection under, or relating to, this Program Plan.

Any employee who believes he or she has been discriminated against or discharged in violation of these sections may, within thirty (30) days after such violation occurs, have an opportunity to appear in a hearing before the Town Administrator for assistance in obtaining relief or to file a complaint with the Commissioner of Labor and Workforce Development alleging such discrimination.

A copy of the Occupational Safety and Health Program Plan for the Employees of THE TOWN OF JONESBOROUGH is available for inspection by any employee at TOWN HALL during regular office hours.

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MAYOR

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DATE

### **APPENDIX III - ACCIDENT REPORTING PROCEDURES:**

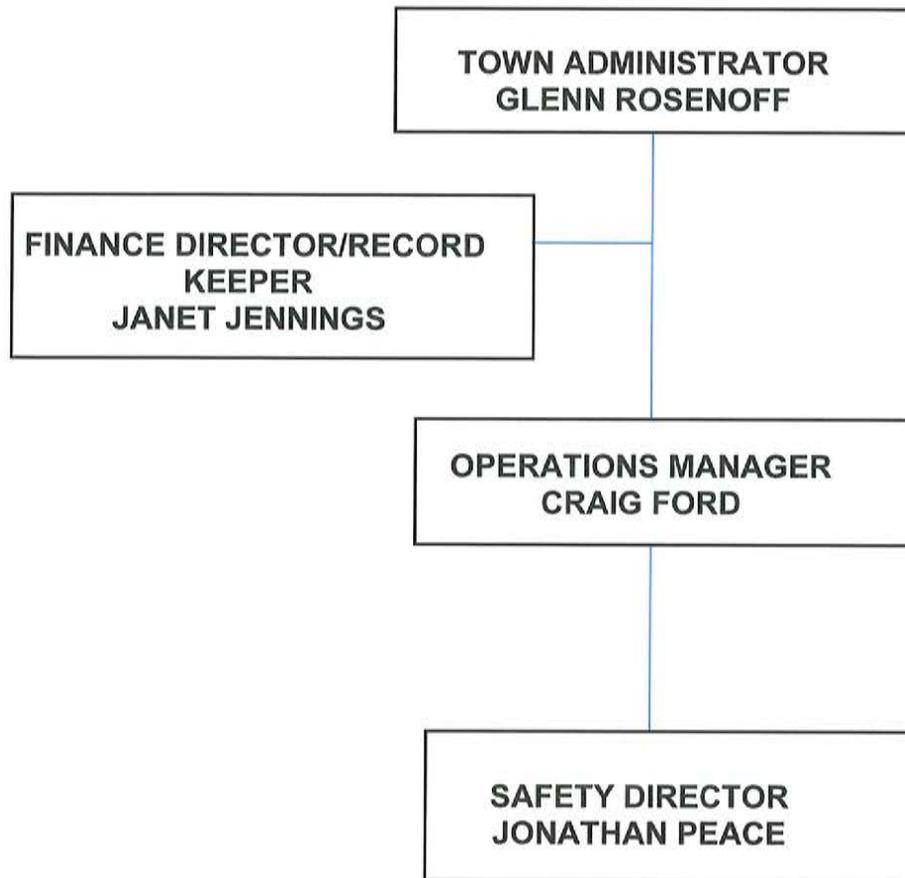
Employees shall report all accidents, injuries, or illnesses to their supervisors as soon as possible, but not later than two (2) hours after their occurrence. The supervisor will provide the administrative head of the department with a verbal or telephone report of the accident as soon as possible, but not later than four (4) hours, after the accident. If the accident involves a fatality, hospitalization, amputation, loss of an eye, loss of consciousness, broken bones, or third-degree burns, the Safety Director will be notified by telephone immediately and will be given the name of the injured, a description of the injury, and a brief description of how the accident occurred. The supervisor will then make a thorough investigation of the accident or illness, (with the assistance of the Safety Director if necessary), and will complete a written report on the accident or illness and forward it to the Safety Director within seventy-two (72) hours after the accident, injury, or first report of illness and will provide one (1) copy of the written report to the record keeper.

Since Workers Compensation Form 6A or OSHA NO. 301 Form must be completed; all reports submitted in writing to the person responsible for recordkeeping shall include the following information as a minimum:

1. Accident location, if different from employer's mailing address and state whether accident occurred on premises owned or operated by employer.
2. Name, social security number, home address, age, sex, and occupation (regular job title) of injured or ill employee.
3. Title of the department or division in which the injured or ill employee is normally employed.
4. Specific description of what the employee was doing when injured.
5. Specific description of how the accident occurred.
6. A description of the injury or illness in detail and the part of the body affected.
7. Name of the object or substance which directly injured the employee.
8. Date and time of injury or diagnosis of illness.
9. Name and address of physician, if applicable.
10. If employee was hospitalized, name and address of hospital.
11. Date of report.

The Town of Jonesborough has sufficient financial resources available or will make sufficient financial resources available as may be required in order to administer and staff its Occupational Safety and Health Program Plan and to comply with standards.

**APPENDIX IV - SAFETY AND HEALTH ORGANIZATIONAL CHART**



This ordinance shall become effective after its passage on second and final reading.

---

Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
that the preceding ordinance be adopted on first reading. Those voting for the adoption  
thereof were: \_\_\_\_\_

Those voting against: \_\_\_\_\_

PASSED ON FIRST READING \_\_\_\_\_

\_\_\_\_\_  
CHUCK VEST, MAYOR

ATTEST:

\_\_\_\_\_  
JANET JENNINGS, RECORDER

APPROVED AS TO FORM

\_\_\_\_\_  
JAMES R. WHEELER, TOWN ATTORNEY

Motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
\_\_\_\_\_ that the preceding ordinance be adopted on first reading. Those voting  
for the adoption thereof were: \_\_\_\_\_

Those voting against: \_\_\_\_\_

PASSED ON SECOND READING \_\_\_\_\_

\_\_\_\_\_  
CHUCK VEST, MAYOR

ATTEST:

\_\_\_\_\_  
JANET JENNINGS, RECORDER

APPROVED AS TO FORM

\_\_\_\_\_  
JAMES R. WHEELER, TOWN ATTORNEY

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

**DATE:** AUGUST 12, 2024 **AGENDA ITEM #:** 7-B

**SUBJECT:** Resolution Ballad Health Donation to Jackson Theatre

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**BACKGROUND:**

Ballad Health has generously donated \$250,000.00 to the Jackson Theatre. The donation represents a five-year commitment of 50,000 a year in support of the Jackson Theatre, and during this five-year period that the auditorium would be named "the Ballad Health Auditorium at the Historic Jackson Theatre".

**RECOMMENDATION:**

Approve the Resolution to accept the donation of \$250,000.00 from Ballad Health for the Jackson Theatre, as presented.

**RESOLUTION NO. 2024-05**

**A RESOLUTION TO ACCEPT THE DONATION OF  
\$250,000.00 FROM BALLAD HEALTH  
FOR THE JACKSON THEATRE**

**WHEREAS**, the Town of Jonesborough Board of Mayor and Aldermen has received a donation in the amount of \$250,000.00 from Ballad Health; and

**WHEREAS**, Ballad Health has designated that all donated funds be applied in support of the Jackson Theatre which is owned and operated by the Town of Jonesborough, for a 5-year period; and

**WHEREAS**, during this 5-year period that the auditorium be named "The Ballad Health Auditorium at the Historic Jackson Theatre"; and

**WHEREAS**, the town and Board of Mayor and Aldermen recognizes the significant contribution of Ballad Health; and

**WHEREAS**, the Town of Jonesborough will apply these funds to further the success of the Jackson Theatre in a manner approved by the Board of Mayor and Aldermen.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee that:

**Section 1:** The Town of Jonesborough hereby accepts the donation of \$250,000.00 from Ballad Health to be utilized to support the Jackson Theatre.

**Section 2:** The Town Recorder shall provide a copy of this Resolution to Ballad Health along with a receipt of funds donated.

This Resolution is approved by the Board of Mayor and Aldermen of the Town of Jonesborough, Tennessee, at a regular meeting thereof held this 12<sup>th</sup> day of August 2024.

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CHUCK VEST, MAYOR

ATTEST:

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JANET JENNINGS, RECORDER

APPROVED AS TO FORM

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JAMES R. WHEELER, TOWN ATTORNEY



**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

DATE: AUGUST 12, 2024 AGENDA ITEM #: 7C

SUBJECT: Warrant Study Regarding SR-354 at Parsons Circle

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**BACKGROUND:**

SR-354 (Boones Creek Road) is a major arterial road in Washington County connecting Jonesborough with Johnson City. The growth in our region by both population and traffic volumes is increasing significantly each year. The segment of SR-354 within the city limits measures 1.6 miles, and there had been 34 accidents within this stretch of road in 2023. Most of these accidents were caused by excessive speeding with many occurring in the area of the Parsons Circle intersection.

As you are aware, as we continued with the new Jonesborough K-8 School project, we discussed plans to construct a new public road from the school (Skyline Road) to SR-354 with the intersection at the west side of Parsons Circle. The town submitted conceptual plans to TDOT that included a roundabout to improve roadway safety. As we are seeking State funding for this project, TDOT is requiring a Warrant Study. It has been communicated to TDOT that the town prefers a roundabout as a safer alternative to a traffic signal as the roundabout will improve traffic flow and slow vehicular speeds on SR-354. A traffic signal will help the traffic to enter SR-354, however the signal will not slow down the vehicular speeds and potentially create more accidents.

The town requested TDOT SPOT Safety and Highway Improvement Program funds to construct a roundabout at this intersection to improve roadway safety for the motorists and reduce the number of severity of crashes on SR-354, however TDOT responded back that since we are within the Johnson City Metropolitan Planning Organization (MPO) we would need to work through the MPO to be eligible for this project (the roundabout) to receive 100% funding. Furthermore, TDOT is requiring that the town submit a Warrant Study prepared by an engineer and said study to be submitted to TDOT for their concurrence that a roundabout is warranted at this proposed intersection. TDOT recognizes both roundabouts and traffic signals as part of a Warrant Study therefore both will be explored as part of the study.

We have had great success continuing to partner with our colleagues at Mattern & Craig, Inc on traffic engineering studies and I am recommending we utilize them for studying the project. Mattern & Craig were contacted, and we received a proposal to complete the Warrant Study for the lump sum fee of \$10,000.00. The scope of service is such that it meets the needs of the study and once completed will be electronically submitted to TDOT

for concurrence. Once there is concurrence, the MPO will need to add this project as an approved MPO project with a funding budget. The estimated time of a report is 60 days following the town's Notice to Proceed with Mattern & Craig.

Staff recommend approval of the contract so we can advance the project through TDOT and MPO. The current proposed FY25 **General Fund** has \$35,000 budgeted under **"General Engineering"** and I am recommending that we fund the study at \$10,000.00 through this budgeted line item. We can present a budget amendment later if this line item goes over budget. The other alternative is to expense out of Street Department, but I believe that we should maintain their budgeted amount to deal with material and physical related improvements to town issues and needs.

**RECOMMENDATION:**

Approve the Mattern & Craig Scope of Services and Fee Proposal in the amount of \$10,000.00 to perform the Warrant Study regarding SR-354 at Parsons Circle, as presented.

Randy W. Beckner  
Bradley C. Craig  
Wm. Thomas Austin  
James B. Voso  
Chad M. Thomas  
Jason A. Carder  
Brian R. Newman  
D. Jason Snapp  
Ryan P. Kincer



Edwin K. Mattern, Jr. (1949-1982)  
Gene R. Cress (1935-2014)  
Sam H. McGhee, III (1940-2018)  
Stewart W. Hubbell (Retired)  
J. Wayne Craig (Retired)  
Michael S. Agee (Retired)  
Steven A. Campbell (Retired)  
Randy L. Dodson (Retired)

July 30, 2024

Town of Jonesborough  
Craig Ford, Operations Manager  
123 Boone Street  
Jonesborough, TN 37659  
(423) 753-1031  
craigf@jonesboroughtn.org

Re: Intersection Study, SR-354 at Parsons Circle –  
Fee Proposal  
Commission No. 7100-P

Dear Craig,

Mattern & Craig is pleased to provide you with a Scope of Services and Fee Proposal for this project, as detailed in the following pages.

Should you have any questions or comments regarding this proposal, please do not hesitate to contact me for clarification. We appreciate the opportunity to work with you on this project and look forward to starting work.

Sincerely,  
MATTERN & CRAIG

Todd Jones, P.E.  
Project Manager

Approved:  
MATTERN & CRAIG

Jason Carder, P.E., PTOE, RSP  
Principal

JAC/etj  
Attachments (3)

**Project Understanding**

Based on the information provided, Mattern & Craig (ENGINEER) proposes the following general Scope of Services, Schedule, and Fee to prepare an intersection study for SR-354 at Parsons Circle, for the Town of Jonesborough (OWNER).

**Task 1 – Intersection Study**

*Task 1.1 – Data Collection*

The ENGINEER will collect 14-hour (6:00 AM to 8:00 PM) turning movement counts at the following intersections, on a Tuesday, Wednesday, or Thursday while Washington County Schools are in session:

- SR-354 at Parsons Circle
- SR-34 (US-11E) at Tiger Way
- N. Cherokee Street at both (2) entrances to Jonesborough Elementary School
- N. Cherokee Street at Skyline Drive

Perform a site visit, to confirm lane assignments at these intersections.

*Task 1.2 – Traffic Projections*

Using the data collected in Task 1.1, and other data such as the zoning map for Washington County schools, estimate future hourly traffic volumes that would be expected at the intersection of SR-354 at Parsons Circle, if a roadway were constructed between Parsons Circle and N. Cherokee Street (beside the school).

*Task 1.3 – Traffic Signal Warrants Analysis*

The ENGINEER will utilize guidance set forth in the *Manual on Uniform Traffic Control Devices* (“MUTCD”); specifically Warrant 1 – 8-hour Vehicular Volume, Warrant 2 – 4-hour Vehicular Volume, and Warrant 3 – Peak Hour, to complete a traffic signal warrants analysis for the intersection of SR-354 at Parsons Circle, to determine if a traffic signal is warranted at this intersection, with the projected traffic volumes.

*Task 1.4 – Intersection Analyses*

Using the projected traffic volumes, perform operational analyses of the intersection of SR-354 at Parsons Circle, for the AM and PM peak hours, using these alternatives for intersection control:

- One-way stop control
- Traffic signal
- Roundabout

The results of the study will be summarized in a memorandum that will be submitted to the OWNER.

*Task 1 Deliverables:                      Memorandum*

**Schedule**

<u>Task</u>	<u>Milestone</u>
Report	60 days following NTP

**Fee**

ENGINEER will perform the above services for the lump sum fee of **\$10,000.00**, to be billed monthly based on percent complete. We can attend meetings, or complete additional services at the hourly rates provided in the attached “Standard Billing Rates” table. Payment will be due within 30 days of your receipt of the invoice. All permitting, application, and similar project fees will be paid directly by the OWNER.



CLIENT AND ENGINEER  
PROFESSIONAL SERVICES AGREEMENT

This agreement is made and entered into at Kingsport, TN effective as of the last date signed below, by and between:

ENGINEER:

CLIENT:

Name: Mattern & Craig, Inc.  
Address: 429 Clay Street  
Kingsport, TN 37660  
Phone: (423) 245-4970

Name: Craig Ford  
Address: 123 Boone Street  
Jonesborough, TN 37659  
Phone: (423) 753-1031

The project upon which the services hereinafter described are to be performed is located at \_\_\_\_\_  
See attached letter dated July 30, 2024

Services: See attached letter dated July 30, 2024

Fee: See attached letter dated July 30, 2024

In addition to the matters set forth herein, our agreement shall include, and shall be subject to, the Standard Provisions attached hereto and incorporated herein.

If you concur and wish us to proceed with the services described above, please have both enclosed originals of this Agreement executed by a properly authorized individual in the space provided. Retain one and return the other. The terms stated in this agreement are valid for sixty (60) days from the date executed by the Engineer.

ENGINEER:

CLIENT:

By: *Jana Carder*

By: \_\_\_\_\_

Title: Principal

Title: \_\_\_\_\_

Date: July 30, 2024

Date: \_\_\_\_\_

## STANDARD PROVISIONS

- (1) **Engineer's Scope of Services:** The undertaking of the Engineer to perform professional services extends only to those services specifically described in this Agreement. However, if requested by the Client and agreed to by the Engineer, the Engineer will perform additional services ("Additional Services") hereunder and shall be compensated as set forth below.
- (2) **Client's Responsibilities:** In addition to other responsibilities described herein or imposed by law, the Client shall:
- (a) Designate in writing a person to act as its representative with respect to this Agreement, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
  - (b) Provide to the Engineer all previous studies, plans, or other documents pertaining to the project; Client's requirements and criteria; standards to be followed; and all new information reasonably necessary; upon all of which the Engineer may rely.
  - (c) Arrange for access to the site and other property and obtain approvals and permits required for the Engineer to provide its services.
  - (d) Review all documents or verbal reports presented by the Engineer and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of the Engineer.
  - (e) Provide such overall feasibility services such as independent accounting, legal, insurance, and cost estimating as the client may require or the Engineer may reasonably request.
  - (f) Give prompt written notice to the Engineer wherever the Client becomes aware of any development that affects the scope and timing of the Engineer's services or any defect or noncompliance in any aspect of the project.
  - (g) Bear all costs incident to the responsibilities of the Client including any permitting and review fees.
- (3) **Period of Services:** This Agreement has been entered into in anticipation of conditions permitting continuous and orderly progress through the completion of the Engineer's services. Times for performance shall be extended to the extent necessary for delays due to circumstances the Engineer does not control. If such delay or suspension extends for more than six months (cumulatively), the rates of compensation provided for in the Agreement shall be renegotiated.
- (4) **Compensation for Additional Services:** Unless otherwise agreed to in writing, the Client shall pay the Engineer for the performance of any Additional Services an amount based upon the Engineer's current hourly rates plus an amount to cover certain direct expenses including in-house duplicating, local mileage, telephone calls, postage, and word processing. Other direct expenses will be billed at 1.15 times cost.
- (5) **Method of Payment:** Compensation shall be paid to the Engineer in accordance with the following provisions:
- (a) Invoices will be submitted by the Engineer to the Client for services performed and expenses incurred. Payment of each invoice will be due within 25 days of receipt. Interest will be added to accounts not paid within 25 days at the maximum rate allowed by law. If the Client fails to make any payment due the Engineer for services and expenses within 30 days after the Engineer's transmittal of its invoice, the Engineer may suspend services until all amounts are paid in full.
  - (b) If the Client objects to any invoice, it must advise the Engineer in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections shall be waived, and the invoice shall conclusively be deemed due and owing.
  - (c) If the Engineer initiates legal proceedings to collect payment for services, it may recover in addition to all amounts due, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings. Such expenses shall include the cost, at the Engineer's normal hourly billing rates, of the time devoted to such proceedings by its employees.
  - (d) The Client acknowledges and agrees that the payment for services rendered and expenses incurred by the Engineer pursuant to this Agreement is not subject to any contingency or conditions unless expressly set forth in this Agreement.
- (6) **Use of Documents:** All documents, including but not limited to drawings, specifications and data or programs stored electronically, prepared by the Engineer are related exclusively to the services described herein. They are not intended or represented to be suitable for partial use or reuse by the Client or others on extensions of this project or on any other project. Any modifications made by the Client or any partial use or reuse without written authorization or adaptation by the Engineer will be at the Client's sole risk and without liability or legal exposure to the Engineer, and the Client shall indemnify, defend and hold the Engineer harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. Any authorization or adaptation will entitle the Engineer to further compensation at rates to be agreed upon by the Client and the Engineer. Copies of Documents that may be relied upon by Client are limited to the printed copies (also known as hard copies) signed or sealed by the Engineer. Files in electronic media format of text, data, graphics, or of other types furnished by Engineer to Client are only for convenience of Client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the Client, after receiving electronic files, agrees to perform acceptance tests or procedures within 60 days, after which the Client shall be deemed to have accepted the data. Any errors detected within the 60-day acceptance period will be corrected by the Engineer. Engineer shall not be responsible to maintain documents stored in electronic media format after acceptance by Client. When transferring documents in electronic media format, Engineer makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operation systems, or computer hardware differing from those used by Engineer at the beginning of this Project. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- (7) **Opinions of Cost:** Because the Engineer does not control the cost of labor, materials, equipment, services furnished by others, methods of determining prices, competitive bidding or market conditions, any opinion rendered as to costs shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, but the Engineer cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator.
- (8) **Termination:** The obligation to provide further services under this Agreement may be terminated by either party upon seven days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, the Engineer will be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by the Engineer as a result of such termination.
- (9) **Insurance:** The Engineer is protected by Workers' Compensation insurance, professional liability insurance, and general liability insurance for bodily injury and property damage and will exchange certificates of insurance upon request.
- (10) **Liability:** In performing its professional services, the Engineer will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession practicing in the same or similar locality at the time the services are provided. No warranty, express or implied, is made or intended by the Engineer's undertaking herein or its performance of services hereunder, and it is agreed that the Engineer is not a fiduciary with respect to the Client.

To the fullest extent of the law, and notwithstanding any other provisions of this Agreement, the total liability, in the aggregate of the Engineer and the Engineer's officers, directors, employees, agents and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the services under this Agreement from any cause or causes including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of the Engineer or the Engineer's officers, directors, employees, agents, or subconsultants shall not exceed twice the total compensation received by the Engineer under this Agreement or \$50,000 whichever is greater. Under no circumstances shall the Engineer be liable for lost profits, consequential damages or for extra costs or other consequences due to changed conditions or for costs related to the failure of the contractor to perform work in accordance with the plans and specifications.

(11) **Expenses of Litigation:** If the Client or its contractors initiate legal proceedings against the Engineer, its contractors, or its subcontractors related to the Engineer's services, and such proceedings conclude with the entry of a final judgment favorable to the Engineer, the Client shall reimburse the Engineer for all of its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings. Such expenses shall include the cost, at the Engineer's normal hourly billing rates, of the time devoted to the proceedings by the Engineer's employees.

(12) **Dispute Resolution:** If and to the extent that Client and Engineer have agreed on a method and procedure for resolving disputes between them arising out of or relating to this Agreement, such dispute resolution method and procedure, if any, is set forth in an Exhibit attached to this Agreement. Client and Engineer agree to negotiate in good faith for a period of thirty days from date of notice of all disputes prior to exercising their rights under any Exhibit or under law.

(13) **Hazardous Substances:** It is understood and agreed that in seeking the professional services of the Engineer, the Client does not request the Engineer to undertake to perform any services, studies, or tests, or to make any determinations involving hazardous substances or conditions, as defined by federal or state law. Therefore, the Engineer undertakes no such obligation, and the Client agrees to hold harmless, indemnify, and defend the Engineer from and against any and all claims, losses, damages, liability, and costs arising out of or in any way connected with the presence, discharge, release, or escape of hazardous substances or conditions of any kind, or environmental liability of any nature, in any manner related to services performed by the Engineer. If any hazardous substance or condition is observed or reasonably suspected by the Engineer, it shall have the right to cease all services until the hazardous substance or condition has been eliminated. The Engineer shall notify the Client of any such substance or condition of which the Engineer becomes aware, and the Client shall be solely responsible for its elimination.

(14) **Assignment:** Nothing in this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than the Client and the Engineer, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the Client and the Engineer and not for the benefit of any other party. Neither the Client nor the Engineer shall assign, sublet, or transfer any rights under or interest in this Agreement without the written consent of the other, except that the Engineer may retain subconsultants as it deems appropriate.

(15) **Confidentiality:** The Client consents to the use and dissemination by the Engineer of photographs of the Project and to the use by the Engineer of facts, data and information obtained by the Engineer in the performance of its services. If, however, any facts, data or information is specifically identified in writing by the Client as confidential, the Engineer shall use reasonable care to maintain the confidentiality of that material.

(16) **Miscellaneous Provisions:** This Agreement is to be governed by the law of the State of Tennessee. This Agreement shall bind, and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors and assigns. This Agreement contains the entire and fully integrated agreement between the parties hereto and supersedes all prior and contemporaneous negotiations, representations, agreements, or understandings, whether written or oral. This Agreement can be supplemented or amended only by a written document executed by both the Engineer and the Client. Provided, however, that conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by the Engineer. Any provision in this Agreement that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof or affecting the validity or enforceability of such provision in any other jurisdiction. Also, the non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

**2024 Standard Billing Rate Table**

**Mattern & Craig**

**July 1, 2024**

<b>Employee Types</b>	<b>Employee Type (Category) Billing Rate (\$/Hr.)</b>	
Sr. Principal	\$	250.00
Sr. Division Manager	\$	235.00
Principal	\$	215.00
Sr. Engineering Specialist	\$	200.00
Sr. Project Manager	\$	190.00
Project Manager	\$	145.00
Engineering Specialist	\$	145.00
Lead Project Engineer	\$	135.00
Sr. Construction Manager	\$	130.00
Project Engineer	\$	130.00
Sr. Survey Manager	\$	125.00
Construction Manager	\$	125.00
Survey Manager	\$	120.00
Survey Supervisor	\$	120.00
Sr. Engineering Technician	\$	110.00
Associate Engineer	\$	105.00
Sr. Design Technician	\$	105.00
Graduate Engineer	\$	100.00
Sr. Resident Project Representative (Sr. RPR)	\$	95.00
Design Technician	\$	90.00
Survey Crew Chief	\$	85.00
Sr. Administrative Assistant	\$	85.00
Administrative Assistant	\$	80.00
Resident Project Representative (RPR)	\$	80.00
Survey Field Technician II	\$	70.00
Survey CAD Technician	\$	65.00
Assistant RPR	\$	60.00
Survey Field Technician I	\$	55.00
Intern	\$	45.00

Employee Type (Category) Billing Rates listed above are valid through May 31, 2025. On June 1, 2025, Employee Type (Category) Billing Rates may be adjusted to meet market conditions.

Vehicle mileage will be charged at the published Std. IRS Mileage rate unless modified by individual contract language. All other Direct Project Expenses (i.e., Copying, Shipping, Postage, Meals, Lodging, Supplies, etc.) will be invoiced 1.10 times the actual cost. All subconsultants charges will be invoiced at a rate of 1.15 times the amount of the subconsultant's invoice.





DATE: 4/13/2023

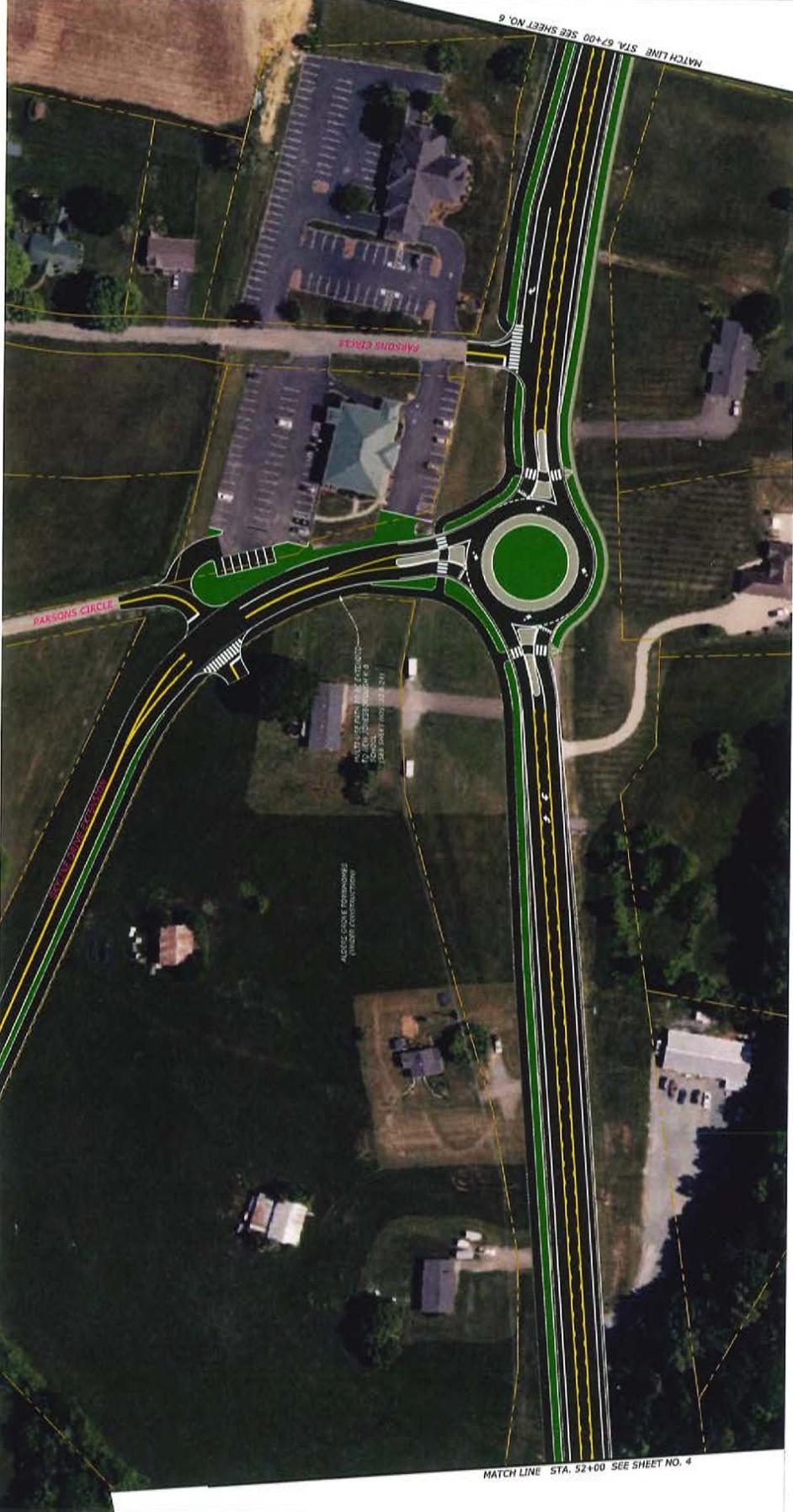
### CONCEPT PLAN S.R.-354 (BOONES CREEK ROAD) WIDENING STA 52+00.00 - STA 67+00.00 WASHINGTON COUNTY, TENNESSEE

PREPARED FOR  
THE JOINT COMMUNITIES OF  
WASHINGTON COUNTY

DIXWOOD ENGINEERS, INC.  
1000 S. W. 10th St.  
Johnson City, TN 37601  
423-929-1111  
www.dixwood.com

JOHNSON CITY, TENNESSEE

James Berghoff & Associates, Inc.  
1000 S. W. 10th St.  
Johnson City, TN 37601  
423-929-1111  
www.jba.com



- PROFESSIONAL ENGINEER'S SEAL
1. PROFESSIONAL ENGINEERING CONTRACT AND SEAL NOT VALID WITHOUT THIS SEAL
  2. SEALS OF ALL STATES, TERRITORIES INCLUDING DISTRICT OF COLUMBIA, ARE NOT VALID UNLESS THEY ARE REGISTERED WITH THE BOARD OF ENGINEERING REGISTRATION
  3. ALL PROJECTS OF A LICENSED PROFESSIONAL ENGINEER MUST BE UNDER HIS CLOSE PERSONAL SUPERVISION
  4. PENALTY FOR VIOLATION: \$5000



MATCH LINE STA. 52+00 SEE SHEET NO. 4

MATCH LINE STA. 67+00 SEE SHEET NO. 6



**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

DATE: AUGUST 12, 2024 AGENDA ITEM #: 7-D

SUBJECT: Outdoor Use Application for Grace Meadows Farm Creamery

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**BACKGROUND:**

Tammy Eldridge, owner of Grace Meadows Farm Creamery at 115 E. Main Street has applied for an Outdoor Use Permit. The purpose of the request is to provide seating in front of their business for creamery dining. Proposed are four (4) wrought iron tables and sixteen (16) chairs, along with a 24" high black decorative aluminum fence.

When considering an Outdoor Use Permit, the issues are as follows:

1. Historic Zoning has approved the furniture/materials.
2. A schematic is provided that shows the exact location of the furniture/materials. In this case the posts with chains.
3. Proof of liability insurance including listing the Town as other insured and a signed a hold harmless agreement.
4. Inspection of any furniture/materials by the Building Inspector to ensure that the items used are structurally sound and safe.
5. Review of the specific layout of any furniture/materials sign used to ensure there is remaining adequate pedestrian access down the sidewalk including wheelchair accessibility.

**Review of Request**

As we as a Town are encouraging outdoor activities, businesses utilizing space for table and chairs have a higher visibility not only to pedestrians "eyeing" seated patrons, but vehicles passing through our downtown. The plan has been reviewed by the Building Inspector who reported that measurements were done and there is more than adequate space for pedestrians to utilize the sidewalks including wheelchair access. The plan has gone to Historic Zoning and has received approval. We have received the Certificate of Insurance and Hold Harmless Agreement.

**RECOMMENDATION:**

Approve the Outdoor Use Permit Application for Grace Meadows Farm Creamery, as presented.

TOWN OF JONESBOROUGH

OUTDOOR USE PERMIT

APPLICATION

115 East Mains Street

Grace Meadows Farm Creamery Jonesborough

Business Name - Outdoor Use Area

Physical Address

Tammy Eldridge

423-794-0246

Owner's Name

Telephone / Cell #

170 John France Rd.  
Jonesborough, TN 37659

aeldridge17@gmail.com

Mailing Address

Email Address

Describe Intended Use: Seating for Creamery dining

Describe equipment, structures, furnishings, etc. to be used: Aluminum  
fencing and metal chairs & tables

Photos/schematics of equipment, structures, furnishings, etc. are attached?  
 Yes  No

Applicant must provide a schematic showing proposed Outdoor Use Area in relationship with building(s). Schematic must show property lines, dimensions approximate locations of equipment, structures and furnishings as well as location of poles, signs, planters, etc. Dimensions of pedestrian walkway area must also be labeled.

Has a Certificate of Appropriateness from Historic Zoning Commission been issued?  
 Yes  No

Has proof of liability insurance been provided?  Yes  No

Town of Jonesborough been named co-insured?  Yes  No

Date of policy term: From 6/10/22 To 4/11/25

Review by Town Attorney: \_\_\_\_\_  
Signature Date

Statement of Understanding: I have read the entire Town of Jonesborough Outdoor Use Policy. I understand and agree to abide by all requirements and conditions.

Tammy W. Eldridge  
Name

7/29/24  
Date

Tammy W. Eldridge  
Signature

# TOWN OF JONESBOROUGH, TENNESSEE

## Outdoor Use Permit Application

### Hold Harmless and Indemnity Agreement

This agreement made on the 24<sup>th</sup> day of July, 2024, in the City of Jonesborough, County of Washington, State of Tennessee.

The parties to the agreement are the undersigned Grace Meadows  
(Name of  
Farm Creamery \_\_\_\_\_, called "indemnitor," and The Town of  
Organization or Sponsor)  
Jonesborough, Tennessee, called "indemnitee."

Indemnitor has submitted an Outdoor Use Permit Application to indemnitor. This agreement is attached as an exhibit to that application. Approval of that application is expressly conditioned on the execution of this agreement, indemnitee has agreed to review for approval the application for a special event and if approved to allow the indemnitor's outdoor use of public property to take place within the limits of the Town of Jonesborough in consideration of the indemnitee's allowing the event to take place and \$1.00, receipt of which by indemnitor is acknowledged, the parties agree as follows:

#### Section I

##### Scope of Indemnity

Indemnitor undertakes to indemnify and to save harmless indemnitee from any liability, loss or damages indemnitee may suffer as a result of claims, demands, costs, or judgments against it arising out of the operation within the limits of the Town of Jonesborough, County of Washington, State of Tennessee, of the outdoor use outlined in the application or the management thereof.

Indemnitor assumes full responsibility for all damages and injury that may result to any person or persons or to adjoining property by reason of the excavation for, and the erection, construction, and maintenance of, any structures put in place for the outdoor use, and agrees and covenants to indemnify Indemnitee against any such claim or claims.

Indemnitor expressly undertakes to indemnify and to save harmless indemnitee from all liability and/or loss or damages for or arising out of the outdoor use outlined in the application, whether it be caused by the negligence of indemnitee, indemnitee's agents or employees, indemnitee's contractors or otherwise.

## Section II

### Period Covered

The indemnity will extend from the date of this agreement to and including the date the permit expires or is terminated by either party, including and period necessary for the indemnitee to remove any structures erected under the permit.

## Section III

### Expenses, Attorneys' Fees, and Costs

Should it become necessary for purposes of resisting, adjusting, or compromising any claim(s) or demand(s) arising out of the subject matter with respect to which indemnification is provided by this agreement, or for purposes of enforcing this agreement, for indemnitee to incur any expenses, or become obligated to pay any attorneys' fees or court costs, indemnitor agrees to reimburse indemnitee for such expenses, attorneys' fees, or costs within a reasonable time, in no event to exceed thirty days, after receiving written notice from indemnitee of the incurring of such expenses, attorneys' fees, or costs.

## Section IV

### Interest

Indemnitor agrees to pay indemnitee interest at the rate of ten percent per annum on any necessary expenses or costs incurred by indemnitee in the enforcement of this indemnity contract, or on any sums indemnitee is obliged to pay with respect to the matters to which indemnity is given in the contract, from the date such expenses or costs are incurred, or such sums are paid.

## Section VI

### Notice of Claim Against Indemnitee

Indemnitee agrees to give indemnitor ten days' written notice of any claim made against indemnitee on the obligations indemnified against.

Executed on the date first written above.

Signature:

*Tammy W. Eldridge*

Printed Name:

Tammy W. Eldridge

STATE OF TENNESSEE  
COUNTY OF WASHINGTON

Before me, the undersigned Notary Public in and for the State and County aforesaid, personally appeared Tammy Eldridge, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged executing the foregoing instrument for the purposes therein contained by signing the same.

WITNESS my hand and seal at office in the State and County aforesaid, this, the 30 of July, 20 24.

*Sherry Greene*  
NOTARY PUBLIC

My Commission Expires:

12-7-26





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/29/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> TIS Insurance Services, Inc. 1900 N. Winston Rd. Suite 100 Knoxville TN 37919	<b>CONTACT NAME:</b> Lisa Lawson <b>PHONE (A/C, No, Ext):</b> <b>E-MAIL ADDRESS:</b> llawson@tisins.com	<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Daniel J. Eldridge & Tammy W. Eldridge DBA Grace Meadows Farm The Kitchen at Grace Meadows Farm, LLC Grace Meadows Farm Creamery, LLC P. O. Box 4442, Johnson City TN 37602	<b>INSURER A:</b> The Cincinnati Insurance Companies <b>INSURER B:</b> Hartford Accident and Indemnity Co <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	<b>NAIC #</b> 10677P 22357

**COVERAGES**      **CERTIFICATE NUMBER:** 24/25 MASTER      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

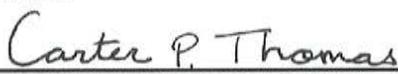
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ENP 0657146	06/18/2022	06/18/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			ENP 0657146	06/18/2022	06/18/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$			ENP 0657146	06/18/2022	06/18/2025	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	20WECBE6S28	04/11/2024	04/11/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	\$ 1,000,000 \$ 1,000,000 \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: 113 East Main Street, Suite 115, Jonesborough, TN 37659

Town of Jonesborough is named as additional insured on the General Liability policy as required by written contract.

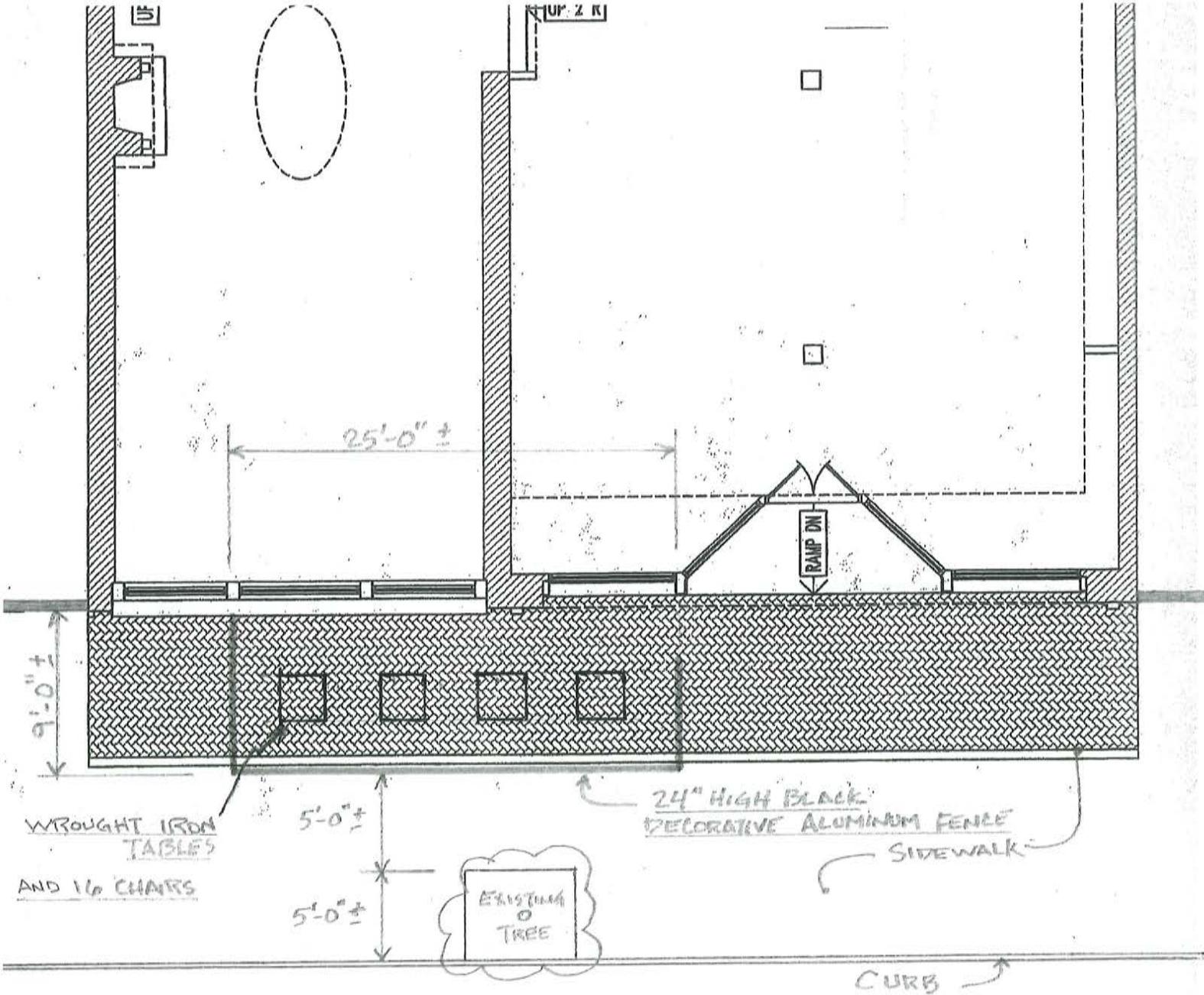
**CERTIFICATE HOLDER****CANCELLATION**

Town of Jonesborough c/o Donna Freeman 123 Boone Street Jonesborough TN 37659	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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WROUGHT IRON  
TABLES  
AND 16 CHAIRS

5'-0"±

5'-0"±



24" HIGH BLACK  
DECORATIVE ALUMINUM FENCE

SIDEWALK

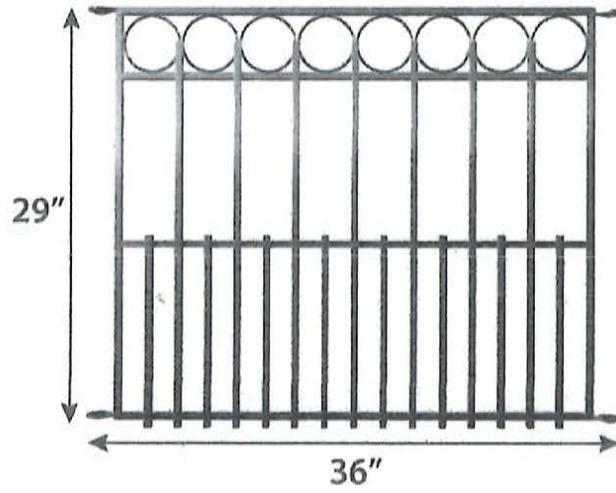
CURB

E. MAIN ST

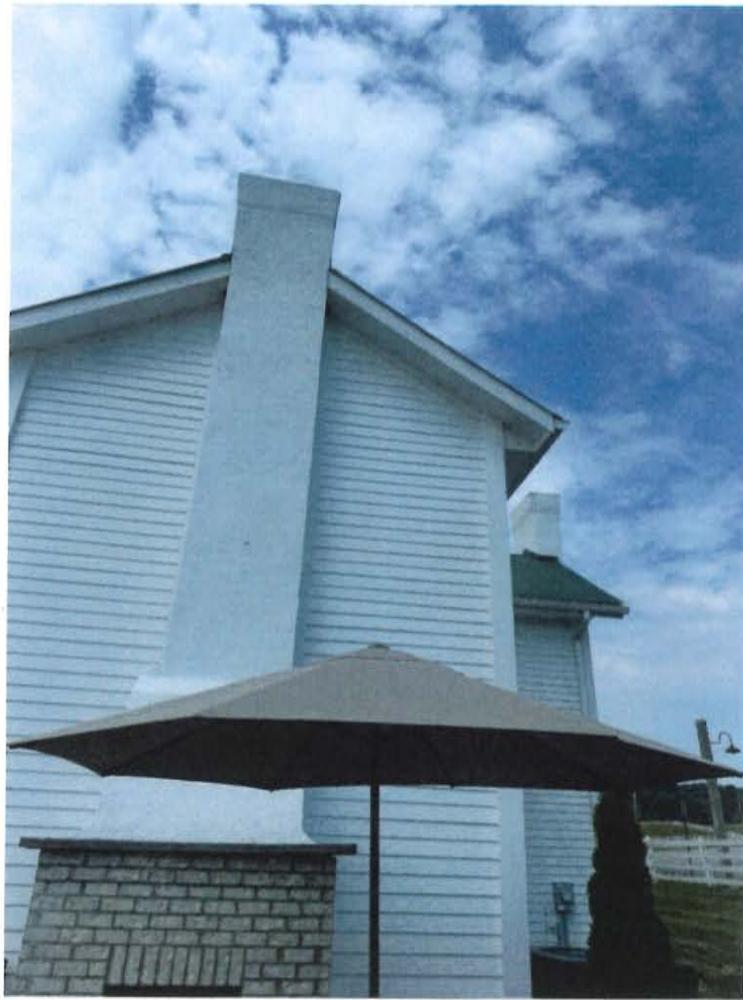
GRACE MEADOWS FARM CREAMERY

115 E. MAIN ST

EXTERIOR SEATING







**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

DATE: AUGUST 12, 2024 AGENDA ITEM #: 7-E

SUBJECT: Farm to Table Event

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**BACKGROUND:**

On March 11, 2024, the BMA approved Jonesborough Locally Grown's (JLG) Special Event Permit Application and Special Event/Special Occasion Outdoor Use Permit Application for a Farm to Table Dinner scheduled for August 24, 2024.

The event included street closure from Main Street between 2<sup>nd</sup> Avenue and Fox Street, use of the ISC plaza and building, and Courthouse Square. Wine and beer were approved to be served as part of the event. ISC secures the ABC permit to serve alcohol as part of their contract with JLG for the use of their facility.

The issue at hand is an alternative plan to Main Street in the event of rain, and JLG is working with Main Street Café (caterer for event) to see if they are willing to move the event to the Visitor's Center in the event of weather versus a potential to cancel.

The request from JLG to the BMA is to approve the wine and beer to be served in the Visitor's Center if the caterer agrees to hold the event indoors due to weather. ABC would need to provide a different approval for the special occasion permit through them for the Visitor's Center due to change of location, in like manner so would the BMA need to approve the wine/beer as part of the event at the VC.

In recent years, the State of Tennessee Legislature amended Tennessee Code Annotated, Section 57-4-102, relative to consumption of alcoholic beverages on premises and included among other town facilities, the Visitor's Center. It is found in TCA 57-4-102 (21)(J) which reads as follows:

(J) "Historic performing arts center" also means a facility that:

- (i) Is owned by a municipality;
- (ii) Has an auditorium that contains not less than two hundred fifty (250) seats;
- (iii) Serves as an information source for visitors;
- (iv) Is located in the municipality's historic district;
- (v) Is located in a municipality having a population of not less than five thousand fifty (5,050) nor more than five thousand fifty-nine (5,059), according to the 2010 federal census or any subsequent federal census; and

(vi) Is located in a county having a population of not less than one hundred twenty-two thousand nine hundred (122,900) nor more than one hundred twenty-three thousand (123,000), according to the 2010 federal census or any subsequent federal census

Town Attorney Jim Wheeler is still reviewing JLG's request and will provide information at the time of the board meeting.

**RECOMMENDATION:**

Approve Jonesborough Local Grown's request to hold the Farm to Table event at the Visitor's Center as an alternative location to Main Street in the event of rain, and for wine and beer to be served on-premises at the Visitor's Center, subject to the Town Attorney's review and approval.

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

DATE: AUGUST 12, 2024 AGENDA ITEM #: 7-F

SUBJECT: Purchase Rights to *A Spot on the Hill* from Heritage Alliance

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**BACKGROUND:**

Prior to Anne G-Fellers-Mason being employed with the town and specifically the McKinney Center, Anne wrote several plays while as the Executive Director of the Heritage Alliance, and the McKinney Center staff would like to continue performing some of those plays now that Anne works for us.

Two memorandums have been provided as background and summary on the subject, with both recommendations for the Town of Jonesborough to purchase the Rights to "A Spot on the Hill", from the Heritage Alliance. Spot on the Hill is the Alliance's second largest fundraiser each year. Heritage Alliance is interested in selling the rights to the town for \$5,000.00 and open to that being paid over a 3-year period.

Additionally, the Heritage Alliance has requested to receive 10% of ticket sales and would share advertisements of the plays with the McKinney Center, such as *Nancy*, *Legs in A Barrel*, *With These Hands*, etc. (see memorandums for more information).

Town staff are agreeable to the overall proposal from Heritage Alliance understanding the value of plays, Spot on the Hill, etc.

First, McKinney Center staff recommend that the town agree to (1) the purchase of rights to be paid to Heritage Alliance over a 2-year period to include \$2,500.00 for FY25 and \$2,500.00 for FY26; and (2) paying the Heritage Alliance 10% of ticket sales and share advertisements of the plays with the McKinney Center.

Town Attorney Jim Wheeler is reviewing Heritage Alliance's request and will provide comments at the time of the board meeting.

**RECOMMENDATION:**

Approve the Heritage Alliance's request for the Town of Jonesborough to purchase rights to Spot on the Hill, as presented, subject to the Town Attorney formalizing documents in support of the agreement if needed.



# MEMO

To: Glenn Rosenoff  
From: Theresa Hammons  
Date: July 25, 2024  
Re: Recommendation to Purchase Rights to, *A Spot on the Hill*, from the Heritage Alliance.

Anne G-Fellers – Mason, wrote several plays while as the Executive Director of the Heritage Alliance. Anne, and the McKinney Center staff would like to continue performing some of those plays now that Anne works for the Town of Jonesborough. All organizations involved understand the importance of these performances in regard to preserving stories and tourism to Jonesborough.

The Heritage Alliance has requested to receive 10% of ticket sales and would share advertisements of the plays with the McKinney Center, such as *Nancy*, *Legs in A Barrel*, *With These Hands*, etc.

*Spot on a Hill* was the Heritage Alliance's second largest fundraiser each year. Therefore, the Heritage Alliance would like to sell the rights to the Town of Jonesborough for, \$5,000.00. The McKinney Center would like to do this in two installments of \$2,500.00 in 2024-2025 fiscal year and \$2,500.00 in 2025-2026 fiscal year.

McKinney Center staff have met with the Heritage Alliance Board and agree to these terms. We would like to recommend the above.

We also need to remember that this is separate from the Town's annual appropriation to the Heritage Alliance.

To: Glen Rosenoff, Town Administrator, Jonesborough, TN  
From: Heritage Alliance of NE TN & SW VA; The McKinney Center  
Date: 07/17/2024  
Subject: Purchase of Rights To *A Spot On The Hill* From The Heritage Alliance by the Town of Jonesborough.  
Required: Please respond to this memo regarding the purchase of the play in question.

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**Summary:** Late last year, Anne Mason left her position as Executive Director of the Heritage Alliance for a new opportunity at the McKinney Center. When doing so, she expressed her wishes to continue to perform plays she wrote and produced as Executive Director of the Heritage Alliance within her new capacities at the McKinney Center and to create new plays for the McKinney Center under the name of Spot on the Hill. Seeing as *A Spot on the Hill* was the second biggest fundraiser for Heritage Alliance (H.A.), and all were created while Anne Mason was paid by the H.A., it was felt by the Board of Trustees that a formal agreement should be developed between the Town of Jonesborough and the H.A. to determine the rights and financial benefits to future productions.

Because these plays were written during Anne Mason's employment with Heritage Alliance and were therefore the property of the H.A., it was initially discussed that the profit-sharing formula of 70% to M.C./30% to H.A. would be agreeable for any production of historical dramas of the H.A. by the McKinney Center. After meeting between with Theresa and Anne Mason of the McKinney Center, with Dana Ensor and Fred Counts representing the Board of Trustees at the Heritage Alliance, and examining McKinney Center cost estimates to perform these historical dramas, it became apparent that McKinney Center would only make profit on any production created by the Heritage Alliance if they only allowed a 10% cut to the H.A.

Dana and Fred informed Anne and Theresa that after some consideration, taking the entire brand of *Spot on the Hill* to McKinney Center would not be possible without sharing some of the proceeds of the play or negotiating a price for the play outright. With the prospect of future negotiations being needed every time boards/leadership changed within the two organizations, **it has been decided between the McKinney Center, and the Heritage Alliance Board of Trustees that the best option is to sell the rights of any new versions of Spot on the Hill and the use of the name, Spot on the Hill, to the Town of Jonesborough for an agreed upon amount of \$5000.00, which amounts to approximately two years of profits from the play.**

**This payment may be made over a 2 to 3 year period of time, if needed, by the McKinney Center. However, if older versions of the play are used of Spot on the Hill or any other historical dramas that were created when**

**Anne Mason was the ED, the H.A. will be given 10% of the profits and would share advertisements of the plays with the McKinney Center (for example the dramas Nancy, Legs In A Barrel, With These Hands, etc.). Further any historical costumes needed by the McKinney Center for productions could be coordinated with the H.A. with appropriate care and cleaning completed by the McKinney center before returning.**

We believe this is the best choice to keep Anne Mason at the McKinney Center in control of a production that she has invested much creative energy into, as well as allow Heritage Alliance time to create a replacement fundraiser. This also allows the play to belong to the town; all are in agreement that *Spot on the Hill* is a valuable resource to *everyone* in Jonesborough, not just Heritage Alliance or McKinney Center.

Please let us know what next steps our two organizations should take to secure the future of this production.

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

DATE: AUGUST 12, 2024 AGENDA ITEM #: 7-G

SUBJECT: Approval of Bid – Tiger Park Playground Equipment

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**BACKGROUND:**

Capital Projects Planner Rachel Conger has provided a detailed memorandum regarding the Tiger Park Athletic Area Playground bid and recommendation.

The bid for the Athletic Area Playground at Tiger Park was sent out July 16, 2024, and bids were received until July 31<sup>st</sup>. The bid announcement was sent to the Johnson City Press for advertisement as required. The playground is being funded through the Local Park and Recreation Fund (LPRF) grant obtained for Tiger Park.

We received two bids for the project, one from Recreational Concepts and one from Bliss Products. Recreational Concepts bid was \$434,318.96 and Bliss Products was \$376,270.

There are several components contained within the bid including one large playground structure, a three bay swing set for 6 swings, a zipline with three bays, three spinners and one large spinner for multiple users. A majority of the playground will have artificial turf for fall material and a portion of the playground will have engineered wood fiber.

Ms. Conger explained in the memorandum the incompleteness of the Bliss Products submitted bid including safety specifications related to support posts, lack of warranty information on specified turf, and quoting a two-bay zipline rather than the required three-bay zipline.

The playground equipment, turf and installation of the three other playgrounds at Tiger Park was done through Recreational Concepts and Ms. Conger's experience with them was described as great.

As a result of the incompleteness of Bliss Products and the completeness of the submitted bid by Recreational Concepts, Ms. Conger is recommending awarding the bid for the Athletic Area Playground at Tiger Park to Recreational Concepts in the amount of \$434,318.96.

**RECOMMENDATION:**

Award the bid for the Athletic Area Playground at Tiger Park to Recreational Concepts in the amount of \$434,318.96, as presented.



**TOWN OF JONESBOROUGH**  
**Parks and Recreation Department**  
123 Boone Street  
Jonesborough, TN, 37659  
**Telephone:** 423-913-0205  
**Fax:** 423-753-1074

# Memo

**To:** Glenn Rosenoff, Town Administrator  
**From:** Rachel Conger, Capital Projects Planner  
**CC:** Board of Mayor and Aldermen  
**Date:** 08 August 2024  
**Re:** Tiger Park Athletic Area Playground Bid Recommendation

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The bid for the Athletic Area Playground at Tiger Park was sent out July 16<sup>th</sup> and bids were received until July 31<sup>st</sup>. The bid announcement was sent to the Johnson City Press for advertisement as required. The playground is being funded through the Local Park and Recreation Fund grant obtained for Tiger Park.

We received two bids for the project, one from Recreational Concepts and one from Bliss Products. Recreational Concepts bid was for \$434,318.96 and Bliss Products was for \$376,270.

There are a number of components contained within the bid including one large playground structure, a three bay swing set for 6 swings, a zipline with three bays, three spinners and one large spinner for multiple users. A majority of the playground will have artificial turf for fall material and a portion of the playground will have engineered wood fiber.

The bid received from Bliss Products was incomplete. I began reaching out to them on August 1<sup>st</sup> to obtain additional information related to the specifications on the equipment and turf, continuing to do so through August 7<sup>th</sup>. After a few days, I was able to reach someone other than the sales representative who was identified on their bid and she was able to begin answering some of my questions.

Up to this point, the specifications related to the support posts on the playground structures has not been submitted by Bliss Products, as I have requested. In addition, we are still lacking warranty information on the specified turf. The three-bay zipline structure that was specified in the bid was quoted by Bliss as a two-bay zipline.

The biggest concern is that the excavation work that needs to be completed in order to install the turf material was not included in the bid submitted by Bliss Products.

Based on this information, the recommendation is to award the bid for the Athletic Area Playground at Tiger Park to Recreational Concepts.

The playground equipment, turf and installation of the three other playgrounds at Tiger Park was done through Recreational Concepts. We had a really great experience with them and are very pleased with their products. We had an issue earlier in the spring with an area of the playground holding water that was directly affecting the turf. As we worked through solving the water drainage problem, they sent a crew up to work with us and they worked to replace the turf underlayment that had been damaged and make repairs as needed, all at no cost to the Town.

**BID OPENING FOR:**

Tiger Park – Playground Equipment

**DATE:** Wednesday, July 31, 2024

BIDS RECEIVED FROM	AMOUNT
Bliss Products <sup>TOTAL</sup> \$376,270.00 (E) \$140,455.00 (I) \$216,680.00 (D) \$19,135.00	
Recreational Concepts, LLC	
<sup>TOTAL</sup> \$434,318.96 (E) \$297,497.28 (I) \$120,495.97 (D) \$16,325.71	

**THOSE IN ATTENDANCE:**

Janet Ganning  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTICE TO BID  
TOWN OF JONESBOROUGH  
PLAYGROUND EQUIPMENT  
TIGER PARK**

The Town of Jonesborough is now accepting bids for the purchase and installation of playground equipment and surfacing for the Athletic Field Playground at Tiger Park located at North Cherokee Street. Bids will be received until Wednesday, July 31<sup>st</sup> at 2 p.m. at Town Hall, 123 Boone Street, Jonesborough, TN 37659 at which time they will be publicly opened.

This project is funded in part by a Local Parks and Recreation Fund grant administered by the Tennessee Department of Environment and Conservation Recreation Educational Services Division.

**BID SPECIFICATIONS**

General: Playground equipment will be located at Tiger Park, 720 N Cherokee Street, in Jonesborough, in the athletic field area. General color scheme for the playgrounds will coincide to the extent possible with the school colors of orange and black.

**General Comments on Playground Equipment Bid Specifications**

Substitutions: Bidders may provide substitutions for equipment listed in bid specifications, including all materials, coatings and wheelchair accessibility. However, any substitutions must be clearly identified and include detailed specifications and photo or visual showing appearance including fall/use zones. Acceptance of any substitution is not guaranteed and will be based on its compatibility with the overall layout, intended use of feature specified, general specifications and conformance to theme. Any equipment submitted as a substitution must clearly indicate which equipment item in the bid specifications the substituted equipment is replacing.

**General**

- Bids must include bid form provided in specification packet and must be signed by a principal of firm submitting
- Bids must include cost of all materials and installation
- All bidders must be properly licensed with the State of Tennessee to perform the scope of work required and at the cost submitted
- This project is funded in part by a Local Park and Recreation Fund grant administered by the Tennessee Department of Environment and Conservation Recreation Resources Division
- Bidder selected must provide evidence of workers compensation insurance
- Bids must be good and remain in place for a period up to ninety (90) days from the date of submittal
- The Jonesborough Board of Mayor and Alderman reserves the right to reject any or all bids
- Any variations from the specifications must be clearly identified and a justification included



- Bidders must show capability of providing complete installation and must be responsible for processing and handling warranties of materials and labor. Warranties must detail what is covered, what is excluded, and any conditions of service, and an expected response time.

**Structures/Playground Units:** The playground equipment package bid shall include the following:

**Playground Structure:**

PlayBooster – designed for children ages 5 – 12 years, 12' Ramp, Guardrails and Curbs, Ramp Berm Exit Plate, Swiggle Stix Bridge w/ Handloop, Sky Rail Climber, Cliff Climber, Corkscrew Permalene Handholds, Croquet Climber, Star Seeker, Tenderdeck Decking System, Hole Panel, Pipe Barrier Panels, Ring-A-Bell Reach Panel, Storefront Panel, 12' Tower Bubble Panel, 12' Tower EI Slide w/ Barrier, 12' Tower Pipe Barrier, Chinning Bar, Handhold Leg Lift, Playstructure Seat, Hex Shingle Roof, Double Swoosh Slide, WhooshWinder Slide, Wire Crawl Tunnel

**Freestanding:**

- Qty. 3 Curva Spinners – multiple user attraction with 20" base,, ProShield Color, Direct Bury, or equal
- Qty. 1 Omnispin Spinner – high-backed chair to be molded from colorfast polyethylene, surface mount. Transfer point from walker or wheelchair. Must be designated ADA/wheelchair accessible, or equal.
- Qty. 1 ZipKrooz 50' w/ (2) Additional Bays – 2 Disc Seats and (1) Molded Bucket Seat – Includes 4-wheel trolley system, Bluck Rubber-wrapped chains, Poly Disc Seats, 38-1/2"x38-1/2" Standing Deck at Disc Seat Sections, or equal.
- Qty. 3 Bays Single Post Swing Frame w/ (4) Belt Seats, (1) 5-12yr Molded Bucket Seat, (1) 2-5yr Molded Bucket Seat - ProGuard Chains - 5"-diameter steel frame with a 5"-diameter aluminum beam, Beam height: 8', or equal.
- Qty. 3 72" Tendertuff Benches - Galvanized 2 3/8" steel tubing frame with ProShield color. TenderTuff tabletop and seats with coated 11-gauge perforated steel and roll-formed edges and corners, or equal.

**Surfacing:**

- 4,406 sq ft ForeverLawn Playground Grass Ultra with SafetyFoam Pro, Aggregate Base SubSystem, Concrete Curb Around Perimeter, or equivalent. Yarn type: polyethylene slit film, secondary- heat set textured nylon monofilament; yarn color: primary- olive green, secondary- turf green. Yarn count: primary- 5,040/1, secondary- 4,200/8. Tufting construction: dual yarn, same row. Blade height- 1- 1/2", tufting gauge- 3/8", face weight- 48 oz, total product weight 103 oz. Backing: three-layer premium backing made with BioCel polyurethane and 100% recycled geotextile nonwoven fabric on a dual layer primary. Antistatic Technology: XStatic proprietary, patented antistatic technology, Antimicrobial protection: AlphaSan. Seaming: Micromechanical bonding, or equivalent. Must be designated ADA/wheelchair accessible. Or equal.
- 275 cubic yards of Engineered Wood Fiber to be IPEMA Certified, ASTM/ADA/CPSC compliant for playground surfacing, or equal.

All components to meet ASTM and CPSC standards.

**FOB Jonesborough:**

Bids shall include shipping and handling costs of all equipment and materials to Jonesborough.

**Warranty:**

Bidder must warranty its equipment to be free from defects in materials and workmanship under normal use and service for the time periods specified.

100-Year Limited Warranty On all PlayBooster® and PlayShaper® aluminum posts, stainless steel fasteners, clamps, beams and caps against structural failure due to corrosion/natural deterioration or manufacturing defects, and on PlayBooster steel posts against structural failure due to material or manufacturing defects.

15-Year Limited Warranty On all Evos® and Weevos® steel arches, all plastic components (including TuffTimbers™ edging), all aluminum and steel components not covered above, Mobius® climbers, Rhapsody® Outdoor Musical Instruments, decks and TenderTuff™ coatings (except Wiggle Ladders, Chain Ladders and Swing Chain) against structural failure due to material or manufacturing defects.

10-Year Limited Warranty On concrete products against structural failure due to natural deterioration or manufacturing defects. Does not cover minor chips, hairline cracks or efflorescence.

8-Year Limited Warranty On Aeronet® climbers and climbing cables against defects in materials or manufacturing defects.

5-Year Limited Warranty On Rhapsody® cables and mallets against defects in materials or manufacturing defects, on polycarbonate panels against defects in materials or manufacturing defects, and on bamboo panels against delamination due to defects in materials or manufacturing defects. Does not cover damage which may be associated with the natural characteristics of bamboo aging, including but not limited to discoloration, splitting, cracking, warping or twisting, nor the formation of algae, mold and other forms of fungal-type bodies on bamboo.

3-Year Limited Warranty On all other parts, i.e.: Pulse® products, all swing seats and hangers, Mobius climber handholds, Wiggle Ladders, Chain Ladders and ProGuard™ Swing Chain, Track Ride trolleys and bumpers, all rocking equipment including Sway Fun® gliders, belting material, HealthBeat® resistance mechanisms, Seesaws, etc., against failure due to corrosion/natural deterioration or manufacturing defects.

**Inspections:**

Bidder to provide inspections on all purchased/installed playground equipment on an annual basis.

Bidder to provide Town with Safety Inspection Checklist for monthly inspections to be conducted by Town staff.

**Installation:**

Complete Installation cost for each playground area includes playground structures, standalone components, shade structures, surfacing, etc.

**Note:** Any variations from specifications must be documented

Bid will be awarded based on the following:

- Cost of equipment and materials and installation
- Delivery and supervised installation schedule
- Compliance with specifications
- Creativity in submittal
- Experience in manufacturing and installing similar equipment.

Questions related to bid specifications may be submitted to Rachel Conger, Town of Jonesborough, 123 Boone Street, Jonesborough, TN 37659. Contact: (423)791-3869 (cell); (423)753-1030 (office) or [rachelc@jonesboroughtn.org](mailto:rachelc@jonesboroughtn.org).

<b>Playground</b>	<b>Quantity</b>	<b>Equipment</b>	<b>Individual Cost</b>	<b>Extended Cost</b>
	1	Playground Structure		
	3	Curva Spinners		
	1	Omnispin Spinner		
	1	ZipKrooz 50' with two additional bays		
	3	Single Post Swing Frame		
	4	Belt Swings		
	1	Molded Bucket Seat (5 – 12 yrs)		
	1	Molded Bucket Seat (2 – 5 yrs)		
	3	6' Tendertuff Benches		
	4,406 SF	ForeverLawn Playground Grass Discovery Turf		
	275 CY	Engineered Wood Fiber		
			<b>TOTAL</b>	

**TOWN OF JONESBOROUGH**  
123 Boone Street  
Jonesborough, TN 37659  
(423) 753-1030 – Fax (423) 753-1074

**BID FORM**

**PLAYGROUND EQUIPMENT  
TIGER PARK**

**July 31, 2024**

**TOTAL EQUIPMENT – \$** \_\_\_\_\_

**TOTAL DELIVERY - \$** \_\_\_\_\_

**TOTAL INSTALLATION - \$** \_\_\_\_\_

**WARRANTY:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Variation(s) to Bid: (may list on separate sheet)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*By signing this document, the undersigned hereby agrees to the prices and all other terms and conditions contained in this bid and associated documents relating to this bid and will furnish items as specified if this bid is accepted.*

**NAME OF FIRM:** \_\_\_\_\_

**REPRESENTATIVE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

\_\_\_\_\_  
*SIGNATURE*

\_\_\_\_\_  
*DATE*

**BID MUST BE SIGNED TO BE VALID**

Curva Spinner



Omnispin Spinner



Zipkrooz



Single Post Three Bay Swing





Tendertuff Benches





TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
RECREATION EDUCATIONAL SERVICES

WR Snodgrass TN Tower, 312 Rosa L. Parks Avenue, 2nd Floor, Nashville, TN 37243  
PH: 615-532-0748 FAX: 615-532-0732

CERTIFICATION OF CONTRACTOR  
REGARDING CONFLICTS OF INTEREST,  
LOBBYING, NONDISCRIMINATION, PUBLIC ACCOUNTABILITY,  
AND PUBLIC NOTICE

This certification is required by the agency that has funded, in part, by: (check one)

- Local Park & Recreation Fund (LPRF)     Land & Water Conservation Fund (LWCF)  
 Recreation Trail Program (RTP)     Other \_\_\_\_\_

The Contractor, \_\_\_\_\_, by signing and submitting this Certification, acknowledges the following: This Certification will be incorporated into the Agreement executed between: \_\_\_\_\_ (the Grantee) and the Contractor.

By signing and submitting this Certification, the Contractor certifies that neither it, its principals nor affiliates has violated the following:

1. Conflicts of Interest: The Grantee warrants that no part of the total Grant Contract Amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Grantee in connection with any work contemplated or performed relative to this Grant Contract.
2. Lobbying: The Grantee certifies to the best of its knowledge and belief that:
  - a. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
  - b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this contract, grant, loan, or cooperative agreement, the Grantee shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
  - c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

3. Nondiscrimination: The Grantee hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Grant Contract or in the employment practices of the Grantee on the grounds of handicap or disability, age, race, color,

religion, sex, national origin, or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Grantee shall, upon request, show proof of nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

4. Public Accountability: If the Grantee is subject to Tenn. Code Ann. § 8-4-401 *et seq.*, or if this Grant Contract involves the provision of services to citizens by the Grantee on behalf of the State, the Grantee agrees to establish a system through which recipients of services may present grievances about the operation of the service program. The Grantee shall also display in a prominent place, located near the passageway through which the public enters in order to receive Grant supported services, a sign at least eleven inches (11") in height and seventeen inches (17") in width stating:

NOTICE: THIS AGENCY IS A RECIPIENT OF TAXPAYER FUNDING. IF YOU OBSERVE AN AGENCY DIRECTOR OR EMPLOYEE ENGAGING IN ANY ACTIVITY WHICH YOU CONSIDER TO BE ILLEGAL, IMPROPER, OR WASTEFUL, PLEASE CALL THE STATE COMPTROLLER'S TOLL-FREE HOTLINE: 1-800-232-5454.

The sign shall be on the form prescribed by the Comptroller of the Treasury. The Grantor State Agency shall obtain copies of the sign from the Comptroller of the Treasury, and upon request from the Grantee, provide Grantee with any necessary signs.

5. Public Notice: All notices, informational pamphlets, press releases, research reports, signs, and similar public notices prepared and released by the Grantee in relation to this Grant Contract shall include the statement, "This project is funded under a grant contract with the State of Tennessee." All notices by the Grantee in relation to this Grant Contract shall be approved by the State.
6. Records: The Grantee and any approved subcontractor shall maintain documentation for all charges under this Grant Contract. The books, records, and documents of the Grantee and any approved subcontractor, insofar as they relate to work performed or money received under this Grant Contract, shall be maintained in accordance with applicable Tennessee law. In no case shall the records be maintained for a period of less than five (5) full years from the date of the final payment. The Grantee's records shall be subject to audit at any reasonable time and upon reasonable notice by the Grantor State Agency, the Comptroller of the Treasury, or their duly appointed representatives.

The records shall be maintained in accordance with Governmental Accounting Standards Board (GASB) Accounting Standards or the Financial Accounting Standards Board (FASB) Accounting Standards Codification, as applicable, and any related AICPA Industry Audit and Accounting guides.

In addition, documentation of grant applications, budgets, reports, awards, and expenditures will be maintained in accordance with U.S. Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Grant expenditures shall be made in accordance with local government purchasing policies and procedures and purchasing procedures for local governments authorized under state law.

The Grantee shall also comply with any recordkeeping and reporting requirements prescribed by the Tennessee Comptroller of the Treasury.

The Grantee shall establish a system of internal controls that utilize the COSO Internal Control - Integrated Framework model as the basic foundation for the internal control system. The Grantee shall incorporate any additional Comptroller of the Treasury directives into its internal control system.

Any other required records or reports which are not contemplated in the above standards shall follow the format designated by the head of the Grantor State Agency, the Central Procurement Office, or the Commissioner of Finance and Administration of the State of Tennessee.

**Grantee's Authorized Representative:  
(USUALLY MAYOR)**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

**CONTRACTOR:** \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

**NOTICE OF REQUIREMENTS FOR AFFIRMATIVE ACTION  
TO ENSURE EQUAL EMPLOYMENT OPPORTUNITY  
(EXECUTIVE ORDER 11246 AND 41 CFR PART 60-4)**

The following notice shall be included in, and shall be made a part of all solicitations for offers and bids on all Federal and federally-assisted construction contracts or subcontracts in excess of \$10,000.

The Offer's or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Opportunity Construction Contract Specifications" set forth herein.

The goals and timetables for minority and female participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade for all construction work in the covered area, are as follows:

Timetables	Goals for minority Participation for each Trade	Goals for female participation for each trade
	2.6%	6.9%

These goals are applicable to all the Contractor's construction work (whether or not it is Federal or federally-assisted) performed in the covered area.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60.4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a) and its efforts to meet the goals established for the geographical area where the contract resulting from this solicitation is to be performed. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order and the regulations of 41 CFR 60-4. Compliance with the goals will be measured against the total work hours performed. The Contractor shall provide written notification to the appropriate Regional Office of the Office of Federal Contract Compliance Programs within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address and telephone number of the subcontractor; employer identification number; estimated dollar amount of the subcontract; and the geographical area in which the contract is to be performed.

As used in this Notice, and the contract resulting from this solicitation, the "covered area" is:



## STATE OF TENNESSEE

### BYRD ANTI-LOBBYING AMENDMENT CERTIFICATION

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352.

Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

#### **APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING – REQUIRED FOR CONTRACTS OVER \$100,000** *Certification for Contracts, Grants, Loans, and Cooperative Agreements*

The undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

<b>Signature of Authorized Representative</b>	<b>Date</b>
<b>Printed Name and Title</b>	<b>Phone Number / Email Address</b>





**STATE OF TENNESSEE  
IRAN DIVESTMENT ACT CERTIFICATION**

<b>SUBJECT CONTRACT NUMBER(S):</b>	
<b>CONTRACTOR LEGAL ENTITY NAME:</b>	
<b>EDISON SUPPLIER IDENTIFICATION NUMBER:</b>	

The Iran Divestment Act, Tenn. Code Ann. § 12-12-101 et. seq. requires a person that attempts to contract with the state, including a contract renewal or assumption, to certify at the time the bid is submitted or the contract is entered into, renewed, or assigned, that the person or the assignee is not identified on a list created pursuant to § 12-12-106.

Currently, the list is available online at the following website: <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

The Contractor, identified above, certifies by signature below that it is not included on the list of persons created pursuant to Tenn. Code Ann. § 12-12-106 of the Iran Divestment Act.

---

**CONTRACTOR SIGNATURE**

NOTICE: This certification MUST be signed by an individual with legal capacity to contractually bind the Contractor.

---

**PRINTED NAME AND TITLE OF SIGNATORY**

---

**DATE**



**STATE OF TENNESSEE**  
**NON-BOYCOTT OF ISRAEL CERTIFICATION**

The Bidder certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

According to the law, a boycott of Israel means engaging in refusals to deal, terminating business activities, or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken:

- 1) In compliance with, or adherence to, calls for a boycott of Israel, or
- 2) In a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis, and is not based on a valid business reason. Tenn. Code Ann. § 12-4-119.

<b>Signature of Authorized Representative</b>	<b>Date</b>
<b>Printed Name</b>	<b>Phone Number / Email Address</b>

**DRUG-FREE WORKPLACE AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The undersigned, principal officer of \_\_\_\_\_, an employer of five (5) or more employees contracting with \_\_\_\_\_ government to provide construction services, hereby states under oath as follows:

1. The undersigned is a principal officer of \_\_\_\_\_ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the Tennessee Code Annotated.
3. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.

\_\_\_\_\_  
Principal Officer

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me personally appeared \_\_\_\_\_, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**STATEMENT OF COMPLIANCE CERTIFICATE  
ILLEGAL IMMIGRANT**

EACH CONTRACTOR BIDDING SHALL FILL IN AND SIGN THE FOLLOWING

Bidder Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

This is to certify that \_\_\_\_\_ have fully complied with all the requirements of T.C.A. § 12-3-309, stating:

- (1) No state governmental entity shall contract to acquire goods or services from any person who knowingly utilizes the services of illegal immigrants in the performance of a contract for goods or services entered into with a state governmental entity;
- (2) No person may contract to supply goods or services to a state governmental entity if that person knowingly utilizes the services of illegal immigrants in the performance of a contract to supply goods or services entered into with the state or a state entity.

*All Bidders for construction services on this project shall be required to submit an affidavit (by executing this compliance document) as part of their bid, that attests that such Bidder shall comply with requirements of T.C.A. § 12-3-309.*

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

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CERTIFICATION OF NON-SEGREGATED FACILITIES

(Applicable to Federally assisted construction contracts and related subcontracts exceeding \$10,000, which are not exempt from the Equal Opportunity Clause.)

The Federally assisted construction contract certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments and that he/she does not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The Federally assisted construction contractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this contract. As used in this certification the term "Segregated Facilities" means any waiting rooms, work areas, rest rooms and washrooms, restaurants and other eating areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees, which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom or otherwise. The Federally assisted construction contractor agrees that (except where he/she has obtained identical certification he/she will obtain identical certification from proposed subcontractors prior to award of subcontracts exceeding \$10,000, which are not exempt from the provisions of the Equal Opportunity clause and that he/she will retain such certification in his/her files.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Construction Company

\_\_\_\_\_  
Title of Signer

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (FIRST TIER SUBCONTRACTOR)**

For all orders above the limit specified in FAR Section 52.209-6(e) (currently \$30,000) and in accordance with the requirements of FAR 52.209-6, the Offeror must complete and sign the following:

The Offeror certifies, to the best of its knowledge and belief, that—

The Offeror and/or any of its Principals—

Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and

Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

The Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

"Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.

A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the University may render the Offeror nonresponsible.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the University, the University may terminate the contract resulting from this solicitation for default.

SIGNATURE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

## PUBLIC NOTICE

### TITLE VI OF THE 1964 CIVIL RIGHTS ACT

**“No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”**

The Town of Jonesborough provides benefits and services such as police protection, fire protection, water service, sewer service, sanitation service, infrastructure needs, and other related municipal services. The Town also provides funds to certain non-profit organizations.

Anyone who believes that an agency or local government receiving the federal funding mentioned above has discriminated against someone on the basis of race, color or national origin has a right to file a complaint within 180 days of the alleged discrimination.

Please sign and return to the Town of Jonesborough verifying that your company is in compliance with the above Title VI, 1964 Civil Rights Act.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company

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

Please return to:

*Title VI Coordinator*  
Town of Jonesborough

TOWN OF JONESBOROUGH  
123 Boone Street  
Jonesborough, TN 37659  
(423) 753-1030 – Fax (423) 753-1074

**BID FORM**

**PLAYGROUND EQUIPMENT  
TIGER PARK**

**July 31, 2024**

**TOTAL EQUIPMENT – \$** 297,497.28

**TOTAL DELIVERY - \$** 16,325.71

**TOTAL INSTALLATION - \$** 120,495.97

**WARRANTY:** See attached warranty documents.

\_\_\_\_\_  
\_\_\_\_\_

**Variation(s) to Bid: (may list on separate sheet)** N/A

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*By signing this document, the undersigned hereby agrees to the prices and all other terms and conditions contained in this bid and associated documents relating to this bid and will furnish items as specified if this bid is accepted.*

**NAME OF FIRM:** Recreational Concepts, LLC

**REPRESENTATIVE:** Shelia Stewart

**ADDRESS:** 1151 S. Willow Ave, Suite D  
Cookeville, TN 38506



PHONE: 931-303-0227 FAX: 931-303-0227

Shelia D Stewart 7-18-24  
SIGNATURE DATE

**BID MUST BE SIGNED TO BE VALID**

<b>Playground</b>	<b>Quantity</b>	<b>Equipment</b>	<b>Individual Cost</b>	<b>Extended Cost</b>
	1	Playground Structure	\$126,445.00	\$126,445.00
	3	Curva Spinners	\$2,395.00	\$7,185.00
	1	Omnispin Spinner	\$10,465.00	\$10,465.00
	1	ZipKrooz 50' with two additional bays	\$51,025.00	\$51,025.00
	3	Single Post Swing Frame	\$4,050.00	\$4,050.00
	4	Belt Swings	\$160.00	\$640.00
	1	Molded Bucket Seat (5 - 12 yrs)	\$1,090.00	\$1,090.00
	1	Molded Bucket Seat (2 - 5 yrs)	\$1,090.00	\$1,090.00
	3	6' Tendertuff Benches	\$1,085.00	\$3,255.00
	4,406 SF	ForeverLawn Playground Grass Ultra Turf <b>Discount</b>	\$89,074.40 <b>(\$6,330.86)</b>	\$89,074.40 <b>(\$6,330.86)</b>
	275 CY	Engineered Wood Fiber	\$9,508.74	\$9,508.74
		Equipment, Turf, And EWF Installation	\$120,495.97	\$120,495.97
			<b>SUBTOTAL</b>	\$417,993.25
			<b>*PLUS FREIGHT</b>	\$16,325.71
			<b>TOTAL</b>	\$434,318.96

**TOWN OF JONESBOROUGH**  
123 Boone Street  
Jonesborough, TN 37659  
(423) 753-1030 – Fax (423) 753-1074

**BID FORM**

**PLAYGROUND EQUIPMENT  
TIGER PARK**

July 31, 2024

TOTAL EQUIPMENT – \$ 140,455.00

TOTAL DELIVERY - \$ 19,135.00

TOTAL INSTALLATION - \$ 216,680.00 (includes turf & mulch)

WARRANTY: see enclosed

Variation(s) to Bid: (may list on separate sheet) \_\_\_\_\_

We did not bid the specified play equipment. we used  
play & park structures with Iplay turf and  
mulch from zeager.

*By signing this document, the undersigned hereby agrees to the prices and all other terms and conditions contained in this bid and associated documents relating to this bid and will furnish items as specified if this bid is accepted.*

NAME OF FIRM: Bliss Products and Services, Inc.

REPRESENTATIVE: Gregg Bliss, President

ADDRESS: 6831 S. Sweetwater Rd.  
Lithia Springs, GA 30122



**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

DATE: AUGUST 12, 2024 AGENDA ITEM #: 7-H

SUBJECT: First Frontier Trail Phase 1

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**BACKGROUND:**

The State of Tennessee, through the Governor's Office via TDEC, has appropriated 2.4 million directly to the Town of Jonesborough for the First Frontier Trail. This is incredible news! A Letter of Agreement was provided for board approval. Once we approve the appropriation and send it back to the State, we will receive the funding quickly. Some details on the trail, including overview, historic significance, phasing, funding, etc., are provided below.

**Overview**

As we as a town have discussed numerous times, we understand the significance of providing ample opportunity for our citizens and visitors to partake in outdoor recreation, especially as recreation improves public health and provides simultaneously for safe transportation opportunities.

In that spirit, the City of Johnson City, Town of Jonesborough, and Washington County had been working cooperatively to evaluate the possibility of creating a new trail system. The First Frontier Trail proposal sent to the Governor's office was a vision to connect Jonesborough and Johnson City with biking and walking trails.

Jonesborough's plans are to extend the sidewalk all the way to the city limits up East Main Street and do a short run over to the track at the old middle school that will then become a trail head with parking. Also, the Spring Street one-way conversion the BMA approved includes plans for a sidewalk all the way to the city limits and to Stage Road Park are part of this project. Finally, a connection from Oak Grove Avenue to May Drive and to the new Jonesborough K-8 school.

Overall, this trail will benefit all communities safely allowing pedestrians, joggers, and cyclists connection to ETSU, Downtown Jonesborough, multiple Town parks, Johnson City's sidewalks and parks, and ultimately the Tweetsie Trail and Sycamore Shoals State Historic Park.

The existing trails in the area such as the Lost State Scenic Walkway in Jonesborough, the Tweetsie Trail in Johnson City, Elizabethton and Carter County, and other trails could fall under this overall trail system known as the First Frontier Trail.

### **Historic Significance**

The State of Tennessee began in East Tennessee, which also played a significant role in the creation of our country.

There is historical significance to this trail as it would establish a connection from the Sycamore Shoals Historic State Park and the Town of Jonesborough, the State's oldest town. The trail could be connected to the Tipton Haynes Historic Site in Johnson City which is only a few miles from the Tweetsie Trail.

The International Storytelling Center in Jonesborough could assist with the creation of educational exhibits placed strategically along the trail system telling the story of the historic significance of Northeast Tennessee to the State of Tennessee and the United States of America. The interesting story of the State of Franklin could also be presented.

### **Phasing**

This is a multi-phase project. The first phase has portions in both Johnson City and Jonesborough. The second phase would be the physical connection of the two cities with a new trail. Without the infrastructure being in place in both cities initially, the trail connection would be an isolated trail segment that would have limited use.

The Johnson City portion of the initial phase is the extension of their trail system from the ETSU/Veteran's Administration Campus area to Willow Springs Park and the construction of the bike skills park along with its connection to the Tweetsie Trail.

The Town of Jonesborough's portion of the first phase project is to complete the Lost State Scenic Walkway by extending it to the east for future extension to Johnson City, to connect all their parks and connect to the new Jonesborough school. The trail would also extend to Boones Creek Rd (SR 354) for connection to another trail between the Town and Johnson City on the north side.

The first phase allows people to walk, jog, and cycle to parks, schools, businesses, other trails sections, and to destinations such as ETSU and Downtown Jonesborough while we continue to plan and construct the second phase.

### **Funding**

The total funding request for Phase 1 in the State's FY2024-2025 budget for design and construction was \$2.4 million for Jonesborough and \$1.3 million for Johnson City.

## **Summary**

Washington County is the largest county in the State of Tennessee without a State Park. In lieu of a State Park, we requested funding to create a "linear State Park" or State Trail System.

The First Frontier Trail encompassing the current Tweetsie Trail, the recent State funded Tweetsie Trail extension further into Carter County, and this proposed extension between Johnson City and Jonesborough would create close to a 25-mile-long connected trail. That does not include additional existing and future trail spurs connected to this main trail.

Further phases could include extending the trail to the Nolichucky River using old abandoned railbeds one of which was known as the Embree Line. This old rail connected Johnson City, near Willow Springs Park to areas near the river. This could add another 10 miles of trail and come close to reaching the Town of Erwin in Unicoi County.

The First Frontier Trail will be an economic driver for Washington County, the Tri-Cities area, and the State bringing in people and dollars from adjoining states and the region. The ultimate First Frontier Trail could also compete with the Virginia Creeper Trail for hikers and cyclists.

## **Conclusion**

The construction phases of this project are expected to be predominantly performed by contractors. The exact pathways, type of materials, and other incidental aspects of building a trail system are still being discussed. Staff intend on holding meetings with the public and once more defined areas of trail connections are determined to identify those specific property owners as well to make certain they are included in discussions.

Our first area of the project under review is extending the E. Main Street newly constructed sidewalk to extend from Forest Drive to Headtown Road. There have been preliminary discussions with property owners about the use of asphalt for the trail system with some property owners expressing concern and inquiring about concrete. We are considering concrete in this section of the project and working on cost comparison analyses between asphalt and concrete.

Staff highly recommends approving the agreement as this type of grant (non-matching) does not come often to communities, and the grant aligns perfectly with the town's endearing vision to connect people to places, parks, downtowns, schools, historic areas, etc.

## **RECOMMENDATION:**

Approve the Letter of Agreement, Direct Appropriation Grant in the amount of 2.4 million for Phase 1 of the First Frontier Trail.



STATE OF TENNESSEE  
DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
NASHVILLE, TENNESSEE 37243-0435

DAVID W. SALYERS, P.E.  
COMMISSIONER

BILL LEE  
GOVERNOR

**LETTER OF AGREEMENT:  
DIRECT APPROPRIATION GRANT  
FOR GOVERNMENTAL ENTITIES**

Date: 07/24/2024

To: **Mayor Chuck Vest**  
**Town of Jonesborough**  
**123 Boone Street**  
**Jonesborough, TN 37659**

From: **David W. Salyers, P.E., Commissioner**  
**Tennessee Department of Environment and Conservation**

The State's budget for the fiscal year beginning July 1, 2024, includes a direct appropriation grant payable to your organization.

This appropriation is in addition to any other funding or appropriation provided to you by the State of Tennessee. Section 55, Item 1-36, of the 2024 Appropriations Act reads as follows:

<b>Environment and Conservation - First</b>	<b>Recurring</b>	<b>Non-Recurring</b>
<b>Frontier Trail – Grant</b>	<b>0</b>	<b>2,400,000</b>

If you choose to accept this award:

1. Sign this agreement (include your taxpayer identification number and a daytime phone number) in the space provided as your acceptance of the following terms and conditions:
  - a) If you fail to fulfill your obligations under this agreement, the State shall have the right to seek restitution, pursuant to the laws of the State of Tennessee, from you for payments made to you under this agreement.
  - b) Your records and documents, insofar as they relate to the performance of your obligations or to payments received under this agreement, shall be maintained in a manner consistent with the accounting procedures of the Comptroller of the Treasury, pursuant to T.C.A. 4-3-304 and applicable rules and regulations thereunder.
  - c) The funds received shall be placed in an interest bearing account until such time as they are needed for the purposes set out in the Appropriations Act. In the event that any portion of the funds is not expended, the unexpended portion plus any accrued interest shall be returned to the State.



d) You must complete the attached Substitute W-9 Form and return it with this signed Letter of Agreement. You are responsible for and assume the liability for failure to provide the correct taxpayer identification number for IRS purposes.

2. Return to the State agency head the following materials together:

- a) This signed Letter of Agreement; and
- b) Substitute W-9 Form.

We encourage you to return these materials as soon as possible. The State is prepared to process this agreement and issue payment in a timely fashion, upon receipt of these materials.

If you should have any questions or comments or need any assistance responding to this request, please contact **Russell Tedrow** by phone at 615-693-0697 or email at [russell.v.tedrow@tn.gov](mailto:russell.v.tedrow@tn.gov) and **Scott Grammer** by phone at 615-532-0309 or email at [scott.grammer@tn.gov](mailto:scott.grammer@tn.gov).

Please retain a copy of this letter for your records. Payment status and accounting inquiries may be directed to the following staff of this department:

Benny Romero, Controller: 615-741-8821; [benny.romero@tn.gov](mailto:benny.romero@tn.gov)

Vidya Bhupathiraju, Fiscal Director: 615-532-0303; [vidya.bhupathiraju@tn.gov](mailto:vidya.bhupathiraju@tn.gov)

On behalf of **First Frontier Trail**, I hereby agree to the aforementioned terms and conditions.

\_\_\_\_\_  
Official's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Official's Name (please print)

\_\_\_\_\_  
Official's Title or Position

\_\_\_\_\_  
Daytime Contact Phone Number

\_\_\_\_\_  
Federal Taxpayer Identification Number

**TOWN OF JONESBOROUGH  
BOARD OF MAYOR AND ALDERMEN  
AGENDA PRESENTATION**

**DATE:** AUGUST 12, 2024 **AGENDA ITEM #:** 7-1

**SUBJECT:** Purchase of Engle Properties located at 258 E Main St.

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**BACKGROUND:**

As you are aware, I have been communicating and meeting with Mr. Don Engel, Power of Attorney for Walter and Sara Engel regarding the potential purchase of property owned by them located on E. Main Street. The subject property is contiguous with the McKinney Center property. The properties under consideration are further described as "258 E. Main Street, Roll 846 / Image 431, Metes and Bounds" and "000 E. Main Street, DB 846 / PG 431, Metes and Bounds" as described by Holt Appraisal Group Appraiser Christopher R. Holt in his opinion of value of both properties.

The purchase includes the commercial building and 1-car carport (258 E. Main Street), and 3.58 Acres vacant land (000 E. Main Street). I presented an offer of \$350,000.00 (below appraisal value) for both properties subject to the Board of Mayor and Aldermen's approval and the seller accepted the offer. The source of funding for the \$350,000.00 will be a Capital Outlay Note based on a maximum number of years amortization schedule. For any other incidental costs like closing related costs, the funding would be minimal and supported through the General Fund. The potential closing date is September 6, 2024.

**RECOMMENDATION:**

Approve the purchase of the properties described as "258 E. Main Street, Roll 846 / Image 431, Metes and Bounds" (commercial building/1-car carport) and "000 E. Main Street, DB 846 / PG 431, Metes and Bounds" (3.58 acres) as described by Holt Appraisal Group Appraiser Christopher R. Holt in his opinion of value of both properties.

# CRYE-LEIKE,<sup>®</sup>

## REALTORS<sup>®</sup>

### COMMERCIAL PURCHASE AND SALE AGREEMENT

- 1 **1. Purchase and Sale.** For and in consideration of the mutual covenants herein and other good and valuable consideration,  
2 the receipt and sufficiency of which is hereby acknowledged, the undersigned buyer

3 Board of Mayor and Alderman Jonesborough, TN

4 seller Walter E. Engel Sara B. Engel (“Buyer”) agrees to buy and the undersigned

5 (“Seller”) agrees to sell all that tract or  
6 parcel of land, with such improvements as are located thereon, described as follows: All that tract of land known as:

7 258 E Main St

8 (Address) Jonesborough (City), Tennessee, 37659 (Zip), as recorded in

9 Washington County Register of Deeds Office, R846 deed book(s), I431

10 page(s), and/or 06B C 014.00 instrument no. and as further described as:

11 Former Broyles Florist Building with 3.94 acres

12 together with all fixtures, landscaping, improvements, and appurtenances, all being hereinafter collectively referred to as  
13 the “Property”, as more particularly described in Exhibit “A” or if Exhibit A is not attached as is recorded with the Register  
14 of Deeds of the county in which the Property is located and is made a part of this Commercial Purchase and Sale Agreement  
15 (“Purchase and Sale Agreement” or “Agreement”) by reference.

- 16 **2. Purchase Price.** The total purchase price for the Property shall be

17 Three Hundred Fifty Thousand U.S. Dollars, (\$ 350,000.00 )

18 (“Purchase Price”), and is subject to all prorations and adjustments and shall be paid by Buyer at the Closing by cash, a  
19 Federal Reserve Bank wire transfer of immediately available funds, cashier’s check or certified check.

- 20 **3. Earnest Money/Trust Money.** Buyer has paid or will pay within 7 business days after the Binding Agreement

21 Date, the sum of \$ 3,500.00 with Crye-Leike Realtors

22 (“Holder”) located at 128 Princeton Rd, Ste 2, Johnson City, TN 37659

23 (Address of Holder). Additional Earnest Money/Trust Money, if any, to be tendered and applied as follows:  
24  
25  
26

27 This sum (“Earnest Money/Trust Money”) is to be applied as part of the Purchase Price at Closing.

28 **A. Failure to Receive Earnest Money/Trust Money.** In the event Earnest Money/Trust Money is not timely received  
29 by Holder or Earnest Money/Trust Money check or other instrument is not honored for any reason by the financial  
30 institution from which it is drawn, Holder shall promptly notify Buyer and Seller. Buyer shall have three (3) business days  
31 after notice to deliver good funds to Holder. In the event Buyer does not timely deliver good funds to Holder, this  
32 Agreement shall automatically terminate and Holder shall notify the parties of the same. Holder shall disburse Earnest  
33 Money/Trust Money only as follows:

- 34 (a) at Closing to be applied as a credit toward Buyer’s Purchase Price;  
35 (b) upon a subsequent written agreement signed by Buyer and Seller; or  
36 (c) as set forth below in the event of a dispute regarding Earnest Money/Trust Money.

37 No party shall seek damages from Holder, nor shall Holder be liable for any such damages, and all parties agree to defend  
38 and hold harmless Holder for any matter arising out of or related to the performance of Holder’s duties hereunder.

39 **B. Disputes Regarding Earnest Money/Trust Money.** In the event Buyer or Seller notifies Holder of a dispute regarding  
40 disposition of Earnest Money/Trust Money that Holder cannot resolve, Buyer and Seller agree to interplead Earnest  
41 Money/Trust Money into a court of competent jurisdiction. Holder shall be reimbursed for, and may deduct from any  
42 funds interpleaded, its costs and expenses, including reasonable attorney’s fees. The prevailing party in the interpleader  
43 action shall be entitled to collect from the other party the costs and expenses reimbursed to Holder, and upon payment of

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44 such funds into the court clerk's office, Holder shall be released from all further liability in connection with the funds  
45 delivered.

46 **4. Inspection.** Prior to Closing, Buyer and Buyer's agents shall have the right to enter upon the Property at Buyer's expense  
47 and at reasonable times to inspect, survey, examine, and test the Property as Buyer may deem necessary as part of Buyer's  
48 acquisition of the Property. Buyer may, for a fee, obtain a septic system inspection letter from the Tennessee Department  
49 of Environment and Conservation, Division of Ground Water Protection. Buyer shall indemnify and hold Seller and all  
50 Brokers harmless from and against any and all claims, injuries, and damages to persons and/or property arising out of or  
51 related to the exercise of Buyer's rights hereunder. Buyer shall have N/A days after the Binding Agreement Date ("Due  
52 Diligence Period") to evaluate the Property, the feasibility of the transaction, the availability and cost of financing, and  
53 any other matter of concern to Buyer. During the Due Diligence Period, Buyer shall have the right to terminate this  
54 Agreement upon notice to Seller if Buyer determines, based on a reasonable and good faith evaluation of the above, that it  
55 is not desirable to proceed with the transaction, and Buyer will be entitled to a refund of the Earnest Money/Trust Money.  
56 Within N/A days after the Binding Agreement Date, Seller shall deliver to Buyer copies of the materials concerning  
57 the Property referenced in Exhibit "B" (collectively "Due Diligence Materials"), which materials shall be promptly  
58 returned by Buyer if Agreement does not Close for any reason. If Buyer fails to timely notify Seller that it is not proceeding  
59 with the transaction, Buyer shall waive its rights to terminate this Agreement pursuant to this paragraph.

60 **5. Title.**

61 **A. Warranties of Seller.** Seller warrants that at Closing Seller shall convey good and marketable, fee simple title to  
62 the Property to Buyer, subject only to the following exceptions ("Permitted Exceptions"):

- 63 (1) Liens for ad valorem taxes not yet due and payable.
- 64 (2) Those exceptions to which Buyer does not object or which Buyer waives in accordance with the Title Issues and  
65 Objections paragraph below. "Good and marketable, fee simple title" with respect to the Property shall be such  
66 title:
  - 67 (a) as is classified as "marketable" under the laws of Tennessee; and
  - 68 (b) as is acceptable to and insurable by a title company doing business in Tennessee ("Title Company"), at  
69 standard rates on an American Land Title Association Owner's Policy ("Title Policy").

70 **B. Warranties of Buyer.** Buyer warrants Buyer is not a sanctioned nonresident alien, sanctioned foreign business, or  
71 sanctioned foreign government or an agent, trustee, or fiduciary thereof and therefore is not precluded from purchasing  
72 Property pursuant to Tenn. Code Ann. §66-2-301, et seq.

73 **C. Title Issues and Objections.** Buyer shall have 15 days after the Binding Agreement Date to furnish Seller with  
74 a written statement of any title objections, UCC-1 or UCC-2 Financing Statements, and encroachments, and other  
75 facts affecting the marketability of the Property as revealed by a current title examination. Seller shall have 10  
76 days after the receipt of such objections (the "Title Cure Period") to cure all valid title objections. Seller shall satisfy  
77 any existing liens or monetary encumbrances identified by Buyer as title objections which may be satisfied by the  
78 payment of a sum certain prior to or at Closing. Except for Seller's obligations in the preceding sentence, if Seller  
79 fails to cure any other valid title objections of Buyer within the Title Cure Period (and fails to provide Buyer with  
80 evidence of Seller's cure satisfactory to Buyer and to Title Company), then within five (5) days after the expiration of  
81 the Title Cure Period, Buyer may as Buyer's sole remedies: (1) rescind the transaction contemplated hereby, in which  
82 case Buyer shall be entitled to the return of Buyer's Earnest Money/Trust Money; (2) waive any such objections and  
83 elect to Close the transaction contemplated hereby irrespective of such title objections and without reduction of the  
84 Purchase Price; or (3) extend the Closing Date period for a period of up to fifteen (15) days to allow Seller further  
85 time to cure such valid title objections. Failure to act in a timely manner under this paragraph shall constitute a waiver  
86 of Buyer's rights hereunder. Buyer shall have the right to reexamine title prior to Closing and notify Seller at Closing  
87 of any title objections which appear of record after the date of Buyer's initial title examination and before Closing.

88 **6. Closing.**

89 **A. Closing Date.** This transaction shall be consummated on September 6th, 2024, (the "Closing  
90 Date") or at such other time the parties may agree upon in writing.

91 **B. Closing Agency for Buyer & Contact Information:**

92 Brandt and Robbins/ 423-282-1981

93 **Closing Agency for Seller & Contact Information:**

94 Brandt and Robbins/ 423-282-1981

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95 C. **Possession.** Seller shall deliver possession and occupancy of the Property to Buyer at Closing, subject only to the  
 96 rights of tenants in possession and the Permitted Exceptions.

97 7. **Seller's Obligations at Closing.** At Closing, Seller shall deliver to Buyer:

98 (a) a Closing Statement;

99 (b) deed (mark the appropriate deed below)

100  General Warranty Deed

Special Warranty Deed

101  Quit Claim Deed

Other: \_\_\_\_\_

102 (c) all documents which Seller must execute under the terms of this Agreement to cause the Title Company to deliver to  
 103 Buyer the Title Policy including, without limitation, a title affidavit from Seller to Buyer and to the Title Company in  
 104 the form customarily used in Tennessee commercial real estate transactions so as to enable the Title Company to issue  
 105 Buyer the Title Policy with all standard exceptions deleted and subject only to Permitted Exceptions; and

106 (d) evidence reasonably satisfactory to Buyer at Closing of all documents/items indicated in Exhibit "C", if any (all  
 107 documents to be delivered by Seller under this paragraph, including all documents/items indicated in Exhibit "C" are  
 108 collectively "Seller's Closing Documents").

109 8. **Conditions to Closing.**

110  
111  
112  
113  
114  
115  
116  
117  
118  
119

120 9. **Costs.**

121 A. **Seller's Costs.** Seller shall pay all existing loans and/or liens affecting the Property; the cost of recording any title  
 122 curative documents, including without limitation, satisfactions of deeds to secure debt, quitclaim deeds and financing  
 123 statement termination; any accrued and/or outstanding association dues or fees; fee (if any) to obtain lien  
 124 payoff/estoppel letters/statement of accounts from any and all associations, property management companies,  
 125 mortgage holders or other liens affecting the Property; all applicable deed recording fees; the fees of Seller's counsel  
 126 and, **if checked**,  **all transfer taxes**, otherwise Buyer is responsible for transfer taxes.

127 **In the event Seller is subject to Tax Withholding as required by the Foreign Investment in Real Property Tax**  
 128 **Act, (hereinafter "FIRPTA"), Seller additionally agrees that such Tax Withholding must be collected from**  
 129 **Seller by Buyer's Closing Agent at the time of Closing.** In the event Seller is not subject to FIRPTA, Seller shall be  
 130 required as a condition of Closing to sign appropriate affidavits certifying that Seller is not subject to FIRPTA. **It is**  
 131 **Seller's responsibility to seek independent tax advice or counsel prior to the Closing Date regarding such tax**  
 132 **matters.**

133 B. **Buyer's Costs.** Buyer shall pay the cost of Buyer's counsel and consultants; any costs in connection with Buyer's  
 134 inspection of the Property and any costs associated with obtaining financing for the acquisition of the Property  
 135 (including any intangibles tax, recording fees for deed of conveyance and deed of trust and cost of recording Buyer's  
 136 loan documents.)

137 C. **Additional Costs.** In addition to the costs identified above, the following costs shall be paid by the parties hereto as  
 138 indicated below:

<u>Item to be Paid</u>	<u>Paid by Seller</u>	<u>Paid by Buyer</u>
139 Survey	<input type="checkbox"/>	<input type="checkbox"/>
140 Title Examination	<input type="checkbox"/>	<input checked="" type="checkbox"/>
141 Premium for Standard Owner's Title Insurance Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
142 Other: <u>Seller closing costs</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
143 Other: <u>Real Estate Fees</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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145 Other: \_\_\_\_\_

146 **10. Taxes and Prorations.** Real estate taxes on the Property for the calendar year in which the Closing takes place shall be  
 147 prorated as of 12:01 a.m. local time on the Closing Date. Seller shall be responsible (even after Closing) for paying all  
 148 taxes (including previous reassessments) on the Property for the time period during which Seller owned the Property and  
 149 shall indemnify the Buyer therefore. In addition, the following items shall also be prorated as of 12:01 a.m. local time on  
 150 the Closing Date [*Select only those that apply to this transaction; the items not checked do not apply to this Agreement*]:

- 151  Utilities  Service Contracts  Tenant Improvement Costs  
 152  Rents  Leasing Commissions  Other: \_\_\_\_\_  
 153  Other: \_\_\_\_\_  Other: \_\_\_\_\_

154 **11. Representations and Warranties.**

155 **A. Seller's Representations and Warranties.** As of the Binding Agreement Date and the Closing Date, Seller  
 156 represents and warrants to Buyer that Seller has the right, power, and authority to enter into this Agreement and to  
 157 convey the Property in accordance with the terms and conditions of this Agreement. The persons executing this  
 158 Agreement on behalf of Seller have been duly and validly authorized by Seller to execute and deliver this  
 159 Agreement and shall have the right, power, and authority to enter into this Agreement and to bind Seller. Seller also  
 160 makes the additional representations and warranties to Buyer, if any, as indicated on Exhibit "D".

161 **B. Buyer's Representations and Warranties.** As of the Binding Agreement Date and the Closing Date, Buyer  
 162 represents and warrants to Seller that Buyer has the right, power, and authority to enter into this Agreement and to  
 163 consummate the transaction contemplated by the terms and conditions of this Agreement. The persons executing  
 164 this Agreement on behalf of Buyer have been duly and validly authorized by Buyer to execute and deliver this  
 165 Agreement and shall have the right, power, and authority to enter into this Agreement and bind Buyer. Upon  
 166 Seller's request, Buyer shall furnish such documentation evidencing signor's authority to bind Buyer.

167 **12. Agency and Brokerage.**

168 **A. Agency.**

- 169 (1) In this Agreement, the term "Broker" shall mean a licensed Tennessee real estate broker or brokerage firm and,  
 170 where the context would indicate, the Broker's affiliated licensees. No Broker in this transaction shall owe any  
 171 duty to Buyer or Seller greater than what is set forth in their brokerage engagements, the Tennessee Real Estate  
 172 Broker License Act of 1973, as amended, and the Tennessee Real Estate Commission rules and regulations.  
 173 (2) A Designated Agent is one who has been assigned by the Managing Broker and is working as an agent for the  
 174 Seller or Buyer in a prospective transaction, to the exclusion of all other licensees in the company.  
 175 (3) An Agent for the Seller or Buyer is a type of agency in which the licensee's company is working as an agent for  
 176 the Seller or Buyer and owes primary loyalty to that Seller or Buyer.  
 177 (4) A Facilitator relationship occurs when the licensee is not working as an agent for either party in this consumer's  
 178 prospective transaction. A Facilitator may advise either or both of the parties to a transaction but cannot be  
 179 considered a representative or advocate for either party. "Transaction Broker" may be used synonymously with,  
 180 or in lieu of, "Facilitator" as used in any disclosures, forms or agreements. [By law, any licensee or company who  
 181 has not entered into a written agency agreement with either party in the transaction is considered a Facilitator or  
 182 Transaction Broker until such time as an agency agreement is established.]  
 183 (5) A dual agency situation arises when an agent (in the case of designated agency) or a real estate firm (wherein the  
 184 entire real estate firm represents the client) represents both the Buyer and Seller.  
 185 (6) If one of the parties is not represented by a Broker, that party is solely responsible for their own interests, and that  
 186 Broker's role is limited to performing ministerial acts for the unrepresented party.

187 **B. Agency Disclosure.**

- 188 (1) The Broker, if any, working with the Seller is identified on the signature page as the "Listing Company"; and said  
 189 Broker is (Select One. The items not selected are not part of this Agreement):  
 190  the Designated Agent for the Seller,  
 191  the agent for the Seller,  
 192  a Facilitator for the Seller, OR  
 193  a dual agent.

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194 (2) The Broker, if any, working with the Buyer is identified on the signature page as the "Selling Company", and  
195 said Broker is (Select One. The items not selected are not part of this Agreement):

196  the Designated Agent for the Buyer,

197  the agent for the Buyer,

198  a Facilitator for the Buyer, OR

199  a dual agent.

200 (3) **Dual Agency Disclosure.** *[Applicable only if dual agency has been selected above]* Seller and Buyer are aware  
201 that Broker is acting as a dual agent in this transaction and consent to the same. Seller and Buyer have been  
202 advised that:

203 1. In serving as a dual agent the Broker is representing two clients whose interests are, or at times could  
204 be, different or even adverse.

205 2. The Broker will disclose all adverse, material facts relevant to the transaction, and actually known to  
206 the dual agent, to all parties in the transaction except for information made confidential by request or  
207 instructions from another client which is not otherwise required to be disclosed by law.

208 3. The Buyer and Seller do not have to consent to dual agency, and

209 4. The consent of the Buyer and Seller to dual agency has been given voluntarily and the parties have read  
210 and understand their brokerage engagement agreements.

211 5. Notwithstanding any provision to the contrary contained herein, Seller and Buyer each hereby direct  
212 Broker, if acting as a dual agent, to keep confidential and not reveal to the other party any information  
213 which could materially and adversely affect their negotiating position unless otherwise prohibited by  
214 law.

215 (4) **Material Relationship Disclosure.** *[Required with dual Agency]* The Broker and/or affiliated licensees have  
216 no material relationship with either client except as follows: \_\_\_\_\_. A material  
217 relationship means one of a personal, familial or business nature between the Broker and affiliate licensees and a  
218 client which would impair their ability to exercise fair judgment relative to another client.

219 Seller Initials \_\_\_\_\_ Buyer Initials \_\_\_\_\_

220 C. **Brokerage.** Seller agrees to pay Listing Broker at Closing the compensation specified by separate agreement. The  
221 Listing Broker will direct the closing agency/attorney to pay the Selling Broker, from the commission received, an  
222 amount, if any, in accordance with the terms and provisions specified by separate agreement. The parties agree and  
223 acknowledge that the Brokers involved in this transaction may receive compensation from more than one party. All  
224 parties to this Agreement agree and acknowledge that any real estate firm involved in this transaction shall be deemed  
225 a third party beneficiary only for the purposes of enforcing their commission rights, and as such, shall have the right  
226 to maintain an action on this Agreement for any and all compensations due and any reasonable attorney's fees and  
227 court costs.

228 13. **Disclaimer.** It is understood and agreed that the real estate firms and real estate licensee(s) representing or assisting Seller  
229 or Buyer and their brokers (collectively referred to as "Brokers") are not parties to this Agreement and do not have or  
230 assume liability for the performance or nonperformance of Seller or Buyer. Buyer and Seller agree that Brokers shall not  
231 be responsible for any of the following, including but not limited to, those matters which could have been revealed through  
232 a survey, title search or inspection of the Property; the insurability of the Property or cost to insure the Property; for the  
233 condition of the Property, any portion thereof, or any item therein; for any geological issues present on the Property; for  
234 any issues arising out of Buyer's failure to physically inspect the Property prior to entering into this Agreement and/or  
235 Closing; for building products and construction techniques; for the necessity or cost of any repairs to the Property; for  
236 hazardous or toxic materials; for the tax or legal consequences of this transaction; for the availability, capability, and/or  
237 cost of utility, sewer, septic, or community amenities; for proposed or pending condemnation actions involving the  
238 Property; for applicable boundaries of school districts or other school information; for the appraised or future value of the  
239 Property; for any condition(s) existing off the Property which may affect the Property; for the terms, conditions and  
240 availability of financing; and for the uses and zoning of the Property whether permitted or proposed. Buyer and Seller  
241 acknowledge that Brokers are not experts with respect to the above matters and that they have not relied upon any advice,  
242 representations or statements of Brokers (including their firms and affiliated licensees) and waive and shall not assert any  
243 claims against Brokers (including their firms and affiliated licensees) involving same. Buyer and Seller understand that it  
244 has been strongly recommended that if any of these or any other matters concerning the Property are of concern to them,

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299 Email. **NOTICE** shall be deemed to have been given as of the date and time it is actually received. Receipt of  
300 notice by the real estate licensee or their Broker assisting a party as a client or customer shall be deemed to be notice  
301 to that party for all purposes under this Agreement as may be amended, unless otherwise provided in writing.

302 **H. Remedies.** In the event of a breach of this Agreement, the non-breaching party may pursue all remedies available at  
303 law or in equity except where the parties have agreed to arbitrate. Notwithstanding the above, if Buyer breaches  
304 Buyer's obligations or warranties herein Seller shall have the option to request that Holder pay the Earnest  
305 Money/Trust Money to Seller, which if disbursed to Seller by Holder shall constitute liquidated damages in full  
306 settlement of all claims by Seller. Such liquidated damages are agreed to by the parties not to be a penalty and to be  
307 a good faith estimate of Seller's actual damages, which damages are difficult to ascertain. In the event that any party  
308 hereto shall file suit for breach or enforcement of this Agreement (including suits filed after Closing which are based  
309 on or related to the Agreement), the prevailing party shall be entitled to recover all costs of such enforcement, including  
310 reasonable attorney's fees. The parties hereby agree that all remedies are fair and equitable and neither party will  
311 assert the lack of mutuality of remedies as a defense in the event of a dispute.

312 **I. Equal Opportunity.** This Property is being sold without regard to race, color, sex, religion, handicap, familial  
313 status, or national origin.

314 **J. Termination by Buyer.** In the event that Buyer legally and properly invokes Buyer's right to terminate this  
315 Agreement under any of the provisions contained herein, Buyer shall pay the sum of one hundred dollars (\$100.00) to  
316 Seller as consideration for Buyer's said right to terminate, the sufficiency and adequacy of which is hereby  
317 acknowledged. Earnest Money/Trust Money shall be disbursed according to the terms stated herein.

318 **K. Severability.** If any portion or provision of this Agreement is held or adjudicated to be invalid or unenforceable for  
319 any reason, each such portion or provision shall be severed from the remaining portions or provisions of this  
320 Agreement, and the remaining portions or provisions shall be unaffected and remain in full force and effect.

321 **L. Construction.** This Agreement or any uncertainty or ambiguity herein shall not be construed against any party but  
322 shall be construed as if all parties to this Agreement jointly prepared this Agreement.

323 **16. Exhibited and Addenda.** All exhibits and/or addenda attached hereto, listed below, or referenced herein are made a part  
324 of this Agreement. If any such exhibit or addendum conflicts with any preceding paragraph, said exhibit or addendum  
325 shall control:

- 326  Exhibit "A" Legal Description
- 327  Exhibit "B" Due Diligence Documents
- 328  Exhibit "C" Addition to Seller's Closing Documents
- 329  Exhibit "D" Seller's Warranties and Representations

330  
331  
332  
333  
334  
335  
336

337 **17. Special Stipulations.** The following Special Stipulations, if conflicting with any preceding paragraph, shall control:

338 Offer is contingent upon contract presentation and Board approval at Board meeting  
339 scheduled for August 12, 2024.

340  
341 With exception to Real Estate Fees, Buyer to pay Seller Closing Costs.

342  
343  
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(Mark box if additional pages are attached.)

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352 **18. Method of Execution.** The parties agree that signatures and initials transmitted by a facsimile, other photocopy  
353 transmittal, or by transmittal of digital signature as defined by the applicable State or Federal Law will be acceptable and  
354 may be treated as originals and that the final Commercial Purchase and Sale Agreement containing all signatures and  
355 initials may be executed partially by original signature and partially on facsimile, other photocopy documents, or by digital  
356 signature as defined by the applicable State or Federal Law.

357 **19. Time Limit of Offer.** This Offer may be withdrawn at any time before acceptance with Notice. Offer terminates if not  
358 countered or accepted by 5:00 o'clock  a.m./  p.m. local time on the 6th day of August,  
359 2024.

360 **LEGAL DOCUMENTS: This is an important legal document creating valuable rights and obligations. If you have any**  
361 **questions about it, you should review it with your attorney. Neither the Broker nor any Agent or Facilitator is**  
362 **authorized or qualified to give you any advice about the advisability or legal effect of its provisions.**

363 **NOTE: Any provisions of this Agreement which are preceded by a box "☐" must be marked to be a part of this**  
364 **Agreement. By affixing your signature below, you also acknowledge that you have reviewed each page and have**  
365 **received a copy of this Agreement.**

366 Buyer hereby makes this offer.

367   
368 **BUYER** Glenn Rosenoff

369 **By:** \_\_\_\_\_

370 **Title:** \_\_\_\_\_

371 **Entity:** \_\_\_\_\_

372 08/04/2024 at \_\_\_\_\_ o'clock  am/  pm  
373 **Offer Date**

374 \_\_\_\_\_

375 **BUYER**

376 **By:** \_\_\_\_\_

377 **Title:** \_\_\_\_\_

378 **Entity:** \_\_\_\_\_

379 \_\_\_\_\_ at \_\_\_\_\_ o'clock  am/  pm  
380 **Offer Date**

381 Seller hereby:

382  **ACCEPTS** – accepts this offer.  
383  **COUNTERS** – accepts this offer subject to the attached Counter Offer(s).  
384  **REJECTS** – rejects this offer and makes no counter offer.

385 \_\_\_\_\_

386 **SELLER** Walter E. Engel by Donald Engel AIF

387 **By:** \_\_\_\_\_

388 **Title:** \_\_\_\_\_

389 **Entity:** \_\_\_\_\_

390 \_\_\_\_\_ at \_\_\_\_\_ o'clock  am/  pm  
391 **Date**

392 \_\_\_\_\_

393 **SELLER** Sara B. Engel by Donald Engel AIF

394 **By:** \_\_\_\_\_

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395 **Title:** \_\_\_\_\_  
 396 **Entity:** \_\_\_\_\_  
 397 \_\_\_\_\_ at \_\_\_\_\_ o'clock  am/  pm  
 398 **Date**  
 399

400 **Binding Agreement Date.** This instrument shall become a "Binding Agreement" on the date ("Binding Agreement Date")  
 401 the last offeror, or licensee of offeror, receives notice of offeree's acceptance. Notice of acceptance of the final offer was  
 402 received by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ o'clock  am/  pm

For Information Purposes Only:

\_\_\_\_\_ Crye-Leike  
 Listing Company  
 \_\_\_\_\_ Donna Estes  
 Independent Licensee  
 \_\_\_\_\_ donna.estes@clhomes.com  
 Licensee Email  
 \_\_\_\_\_ 423-773-4345  
 Licensee Cellphone No.

\_\_\_\_\_ Crye-Leike  
 Selling Company  
 \_\_\_\_\_ Donna Estes  
 Independent Licensee  
 \_\_\_\_\_ donna.estes@clhomes.com  
 Licensee Email  
 \_\_\_\_\_ 423-773-4345  
 Licensee Cellphone No.

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# CRYE-LEIKE, REALTORS®

## COMMERCIAL LEAD-BASED PAINT DISCLOSURE

1 *Federal law mandates that Sellers of housing constructed prior to 1978 must complete certain Lead-Based Paint*  
 2 *Disclosure requirements. These should be completed before the Buyer makes an offer and certainly before the*  
 3 *Seller accepts a purchase offer, otherwise the Buyer may not be obligated under any contract to purchase such*  
 4 *housing.*

5 **Lead Warning Statement**

6 Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978  
 7 is notified that such property may present exposure to lead from lead-based paint that may place young children at  
 8 risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage,  
 9 including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead  
 10 poisoning also poses a particular risk to pregnant women. The Seller of any interest in residential real property is  
 11 required to provide the Buyer with any information on lead-based paint hazards from risk assessments or inspections  
 12 in the Seller's possession and notify the Buyer of any known lead-based paint hazards. A risk assessment or  
 13 inspection for possible lead-based paint hazards is recommended prior to purchase.

14 Property Address: 258 E Main St Jonesborough TN 37659

15 **Seller Disclosure**

16 ***Seller to check one box below:***

- 17  Seller has no knowledge, records, or reports of lead-based paint and/or lead-based paint hazards in the  
 18 housing.
- 19  Seller is aware of the presence of lead-based paint and/or lead-based paint hazards in the housing and has  
 20 provided the Buyer with all available records and reports pertaining to lead-based paint and/or lead-based paint  
 21 hazards in the housing. List any records, reports and/or additional information, including but not limited to the  
 22 basis for the determination that lead-based paint and/or lead-based paint hazards exists, the location of the lead-  
 23 based paint and the conditions of the painted surfaces. This requirement includes records or reports regarding  
 24 common areas. It also includes records or reports of other residential dwellings in multifamily housing,  
 25 provided that such information is part of an evaluation or reduction of lead-based paint and/or lead-based paint  
 26 hazards in the target housing as a whole. If no reports or records are available, Seller shall indicate as such.  
 27 \_\_\_\_\_  
 28 \_\_\_\_\_

29 **Buyer Acknowledgment**

- 30 1) Buyer has received copies of all records, reports and information listed above (if any);  
 31 2) Buyer has read the Lead Warning Statement (above) and understands its contents;  
 32 3) Buyer has received the lead hazard information pamphlet, "Protect Your Family From Lead In Your Home"  
 33 (Copies available at <http://www.hud.gov> and <http://www.epa.gov>);  
 34 4) Buyer has received a 10-day opportunity (unless the parties mutually agreed upon a different period of  
 35 time) before becoming obligated under the contract to purchase the housing to conduct a risk assessment  
 36 or inspection for the presence of lead-based paint hazards. This opportunity is waived if Buyer checks the  
 37 second box below.

38 ***Buyer to check one box below:***

- 39  Contract is subject to Buyer's approval of the results of a risk assessment or inspection of the property for the  
 40 presence of lead-based paint and/or lead-based paint hazards, to be completed at the Buyer's expense. This  
 41 contingency shall be satisfied **within 10 calendar days after the Binding Agreement Date.**

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42  Buyer *waives the opportunity to conduct a risk assessment or inspection* for the presence of lead-based paint  
43 and/or lead-based paint hazards.

44 **Licensee Acknowledgment**

45 Licensees have informed the Seller of the Seller’s obligations under 42 U.S.C. § 4852d, as amended, and are aware  
46 of listing and selling licensees’ duty to ensure compliance.

47 **Certification of Accuracy**

48 The Sellers, Buyers, and Licensees have reviewed the information above and certify, to the best of their knowledge,  
49 that the information they have provided is true and accurate and they have received a copy hereof.

50 The parties agree that the Licensees' signatures on this document are for certification and acknowledgment purposes  
51 only as required and do not make either said Licensee a party to the Purchase and Sale Agreement.

52 The party(ies) below have signed and acknowledge receipt of a copy.

53 <u>Walter E. Engel by Donald Engel AIF</u>	53 <u>Sara B. Engel by Donald Engel AIF</u>
54 <b>SELLER</b> Walter E. Engel by Donald Engel AIF	<b>SELLER</b> Sara B. Engel by Donald Engel AIF
55 <b>By:</b> <u>Walter E. Engel</u>	<b>By:</b> <u>Sara B. Engel</u>
56 <b>Title:</b> _____	<b>Title:</b> _____
57 <b>Entity:</b> _____	<b>Entity:</b> _____
58 <u>07/28/24</u> at <u>9:36 PM</u> o'clock <input type="checkbox"/> am/ <input type="checkbox"/> pm	<u>07/28/24</u> at <u>9:35 PM</u> o'clock <input type="checkbox"/> am/ <input type="checkbox"/> pm
59 <b>Date</b>	<b>Date</b>

60 The party(ies) below have signed and acknowledge receipt of a copy.

61 <u>Glenn Rosenoff</u>	_____
62 <b>BUYER</b>	<b>BUYER</b>
63 <b>By:</b> _____	<b>By:</b> _____
64 <b>Title:</b> _____	<b>Title:</b> _____
65 <b>Entity:</b> _____	<b>Entity:</b> _____
66 _____ at _____ o'clock <input type="checkbox"/> am/ <input type="checkbox"/> pm	_____ at _____ o'clock <input type="checkbox"/> am/ <input type="checkbox"/> pm
67 <b>Date</b>	<b>Date</b>

68 The party(ies) below have signed and acknowledge receipt of a copy.

69 <u>Donna Estes</u>	<u>07/28/24</u> at <u>9:32 PM</u> o'clock <input type="checkbox"/> am/ <input type="checkbox"/> pm
70 <b>REAL ESTATE LICENSEE FOR SELLER</b>	<b>Date</b>
71 <u>Donna Estes</u>	

72 The party(ies) below have signed and acknowledge receipt of a copy.

73 _____	_____ at _____ o'clock <input type="checkbox"/> am/ <input type="checkbox"/> pm
74 <b>REAL ESTATE LICENSEE FOR BUYER</b>	<b>Date</b>
75 _____	

**For Information Purposes Only:**

\_\_\_\_\_ Crye-Leike  
**Listing Company**  
 \_\_\_\_\_ Donna Estes  
**Independent Licensee**

\_\_\_\_\_  
**Selling Company**  
 \_\_\_\_\_  
**Independent Licensee**

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### WIRE FRAUD WARNING

1 Criminals use many methods to steal our money, even when we are buying or selling a home – particularly  
2 involving wire fund transfers. Scammers typically will send an email that APPEARS to be from your agent,  
3 broker, lender, or the closing attorney/ closing agency. Be on the lookout for:

- 4 • Phony email addresses (e.g., a slight change in the domain name), authentic-looking fake websites,  
5 phony fax numbers, texts, calls or social media messages from scammers.
- 6 • Any communication requesting information or directing you to a fake website, a criminal’s email  
7 address or a criminal’s bank account.

8 In preparation for closing, Buyers will often need to wire transfer funds from their personal bank to the closing  
9 attorney/closing agency.

10 **NEVER ACCEPT WIRING INSTRUCTIONS FROM YOUR AGENT OR BROKER.**

11 WEE Initials SBE Initials

12 Rather, you should receive wiring instructions prior to closing from the closing attorney/closing agency or  
13 your lender. If the instructions are sent by email they should be in a secured manner. **DO NOT TRANSFER**  
14 **FUNDS UNTIL** you have verified the authenticity of the wiring instructions by at least one other independent  
15 means, including but not limited to the following:

- 16 • Call the phone number you used on all your prior calls (if the number came from a personally  
17 recognized or known source), or
- 18 • Call the closing attorney/ closing agency or lender after verifying their phone number from a known  
19 third party source, such as the entity’s official website and/or public directory assistance (do not take  
20 the phone number directly from the wiring instruction form you received), or
- 21 • Make a personal visit to their office at the address you previously met with them.

22 If you send wiring instructions by email or any electronic means to anyone at your bank or other financial  
23 institution in preparation for closing, **DO NOT TRANSFER ANY FUNDS** until after you verify that the correct  
24 instructions were received by a known representative at your financial institution. Also, it is important to  
25 confirm with the financial institution that the **WIRE INSTRUCTIONS ARE NOT TO BE SUBSTITUTED**  
26 **WITHOUT YOUR PRIOR CONSENT.** Any wiring instructions sent should be sent in a secured manner.

27 Be especially aware of any request to change any of the original wiring/money transfer information, change in  
28 the person you have been working with on the transaction, or a subtle difference in their behavior, speech, or  
29 grammar. These are some signs of a potential scam. Wiring instructions for closing attorneys, title companies  
30 and lenders rarely if ever change, so any request to change this information should be handled with caution.

31 If you suspect you may be a victim of wire fraud or that you may have received suspicious phone calls, emails,  
32 text messages, faxes, social media messages, emails from a fake address, a change in contact person at your bank  
33 or mortgage company, or changes to wire transfer or financing institutions:

- 34 • **IMMEDIATELY** call your bank and/or mortgage company at the phone number you used in all prior  
35 calls.

36 Then, call your agent at the phone number you used in all prior calls.

37 <u>Walter E. Engel by Donald Engel AIF</u>	<u>07/28/24</u>	<u>Sara B. Engel by Donald Engel AIF</u>	<u>07/28/24</u>
38 Buyer or Seller	Date	Buyer or Seller	Date

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Glenn Rosenoff

08/06/24



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# CRYE-LEIKE,<sup>®</sup>

## REALTORS<sup>®</sup>

### DISCLAIMER NOTICE

1 The Broker and their affiliated licensees (hereinafter collectively “Licensees”) are engaged in bringing together  
 2 buyers and sellers in real estate transactions. Licensees expressly deny any expertise with respect to advice or  
 3 informed opinions regarding any of the following matters. This Disclaimer Notice is an express warning to all  
 4 sellers and buyers that they should not rely on any statement, comment or opinion expressed by any Licensee when  
 5 making decisions about any of the following matters, including the selection of any professional to provide services  
 6 on behalf of buyers or sellers. Any professional selected by buyers or sellers should be an “independent, qualified  
 7 professional”, who complies with all applicable state/local requirements, which may include licensing, insurance,  
 8 and bonding requirements. It is strongly recommended that buyers include contingency clauses in their offers to  
 9 purchase with respect to these or any other matters of concern and that buyers, in writing the offer, allow enough  
 10 time to get an evaluation of the following matters from an independent, qualified professional. The matters listed  
 11 below are not an exclusive list of actions or circumstances which are not the responsibility of the Licensees with  
 12 whom you work. These items are examples and are provided only for your guidance and information.

- 13 **1. THE STRUCTURAL OR OTHER CONDITIONS OF THE PROPERTY.** Consult with professional  
 14 engineers or other independent, qualified professionals to ascertain the existence of structural issues, the  
 15 condition of synthetic stucco (E.I.F.S.) and/or the overall condition of the property.
- 16 **2. THE CONDITION OF ROOFING.** Consult with a bonded roofing company for any concerns about the  
 17 condition of the roof.
- 18 **3. HOME INSPECTION.** We strongly recommend that you have a home inspection, which is a useful tool for  
 19 determining the overall condition of a home including, but not limited to, electrical, heating, air conditioning,  
 20 plumbing, water-heating systems, fireplaces, windows, doors and appliances. Contact several sources (like the  
 21 Tennessee Department of Commerce & Insurance (<http://tn.gov/commerce/>), the American Society of Home  
 22 Inspectors ([www.ashi.com](http://www.ashi.com)), the National Association of Certified Home Inspectors ([www.nahi.org](http://www.nahi.org)), and Home  
 23 Inspectors of Tennessee Association ([www.hita.us](http://www.hita.us)) and independently investigate the competency of an  
 24 inspector, including whether he has complied with State and/or local licensing and registration requirements in  
 25 your area. The home inspector may, in turn, recommend further examination by a specialist (heating-air-  
 26 plumbing, etc.). **Failure to inspect typically means that you are accepting the property “as is”.**
- 27 **4. WOOD DESTROYING ORGANISMS, PESTS AND INFESTATIONS.** It is strongly recommended that  
 28 you use the services of a licensed, professional pest control company to determine the presence of wood  
 29 destroying organisms (termites, fungus, etc.) or other pests or infestations and to examine the property for any  
 30 potential damage from such.
- 31 **5. ENVIRONMENTAL HAZARDS.** Environmental hazards, such as, but not limited to: radon gas, mold,  
 32 asbestos, lead-based paint, hazardous wastes, landfills, byproducts of methamphetamine production, high-  
 33 voltage electricity, noise levels, etc., require advanced techniques by environmental specialists to evaluate,  
 34 remediate and/or repair. It is strongly recommended that you secure the services of knowledgeable  
 35 professionals and inspectors in all areas of environmental concern.
- 36 **6. SQUARE FOOTAGE.** There are multiple sources from which square footage of a property may be obtained.  
 37 Information is sometimes gathered from tax or real estate records on the property. Square footage provided by  
 38 builders, real estate licensees, or tax records is only an **estimate** with which to make comparisons, but it is **not**  
 39 **guaranteed**. It is advised that you have a licensed appraiser determine actual square footage.
- 40 **7. CURRENT VALUE, INVESTMENT POTENTIAL, OR RESALE VALUE OF THE PROPERTY.** A  
 41 true estimate of the value can only be obtained through the services of a licensed appraiser. No one, not even  
 42 a professional appraiser, can know the future value of a property. Unexpected and unforeseeable things happen.

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- 43 **NOTE:** A real estate licensee's Comparative Market Analysis (CMA) or Broker's Price Opinion (BPO), etc.,  
44 while sometimes used to set an asking price or an offer price, is **not** an appraisal.
- 45 **8. BOUNDARY LINES, EASEMENTS, ENCROACHMENTS, ROAD MAINTENANCE, AND**  
46 **ACREAGE.** A survey can provide helpful information, including whether the road to the home is a public or  
47 private road. It is strongly advised that you secure the services of a licensed surveyor for a full-stake boundary  
48 survey with all boundary lines, easements, encroachments, flood zones, road information, total acreage, etc.,  
49 clearly identified. It is also advised that you **not** rely on mortgage loan inspection surveys, previous surveys,  
50 plat data, or Multiple Listing Service (MLS) data for this information, even if acceptable to your lender.
- 51 **9. ZONING, CODES, COVENANTS, RESTRICTIONS, AND RELATED ISSUES.** Zoning, codes,  
52 covenants, restrictions, home owner association by-laws, special assessments, city ordinances, governmental  
53 repair requirements and related issues need to be verified by the appropriate sources in writing. If your projected  
54 use requires a zoning or other change, it is recommended that you either wait until the change is **in effect** before  
55 committing to a property or provide for this contingency in your Purchase and Sale Agreement.
- 56 **10. UTILITY CONNECTIONS, SEPTIC SYSTEM CAPABILITY, AND RELATED SERVICES.** The  
57 availability, adequacy, connection and/or condition of waste disposal (sewer, septic system, etc.), water supply,  
58 electric, gas, cable, internet, telephone, or other utilities and related services to the property need to be verified  
59 by the appropriate sources in writing (including but not limited to fire protection). You should have a  
60 professional check access and/or connection to public sewer and/or public water source and/or the condition of  
61 any septic system(s) and/or wells. To confirm that any septic systems are properly permitted for the actual  
62 number of bedrooms, it is recommended that sellers and/or buyers request a copy of the information contained  
63 in the file for the property maintained by the appropriate governmental permitting authority. If the file for this  
64 property cannot be located or you do not understand the information contained in the file, you should seek  
65 professional advice regarding this matter. For unimproved land, septic system capability can only be  
66 determined by using the services of a professional soil scientist and verifying with the appropriate governmental  
67 authorities that a septic system of the desired type, size, location, and cost can be permitted and installed to  
68 accommodate the size home that you wish to build.
- 69 **11. FLOODING, DRAINAGE, FLOOD INSURANCE, AND RELATED ITEMS.** It is recommended that you  
70 have a civil or geotechnical engineer or other independent expert determine the risks of flooding, drainage or  
71 run-off problems, erosion, land shifting, unstable colluvial soil, sinkholes and landfills. The risk of flooding  
72 may increase and drainage or storm run-off pathways may change. Be sure to consult with the proper  
73 governmental authorities, elevation surveyors, and flood insurance professionals regarding flood and elevation  
74 certificates, flood zones, and flood insurance requirements, recommendations and costs.
- 75 **12. CONDEMNATION.** It is recommended that you investigate whether there are any pending or proposed  
76 condemnation proceedings or similar matters concerning any portion of the property with the State, County and  
77 city/town governments in which the property is located. Condemnation proceedings could result in all or a  
78 portion of the property being taken by the government with compensation being paid to the landowner.
- 79 **13. SCHOOL DISTRICTS AND OTHER SCHOOL INFORMATION.** It is advised that you independently  
80 confirm school zoning with the appropriate school authorities, as school districts are subject to change. Other  
81 school information (rankings, curriculums, student-teacher ratios, etc.) should be confirmed by appropriate  
82 sources in writing.
- 83 **14. INFORMATION ABOUT CRIMES, METHAMPHETAMINE PROPERTIES, OR SEX OFFENDERS.**  
84 You should consult with local, state and federal law enforcement agencies for information or statistics regarding  
85 criminal activity at or near the property, the presence of methamphetamine manufacturing, or for the location  
86 of sex offenders in a given area.
- 87 **15. LEGAL AND TAX ADVICE.** You should seek the advice of an attorney and/or certified tax specialist on any  
88 legal or tax questions concerning any offers, contracts, issues relating to title or ownership of the property, or  
89 any other matters of concern, including those itemized in this Disclaimer Notice. Real estate licensees are **not**  
90 legal or tax experts, and therefore cannot advise you in these areas.

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91 **16. TITLE EXPENSES.** It is the Buyer's responsibility to seek independent advice or counsel prior to Closing  
92 from Buyer's Closing Agency regarding the availability and coverage provided under an American Land Title  
93 Association Standard Owner's Insurance Policy and, if available, an Extended Owner's Insurance Policy.

94 **17. RECOMMENDED INSPECTORS, SERVICE PROVIDERS, OR VENDORS.** The furnishing of any  
95 inspector, service provider or vendor named by the real estate licensee is done only as a convenience and a  
96 courtesy, and does not in any way constitute any warranty, representation, or endorsement. Buyers and sellers  
97 have the option to select any inspectors, service providers or vendors of the buyer's or seller's choice. You are  
98 advised to contact several sources and independently investigate the competency of any inspector, contractor,  
99 or other professional expert, service provider or vendor and to determine compliance with any licensing,  
100 registration, insurance and bonding requirements in your area.

101 **18. RELIANCE.** You understand that it is your responsibility to determine whether the size, location and condition  
102 of the property are acceptable prior to submitting an Offer on a property. Broker makes no representations as  
103 to suitability of a property to your needs. You acknowledge that any images or other marketing materials  
104 provided by the seller or brokers involved in the transaction electronically or in print may not display the  
105 property's features, flaws, odor(s), or size and that you shall not rely on such images when purchasing a  
106 property.

107 **19. MARKETING MATERIALS.** You acknowledge that photographs, marketing materials, and digital media  
108 used in the marketing of the property may continue to remain in publication after Closing. You agree that  
109 Broker shall not be liable for any uses of photographs, marketing materials or digital media which the Broker  
110 is not in control.

111 **The Buyer/Seller acknowledges that they have not relied upon the advice, casual comments, media**  
112 **representations or verbal representations of any real estate licensee relative to any of the matters itemized**  
113 **above or similar matters. The Buyer/Seller understands that it has been strongly recommended that they**  
114 **secure the services of appropriately credentialed experts and professionals of the buyer's or seller's choice**  
115 **for the advice and counsel about these and similar concerns.**

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<p>Authentisign <i>Walter E. Engel by Donald Engel AIF</i></p> <p>CLIENT/CUSTOMER</p> <p>07/28/24 at 9:36 PM o'clock <input type="checkbox"/> am/ <input type="checkbox"/> pm</p> <p>Date</p>	<p>Authentisign <i>Sara B. Engel by Donald Engel AIF</i></p> <p>CLIENT/CUSTOMER</p> <p>07/28/24 at 9:35 PM o'clock <input type="checkbox"/> am/ <input type="checkbox"/> pm</p> <p>Date</p>
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Authentisign  
*Glenn Rosenoff* 08/06/24

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