



City Council Regular Meeting Minutes

September 02, 2025 at 5:00 PM

Jefferson City Municipal Building

1. Call to Order

Opening Prayer

Pledge of Allegiance

The meeting was called to order at 5:02pm.

2. Roll Call

PRESENT

Mayor Mitch Cain

Vice Mayor Kevin Bunch

Councilwoman Ailene Combs

Councilman Rocky Melton

Councilwoman Sheala Purkey

Also present were James Gallup, City Manager; Robert Burts, City Attorney; and Bettina Chandler, City Recorder.

3. Approval of Minutes from Previous Meetings

a. Minutes from August 4, 2025, Meeting

Motion made by Councilman Melton, Seconded by Vice Mayor Bunch to approve the minutes as presented.

Voting Yea: Mayor Cain, Vice Mayor Bunch, Councilwoman Combs, Councilman Melton, Councilwoman Purkey

4. Citizen Comments (Citizens should state their name, address, and limit comments to five minutes.)

There were no comments.

5. Communications from the Mayor

Mayor Cain said that the sales tax revenue continues to increase. He thanked the community for shopping locally. He commented on several upcoming events: movie night at Mossy Creek Station on September 19th; Jefferson County Health Fair at the Community Center on September 26th; and Mossy Creek Festival on October 4th.

a. Proclamation of Appreciation to Dale and Teresa Gentry

The Mayor read a proclamation thanking Dale and Teresa Gentry for their years of owning and operating the Standard-Banner newspaper.

6. Reports from Committees, Council Members, and other Officers

- a. Building/Codes/Planning Department Monthly Report.** Receive a report from Jeff Houston, Building Inspector, concerning a summary of the department's activity for August 2025.
- b. Fire Department Monthly Report.** Receive a report from Lee Turner, Fire Chief, concerning a summary of the department's activity for August 2025.
- c. Parks and Recreation Monthly Report.** Receive a report from Kevin Bolden, Parks & Recreation Director, concerning a summary of the department's activity of August 2025.
- d. Police Department/City Court Monthly Report.** Receive a report from Andy Dossett, Police Chief, concerning a summary of the department's activity for August 2025.
- e. Public Works Monthly Report.** Receive a report from Porter Massengill, Public Works Director, concerning a summary of the department's activity for August 2025.
- f. City Manager Monthly Report.** Receive a report from James Gallup, City Manager, concerning a summary of his activity for August 2025.

Mr. Gallup announced the following: Paws in the Pool is September 6th at the Outdoor Pool; PARADE Committee will meet on September 8th at City Hall; CNU's Child Development Lab Dedication is September 19th; Mossy Creek Movie Night is September 19th; the City Manager will attend the Fall TCMA Conference in Kingsport from September 23rd-26th; Jefferson County Health Fair is September 26th; and the Mossy Creek Festival is October 4th. The Library's September calendar and newsletter is attached to the agenda. The Senior Citizen's Center September calendar is also attached.

7. Appointments

There are no appointments to be considered.

8. Acceptance of Bids/Professional Services/Leases/Grants

- a. Approve** Proposal for Engineering Services for TNECD 2024 Infrastructure Planning Grant

Motion made by Vice Mayor Bunch, Seconded by Councilwoman Purkey to approve the proposal.

Voting Yea: Mayor Cain, Vice Mayor Bunch, Councilwoman Combs, Councilman Melton, Councilwoman Purkey
- b. Approve** bids received for Bid 26-04: 2025 Street Paving Project, Proposals 1 and 4

Motion made by Councilwoman Purkey, Seconded by Councilwoman Combs to approve the bids as proposed.

Voting Yea: Mayor Cain, Vice Mayor Bunch, Councilwoman Combs, Councilman Melton, Councilwoman Purkey
- c. Reject** bids for RFB 26-05: Resurfacing & Striping of Senior Center Lot

Motion made by Vice Mayor Bunch, Seconded by Councilman Melton to reject the bid.

Voting Yea: Mayor Cain, Vice Mayor Bunch, Councilwoman Combs, Councilman Melton, Councilwoman Purkey

d. Approve Addendum to City Manager's Contract

Mayor Cain confirmed with Attorney Burts that the Addendum would added to the current contract.

Motion made by Vice Mayor Bunch, Seconded by Councilwoman Combs to approve the Addendum to the City Manager's Contract.

Voting Yea: Mayor Cain, Vice Mayor Bunch, Councilwoman Combs, Councilman Melton, Councilwoman Purkey

e. Approve one-time Bonus for City Manager

Mayor Cain proposed a \$1200 bonus.

Motion made by Councilwoman Combs, Seconded by Councilman Melton to approve a one-time bonus for the City Manager.

Voting Yea: Mayor Cain, Vice Mayor Bunch, Councilwoman Combs, Councilman Melton, Councilwoman Purkey

9. Old Business

10. New Business

a. Approve Resolution 2025-23 Authorizing Participation in the 2025 TNECD Downtown Improvements Grant

Motion made by Councilwoman Combs, Seconded by Councilwoman Purkey to approve Resolution 2025-23.

Voting Yea: Mayor Cain, Vice Mayor Bunch, Councilwoman Combs, Councilman Melton, Councilwoman Purkey

b. Approve Resolution 2025-24 Authorization to apply for GameTime Playground Grant

Motion made by Councilwoman Purkey, Seconded by Councilwoman Combs to approve Resolution 2025-24.

Voting Yea: Mayor Cain, Vice Mayor Bunch, Councilwoman Combs, Councilman Melton, Councilwoman Purkey

11. Adjourn

The meeting was adjourned at 5:17pm.