

**Tennessee State Museum**  
**Capital Maintenance and Improvement Grant Application**

**Organization Information**

Legal Name of Organization: City of Kingsport

Name of Museum: Allandale Mansion

Mailing Address: 415 Broad Street, Kingsport, TN 37660

Museum Address: 4444 W Stone Dr, Kingsport, TN 37660

County: Hawkins

Website: <https://www.allandalemansion.com/>

Organization Type: Government Entity

Name of Executive Director or CEO: Paul Montgomery, Mayor

Email of Executive Director or CEO: [PaulMontgomery@KingsportTN.gov](mailto:PaulMontgomery@KingsportTN.gov)

Phone number of Executive Director or CEO: (423) 229-9400

**Contact Information**

Grant Contact: Tyler Wicks

Title: Director of Parks and Recreation

Email: [TylerWicks@KingsportTN.gov](mailto:TylerWicks@KingsportTN.gov)

Phone: (423) 229-9408

**Museum and Project Information**

**Mission Statement:** To cultivate a stronger community through exceptional programs, facilities, and recreation opportunities.

**For this grant, museums are defined as a public or private nonprofit agency or institution organized on a permanent basis for educational or aesthetic purposes, which by utilizing a professional staff, owns or utilizes tangible objects, cares for them, and exhibits them to the public on a regular basis.**

**Describe how your organization meets the definition of a museum (750-character limit):**

Established in 1969, Allandale Mansion is a public historic house museum bequeathed to the City of Kingsport by the Brooks family. Approximately 90% of Allandale Mansion's furnishings are the family's original furniture and artwork. Year-round professional staff care for the house and collection, ensuring it remains as it was during the Brooks' life while offering it for public benefit. Additionally, staff maintain an archive of photographs, documents, and newspaper articles about the property. Visitors can utilize the self-guided tour signs to explore the mansion, or request a guided tour. The grounds are also home to several other historic structures including the Brown House, an original c. 1852 farmhouse.

**Please explain how your museum engages with the community (750-character limit):**

Working in tandem with Friends of Allandale, a group of volunteers committed to maintaining and promoting this historic property, Allandale Mansion actively engages the community through a wide variety of public programs and events. These include the Easter Egg Roll, Hobby Horse Derby, Kingsport's Fun Fest, a Mardi Gras fundraiser, and an annual Christmas open-house which features tours of the historic home decorated for the holidays. With guided tours and events offered year-round, the facility welcomes over 20,000 visitors annually. Our staff also visits local organizations upon request to give a presentation on the history of the mansion and grounds including the Kingsport Historical Society and Kiwanis Club.

**Describe your Capital Maintenance and Improvement project request. Please rank projects or project steps in order of importance. Please note grant projects may be partially funded (2,000-character limit):**

Allandale Mansion seeks capital funding to address critical maintenance needs across the historic estate to preserve its structural integrity, improve visitor experience, and support its use as a public passive park. Projects are prioritized below:

1. **Freestanding Bathroom Building Repair:** The existing bathroom building near the Brown House suffers from structural failure, foundation issues, and rotting wood, making it the most urgent need. Current venting is inadequate, and the building needs ADA fixtures and fittings upgrades. Full repair and renovation with a modern, accessible facility is recommended to meet current code and public use needs. This will significantly improve our outdoor events and allow us accommodate larger crowds of visitors, bringing more attention to the historic site.
2. **Painting & Siding across Multiple Structures:** Several buildings including Wheeler's Barn and Harvey's Barn exhibit exterior wood deterioration. These require scraping, painting, and siding repairs to prevent further decay. Improvements will return the barns to their original state and ensure safety and stability for years to come.

If we receive the full grant amount, we plan to complete these first two stages of improvements to the property. The City of Kingsport will provide the remaining funds needed

and engineering fees. If either of these projects were to be delayed due to unforeseen circumstances, we would contact TSM for approval to use funds for the projects below, once again ranked in order of priority:

3. **Harvey's Barn Accessibility & Upgrades:** As a popular event space, Harvey's Barn requires ADA accessibility, safer stairs, improved bathrooms, and structural floor reinforcement. Reconfiguring the lower level into a usable, accessible event space will enhance community use.
4. **Amphitheater & Brooks Pavilion:** Improvements include repairing rotten boards, upgrading electrical systems, improving drainage, and general site cleaning and maintenance.

**How will this project further your organization's mission (750-character limit):**

This project directly supports our mission to cultivate a stronger community through exceptional programs, facilities, and recreation opportunities. By addressing critical maintenance needs at Allandale Mansion, we ensure the preservation and accessibility of this treasured historic site. Replacing failing infrastructure, enhancing access, and improving public amenities will allow Allandale to serve more residents and visitors through expanded events, educational programs, and passive park use. These improvements create a safer, more welcoming environment that strengthens community engagement, supports cultural enrichment, and honors Kingsport's history for generations to come.

Estimated Total Project Budget: \$115,000

Amount of Funding Requested: \$100,000

Estimated Completion Date of Project: May 2027

## Allandale TSM Grant Budget Proposal

| Project                                         | Improvement                        | Estimated Cost*     |
|-------------------------------------------------|------------------------------------|---------------------|
| Freestanding Bathroom Building                  | Repair framing and foundation      | \$13,200.00         |
|                                                 | Siding repairs and paint           | \$8,800.00          |
|                                                 | New metal roof                     | \$16,500.00         |
|                                                 | Electrical and plumbing upgrades   | \$11,000.00         |
|                                                 | New fixtures/finishes              | \$33,000.00         |
| Harvey's and Wheeler's Barn Siding and Painting | Harvey's Barn siding and painting  | \$13,200.00         |
|                                                 | Wheeler's Barn siding and painting | \$8,800.00          |
| <b>Subtotal:</b>                                |                                    | <b>\$104,500.00</b> |
| Construction contingency of 10%:                |                                    | \$10,450.00         |
| <b>Total Budget:</b>                            |                                    | <b>\$114,950.00</b> |

\*estimated cost includes 10% increase from quote to account for inflation

August 6, 2025

Allandale Mansion  
City of Kingsport  
Tyler Wicks  
444 West Stone Drive  
Kingsport, TN 37660

Re: Preliminary Cost Projection

This ESTIMATE includes all labor, materials, equipment and services required as per the outlined field report.

Breakdown of Potential Cost:

**Freestanding Bathroom Building:**

|                               |                        |
|-------------------------------|------------------------|
| Repair Framing and Foundation | \$12,000               |
| Siding repairs and paint      | \$ 8,000               |
| New metal roof                | \$15,000               |
| Electrical, plumbing upgrades | \$10,000               |
| New fixtures / finishes       | \$30,000               |
| <b><u>Subtotal</u></b>        | <b><u>\$75,000</u></b> |

**Not Included:** Architecture and Engineering Fees \$4,500  
Construction Contingency of 10% \$7,500  
City of Kingsport Management fee of 6%

**Brown House Repairs**

|                               |                        |
|-------------------------------|------------------------|
| Repair Framing and Foundation | \$10,000               |
| HVAC upgrades                 | \$10,000               |
| <b><u>Subtotal</u></b>        | <b><u>\$20,000</u></b> |

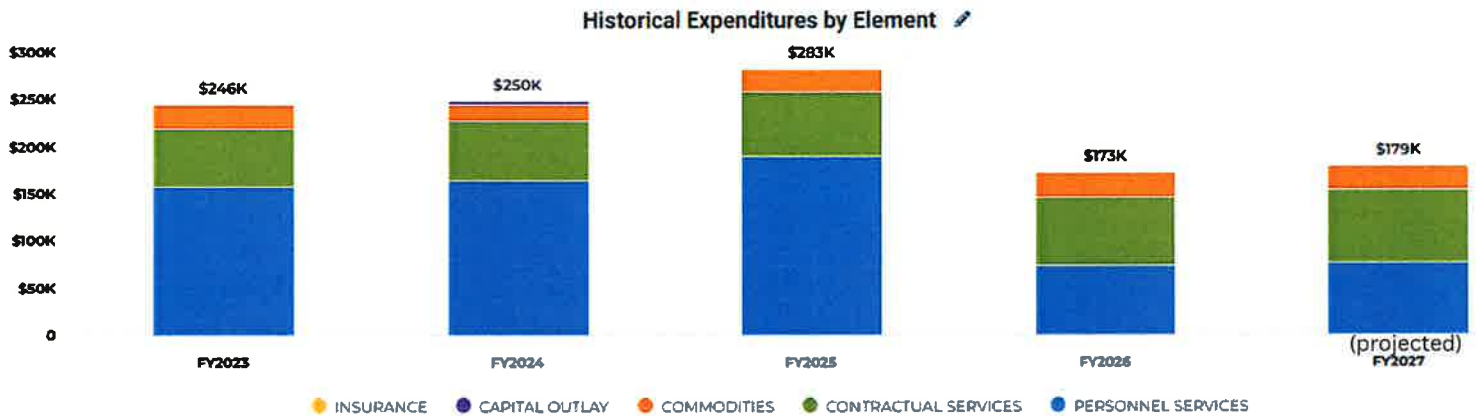
*\* in progress, not included in grant request*

**Not Included:** Architecture and Engineering Fees \$3,000  
Construction Contingency of 10% \$2,000  
City of Kingsport Management fee of 6%

Sincerely,  
KATTIE J. CASEBOLT, ARCHITECT

Acceptance:

Kattie J. Casebolt 08-06-2025  
Kattie J. Casebolt, AIA, NCARB Date  
Collective Architecture Company – President



FY25 Revenue: \$123,498

FY24 Revenue: \$101,942

FY23 Revenue: \$92,503

FY25 Expenditures: \$282,424

FY24 Expenditures: \$249,176

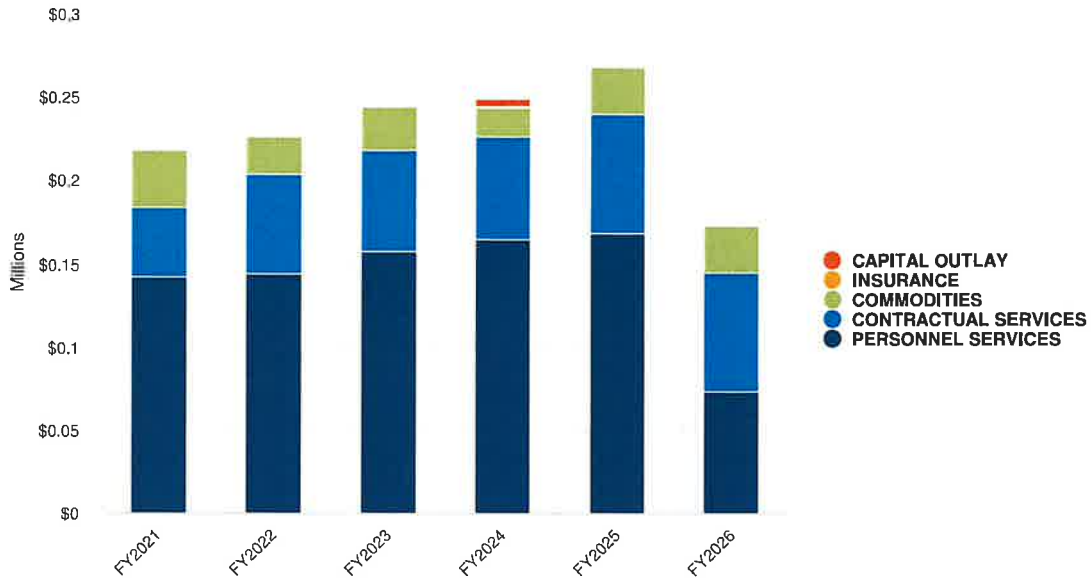
FY23 Expenditures: \$245,624

As a government entity, our accounting team records the numbers for every department within the city and therefore we do not yet have our official documents for fiscal year 2025 or 2026 listing the actual revenue and expenditures. Listed above is the final revenue and expenditure numbers for fiscal years 2023-2025. We have also included 2022 in the following pages in case you need a full budget breakdown for the three years submitted.

Thank you for your time, we hope to be able to make meaningful improvements to this historic museum.

## Expenditures by Expense Type

### Budgeted and Historical Expenditures by Expense Type



| Name                          | FY2023 YTD Actual | FY2024 YTD Actual | FY2025 Original Budget | FY2026 Budgeted  |
|-------------------------------|-------------------|-------------------|------------------------|------------------|
| Expense Objects               |                   |                   |                        |                  |
| PERSONNEL SERVICES            | \$157,666         | \$164,528         | \$168,300              | \$73,000         |
| CONTRACTUAL SERVICES          | \$61,051          | \$61,918          | \$72,100               | \$72,100         |
| COMMODITIES                   | \$26,370          | \$17,388          | \$27,600               | \$27,600         |
| INSURANCE                     | \$537             | \$564             | \$600                  | \$600            |
| CAPITAL OUTLAY                |                   | \$5,130           | \$0                    | \$0              |
| <b>Total Expense Objects:</b> | <b>\$245,624</b>  | <b>\$249,528</b>  | <b>\$268,600</b>       | <b>\$173,300</b> |

## Personnel

### AUTHORIZED POSITIONS

| FY 24-25 | FY 25-26 | CLASSIFICATION           | MINIMUM  | MAXIMUM  |
|----------|----------|--------------------------|----------|----------|
| 1        | *0       | Allandale Curator        | \$48,184 | \$70,017 |
| 1        | 1        | Allandale Program Leader | \$41,219 | \$59,897 |

*\*Allandale Curator position reclassified to Parks & Rec Director within Parks & Rec Administration*

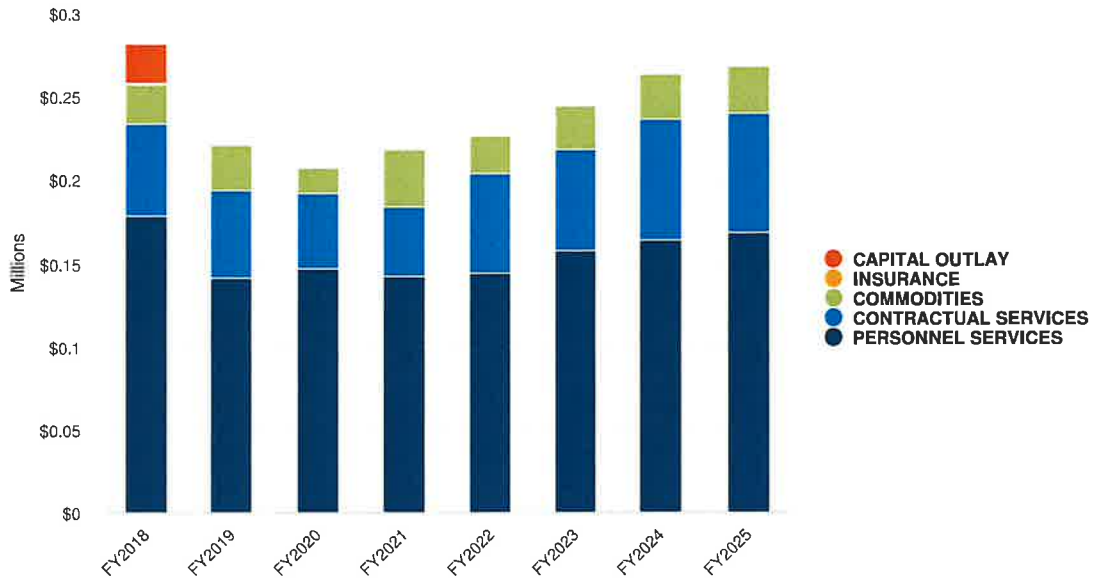
### HISTORY OF BUDGETED POSITIONS

| FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 REQUESTED | FY 25-26 APPROVED |
|----------|----------|----------|--------------------|-------------------|
| 2        | 2        | 2        | 1                  | 1                 |



## Expenditures by Expense Type

### Budgeted and Historical Expenditures by Expense Type



| Name                          | FY2022 YTD Actual | FY2023 YTD Actual | FY2024 Original Budget | FY2025 Budgeted  | FY2024 Original Budget vs. FY2025 Budgeted (% Change) |
|-------------------------------|-------------------|-------------------|------------------------|------------------|-------------------------------------------------------|
| Expense Objects               |                   |                   |                        |                  |                                                       |
| PERSONNEL SERVICES            | \$143,887         | \$157,666         | \$164,500              | \$168,300        | 2.3%                                                  |
| CONTRACTUAL SERVICES          | \$59,620          | \$61,051          | \$71,960               | \$72,100         | 0.2%                                                  |
| COMMODITIES                   | \$23,009          | \$26,370          | \$27,600               | \$27,600         | 0%                                                    |
| INSURANCE                     | \$534             | \$537             | \$540                  | \$600            | 11.1%                                                 |
| <b>Total Expense Objects:</b> | <b>\$227,050</b>  | <b>\$245,624</b>  | <b>\$264,600</b>       | <b>\$268,600</b> | <b>1.5%</b>                                           |

## Personnel

### AUTHORIZED POSITIONS

| FY 23-24 | FY 24-25 | CLASSIFICATION           | MINIMUM  | MAXIMUM  |
|----------|----------|--------------------------|----------|----------|
| 1        | 1        | Allandale Curator        | \$47,707 | \$69,324 |
| 1        | 1        | Allandale Program Leader | \$37,788 | \$54,911 |

### HISTORY OF BUDGETED POSITIONS

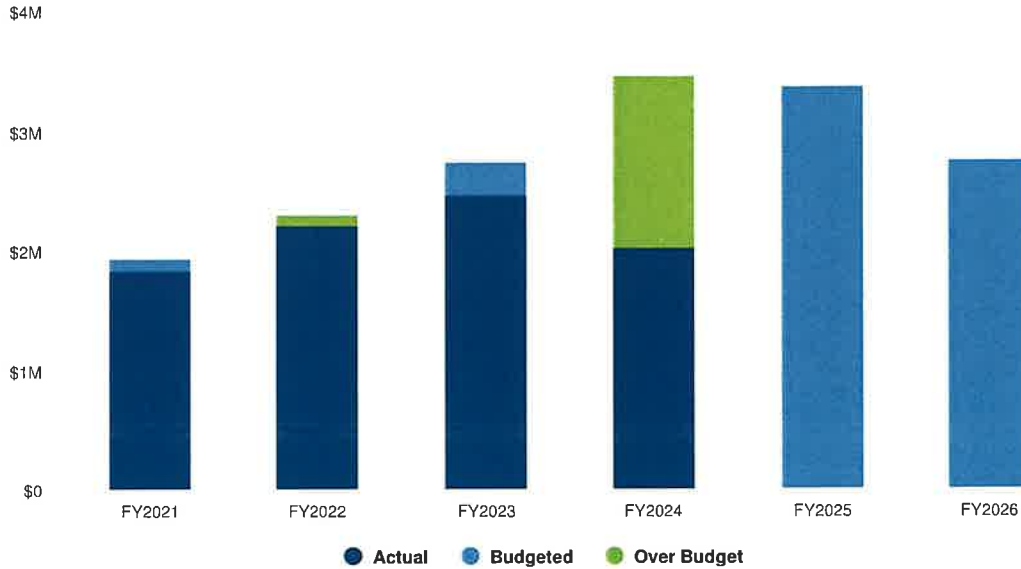
| FY 21-22 | FY 22-23 | FY 23-24 | FY24-25 REQUESTED | FY24-25 APPROVED |
|----------|----------|----------|-------------------|------------------|
| 2        | 2        | 2        | 2                 | 2                |



## Charges for Services Summary

**\$2,757,500** **-\$607,500**  
(-18.05% vs. prior year)

### Charges for Services Proposed and Historical Budget vs. Actual



Charges for Services represent revenues from three broad categories: leisure service fees, internal recoveries and miscellaneous. This category represents an increase in group revenue and no net growth is anticipated in the new fiscal year. Administrative services represent a formula based allocation of general fund services to other funds and activities. Engineering fees represent charges to capital project funds for the use of engineering staff services. The engineering fees will vary depending on the projects each year.

## Revenues by Source

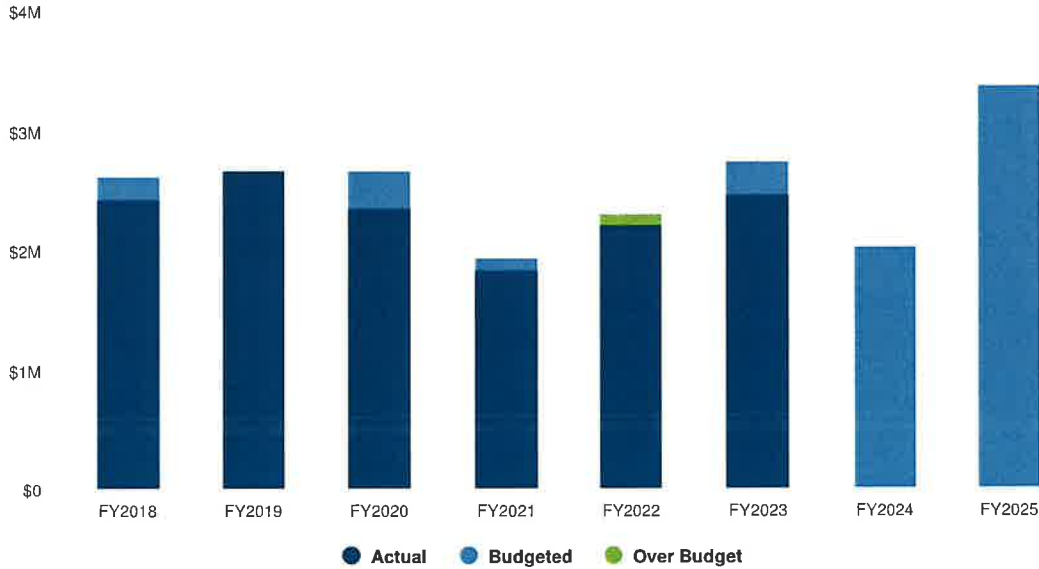
| Name                                            | FY2023 YTD Actual | FY2024 YTD Actual | FY2025 Original Budget | FY2026 Budgeted | FY2025 Budgeted vs. FY2026 Budgeted (% Change) |
|-------------------------------------------------|-------------------|-------------------|------------------------|-----------------|------------------------------------------------|
| <b>Revenue Source</b>                           |                   |                   |                        |                 |                                                |
| <b>CHARGES FOR SERVICES</b>                     |                   |                   |                        |                 |                                                |
| RECREATION RECEIPTS / ALLANDALE-RENTAL RECEIPTS | \$92,503          | \$101,942         | \$102,700              | \$121,500       | 18.3%                                          |
| RECREATION RECEIPTS / AUDITORIUM RECEIPTS       | \$13,110          | \$5,588           | \$0                    | \$0             | 0%                                             |
| RECREATION RECEIPTS / FUNFEST SOFTBALL TOURN.   | \$2,514           | \$3,280           | \$2,800                | \$5,100         | 82.1%                                          |
| RECREATION RECEIPTS/CONCESSION RECEIPTS         | \$127,596         |                   |                        | \$0             | 0%                                             |
| RECREATION RECEIPTS / ATHLETIC FACILITY RENTALS | \$50,998          | \$57,104          | \$56,600               | \$59,200        | 4.6%                                           |
| RECREATION RECEIPTS / ATHLETIC PROGRAMS         | \$77,453          | \$96,927          | \$98,400               | \$93,100        | -5.4%                                          |
| RECREATION RECEIPTS / CULTURAL ARTS PROGRAMS    | \$7,352           | \$10,629          | \$10,100               | \$10,500        | 4%                                             |
| RECREATION RECEIPTS / RENAISSANCE SET UP FEE    | \$7,698           | \$9,234           | \$9,400                | \$9,800         | 4.3%                                           |



## Charges for Services Summary

**\$3,365,000** **\$1,335,900**  
(65.84% vs. prior year)

### Charges for Services Proposed and Historical Budget vs. Actual



Charges for Services represent revenues from three broad categories: leisure service fees, internal recoveries and miscellaneous. This category represents an increase in group revenue and no net growth is anticipated in the new fiscal year. Administrative services represent a formula based allocation of general fund services to other funds and activities. Engineering fees represent charges to capital project funds for the use of engineering staff services. The engineering fees will vary depending on the projects each year.

## Revenues by Source

| Name                                          | FY2022 YTD Actual | FY2023 YTD Actual | FY2024 Original Budget | FY2025 Budgeted | FY2024 Original Budget vs. FY2025 Budgeted (% Change) |
|-----------------------------------------------|-------------------|-------------------|------------------------|-----------------|-------------------------------------------------------|
| <b>Revenue Source</b>                         |                   |                   |                        |                 |                                                       |
| <b>CHARGES FOR SERVICES</b>                   |                   |                   |                        |                 |                                                       |
| RECREATION RECEIPTS/ALLANDALE-RENTAL RECEIPTS | \$106,770         | \$92,503          | \$105,000              | \$102,700       | -2.2%                                                 |
| RECREATION RECEIPTS/AUDITORIUM RECEIPTS       | \$38,005          | \$13,110          | \$12,000               | \$0             | -100%                                                 |
| RECREATION RECEIPTS/FUNFEST SOFTBALL TOURN.   | \$4,300           | \$2,514           | \$2,500                | \$2,800         | 12%                                                   |
| RECREATION RECEIPTS/CONCESSION RECEIPTS       | \$225,674         | \$127,596         | \$0                    | \$0             | 0%                                                    |
| RECREATION RECEIPTS/ATHLETIC FACILITY RENTALS | \$56,570          | \$50,998          | \$40,400               | \$56,600        | 40.1%                                                 |
| RECREATION RECEIPTS/ATHLETIC PROGRAMS         | \$60,672          | \$77,453          | \$60,600               | \$98,400        | 62.4%                                                 |
| RECREATION RECEIPTS/CULTURAL ARTS PROGRAMS    | \$7,219           | \$7,352           | \$7,700                | \$10,100        | 31.2%                                                 |
| RECREATION RECEIPTS/RENAISSANCE SET UP FEE    | \$5,970           | \$7,698           | \$7,800                | \$9,400         | 20.5%                                                 |
| RECREATION RECEIPTS/CONCESSION CONTRACT 15%   | \$0               | \$16,402          | \$45,000               | \$56,800        | 26.2%                                                 |

