

TOWN OF JONESBOROUGH
Jonesborough Visitor's Center
117 Boone St.

MEETING NOTICES

Thursday, January 23rd, 2025, 6 p.m.
Jonesborough Visitor's Center Community Room

PUBLIC COMMENTS REGARDING AGENDA ITEMS

Members of the public wishing to speak concerning any item on the agenda during the Public Comment period must sign up by calling the Town Administrative Office at 423-753-1030 with their name, address, and subject about which they wish to speak no later than 2 hours before the meeting if the meeting occurs during normal business hours or by 4:45 p.m. the day of the meeting if the meeting occurs after hours. Otherwise, such member of the public must sign in at the location of the meeting, prior to the beginning of the meeting, by seeing the Town Recorder at meetings of the Parks and Recreation Advisory Committee, or the secretary or staff of any board, commission or committee constituting any other governing body under this resolution.

Each individual shall be given three (3) minutes to address the Board regarding Agenda items. Comments shall be limited to items on the meeting's Agenda

The Jonesborough Parks and Recreation Advisory Committee will meet at 6 p.m. on Thursday, January 23rd, 2025, at the Jonesborough Visitor's Center Community Room, 117 Boone St, Jonesborough, TN, to consider the following agenda:

AGENDA

1. Call to Order
2. Approval of November 2024 Minutes
3. Master Plan – Community Development Partners
4. Field Rental Proposal
5. Mission Statement, Vision, Core Values Preview
6. Adjournment

Parks and Recreation Advisory Committee

Agenda Presentation

Date: Jan 23rd, 2025

Agenda Item: 2

1. Subject: Approval of November 2024 Minutes
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MEETING MINUTES

PARKS AND RECREATION ADVISORY COMMITTEE

Date: November 21st, 2024

Time: 6:00pm

Meeting called to order by: Mark Merriman

IN ATTENDANCE

Mark Merriman, Bryan Barnett, Jason Davis, David Barnette, Lori Rosenoff, Jimmy Rhein, Chris Kudera
Absent: Carla Weems, Adam Dickson, Matt Smith

APPROVAL OF MINUTES

There were no minutes to approve from the previous meeting.

AGENDA

1. Town Parks Status Update

Jason Davis recommended someone on the Parks and Rec staff get their CPSI (Certified Playground Safety Inspector)

Lori Rosenoff mentioned we should work on a survey to present to the community about what they would like to see at Depot Street Park. Chris stated he will work on that and present it at the next meeting.

Marked brought up the point about the park located behind Jonesborough United Methodist Church. That park is owned by the Church, however they let the public use it. When planning the upgrades to Depot Street Park, we should keep that in mind to add a variety since they are close by.

Jason Davis mentioned Octaball is popular and affordable to install.

2. Wetlands Waterpark

Lori Rosenoff stated she welcomes the changes to the park because it hasn't changed since she moved here. She stated that it looks run down and thinks the face lift will help to drive more people to the park.

3. FY 24/25 Budget and Capital Outlays

Jason Davis made the motion for the advisory committee to advise the BMA on looking at an alternative site for the dog park. He mentioned reasons such as cost and safety as the reasons for searching for an alternative location. Mark Merriman seconded the motion. The motion passed unanimously.

4. Mission Statement and Vision

Jason Davis made a motion to change from a "committee" to a "board". Mark Merriman seconded. Motion passed unanimously. Chris stated he will pass this along to town attorney Jim Wheeler and will provide us with an update on if this can be done.

Mark Merriman made the motion for Chris to explore a Vision, Mission Statement, and Core Values to be presented at the next meeting. Jason Seconded the motion. Motion passed unanimously.

5. Recreation Commission Charter

6. Committee Members and Terms

7. Local Programming

8. Tiger Park at Jonesborough School

9. Application for Grant and Lost Scenic Parkway

NEXT MEETING

Next Meeting will be held on January 23rd, 2025, at 6pm located at the educational building at Lincoln Park.

Mark Merriman made a motion to adjourn at 7:28pm. Jason Davis seconded the motion. Motion passed unanimously.

Recommendation: Approve as presented.

Parks and Recreation Advisory Committee

Agenda Presentation

Date: Jan 23rd, 2005

Agenda Item: 3

1. Subject: Master Plan – Community Development Partners

The Town of Jonesborough has contracted with Community Development Partners to assist in updating our Parks and Recreation Master Plan. This update is required every two years to comply with the Tennessee Office of Outdoor Recreation's guidelines, ensuring our eligibility for critical funding opportunities such as the Local Parks and Recreation Fund (LPRF) and Recreational Trails Program (RTP) grants. Rachel Conger will present a detailed timeline based on visual assessments, state guidance, and additional relevant information to guide the process effectively.

Detailed Project Description

The tasks that follow illustrate our detailed approach to completing a Parks and Recreation Master Plan Update. The final deliverable will be a Parks and Recreation Master Plan Update that provides clear documentation of existing assets and opportunities, as well as the steps to enhance future opportunities in the county, cities and region.

Task 1 – Kickoff Meeting

A kickoff meeting with stakeholders from Jonesborough will provide an opportunity to discuss and formulate goals and objectives to guide the plan update.

Task 2 – Survey Assessments

Survey questionnaires will be designed and distributed in online and paper formats. CDP will collaborate on advertising and garnering adequate participation in the survey process. Efforts will be made to target community members via social media, at parks and recreation facilities and at certain special events. CDP will evaluate and document the greatest needs and preferences of the public regarding existing and future parks and recreation services.

Task 3 – Public Workshop

At least one workshop will be held to interact with stakeholders and the public and gather feedback on existing parks and future priorities. The public workshop will include presentation of existing conditions, results of the survey assessment, and will provide a series of guided questions to gather targeted input.

Task 4 – Stakeholder Input

A survey directed specifically to key stakeholders, staff, and public officials will be generated to ensure that valuable input related to existing programs and facilities, as well as future needs of the partnering organizations, is incorporated into the update.

Task 5 – Plan Update Writing

A plan update will be generated, revising the narrative, sections of the existing parks and recreation master plan as appropriate. The changes to each section will be clearly laid out and easy to understand. The existing parks and recreation master plan will be included as an appendix for reference. The plan update will include revisions or references to the following sections:

1. Existing Plans

2. Demographics and Trends
3. Community Engagement
4. Benchmark Analysis
5. Programming & Community Events
6. Facility Evaluations
7. Regional, State, and National Parks
8. Parks and Recreation Priorities
9. Strategic Implementation Plan



The plan update will be generated in draft format and presented to the planning and policy making bodies in Jonesborough. Based on their review and feedback, these documents will be finalized. All GIS files will be available in standard digital format for use in future planning efforts.

Task 6 – Plan Presentation/Adoption

The final plan will be presented to stakeholders, and any information needed for adoption of the plan will be generated.

Project Schedule

It is our intention that the project be completed over a 4-month period with a final plan update generated in April 2025. The following chart illustrates the estimated time projected for completion of each Task.

Task	January	February	March	April	May
Kick off Meeting	■				
Existing Plan Updates	■	■			
Surveys		■			
Conceptual Layouts		■	■		
Public Workshops		■	■		
Stakeholder Interviews		■	■		
Plan Update Writing			■	■	
Plan Presentation/Adoption				■	

As illustrated in the chart, some of the tasks overlap. This timeline is based on our intimate understanding of the planning process, and our familiarity with the overall needs of the city. These timelines may be adjusted as needed in coordination with staff and leadership.

Recommendation: None

Parks and Recreation Advisory Committee

Agenda Presentation

Date: Jan 23rd, 2025

Agenda Item: 4

Subject: Field Rental Proposal

Proposed Approach for Field, Court, and Pavilion Rentals in Jonesborough

To balance accessibility with effective resource management, the Town of Jonesborough looks to implement a structured approach to the use of its recreational spaces, ensuring fair access for all community members while recognizing the value and demand for these facilities.

The proposed fees for reserving fields, courts, and pavilions in Jonesborough are designed to offset the costs associated with maintaining these public spaces. Utilities such as electricity and water, as well as the wear and tear caused by regular use, require consistent funding to ensure our facilities remain in excellent condition. By collecting modest reservation fees, we can directly reinvest in park development, repairs, and upgrades without relying solely on tax dollars. This approach not only enhances the quality of our recreational spaces but also ensures that they remain accessible and enjoyable for everyone in the community.

1. First-Come, First-Serve Access

- **Free Access for Unreserved Use:** All fields, courts, and pavilions will remain open and free to use on a first-come, first-serve basis whenever they are not reserved. This ensures that casual, spontaneous community use remains a priority.
- **Clear Signage:** Each location will display signage indicating its availability for unreserved use, along with instructions for checking and making reservations.

2. Optional Paid Reservations

- **Guaranteed Access:** Individuals or groups planning an event or activity can rent a specific field, court, or pavilion through RecDesk, ensuring availability for their chosen date and time.
- **Reservation Fees:** A modest fee structure will be established to cover maintenance costs and support recreational programming. For example:
 - All Pavilions: \$25 per hour. 2-Hour Minimum
 - Amphitheatre: \$50 per hour. 2-Hour Minimum
 - Pickle Ball/Basketball Court: \$10/hour. Additional \$10 per hour for lights.
 - Baseball/Softball Field: \$25 per hour. Additional \$10 per hour for lights.

- **Discounted Rates for Residents:** Residents of Jonesborough will receive a discounted rate to encourage local use and foster community engagement.

3. Socioeconomic Considerations

- **Fee Waivers:** To ensure no one is excluded due to financial hardship, the Town will offer fee waivers or reduced rates upon request. Eligibility criteria will be based on participation in income-based programs or other need-based factors.
- **Community Partnerships:** Work with local nonprofits and organizations to sponsor rental costs for underserved groups or host free community events.

4. Effective Management via RecDesk

- **Streamlined Reservations:** All reservations will be managed through RecDesk, providing a user-friendly platform for booking and payment.
- **Real-Time Availability:** The system will display real-time availability for all spaces, making it easy for residents to plan their activities.
- **Avoiding Double-Bookings:** Utilizing RecDesk will eliminate conflicts and ensure a smooth scheduling process.

5. Evaluation and Adjustments

- **Feedback-Driven Policy:** The Town will regularly review this rental approach and gather feedback from users to adjust as needed.
- **Annual Report:** A report on the usage, revenue, and feedback will be shared with the community, ensuring transparency and accountability.

This balanced plan honors the town's history of free access while introducing a fair system for those who wish to guarantee their use of high-demand spaces. By blending accessibility, affordability, and convenience, the Town of Jonesborough aims to maximize the value of its recreational assets for all residents.

Recommendation:

Parks and Recreation Advisory Committee

Agenda Presentation

Date: Nov 21, 2024

Agenda Item: 5

Subject: Mission, Vision Statement, Core Values Preview

Mission Statement: “The Jonesborough Parks and Recreation Department is committed to providing high-quality recreational facilities, programs, and services that enhance the well-being of the community. Through innovative programming and dedicated partnerships, the department aims to foster a sense of community and preserve the town’s natural beauty.”

Vision:

“To be a leader in innovative and sustainable recreation, fostering a vibrant and inclusive community while preserving Jonesborough’s heritage and enhancing the quality of life for future generations.”

Or

“To create a thriving community where residents and visitors of all ages can connect, grow, and enjoy exceptional recreational opportunities amidst Jonesborough’s unique charm and preserved natural beauty.”

Core Values:

Community Connection – We prioritize building strong relationships and fostering a sense of belonging for all residents and visitors.

Excellence - We are dedicated to providing high-quality facilities, programs, and services that exceed expectations.

Innovation - We embrace creativity and forward-thinking to deliver dynamic and impactful recreational experiences.

Sustainability - We are committed to protecting and preserving the town’s natural beauty for future generations through eco-friendly practices.

Inclusion - We strive to create accessible and welcoming spaces for people of all ages, abilities, and backgrounds.

Stewardship - We are responsible caretakers of public resources, ensuring they are used effectively and responsibly.

Recommendation:

