



City Council Regular Meeting Agenda

March 02, 2026 at 5:00 PM

Jefferson City Municipal Building

1. Call to Order

Opening Prayer

Pledge of Allegiance

2. Roll Call

3. Approval of Minutes from Previous Meetings

a. Minutes from February 2, 2026 Meeting

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

5. Communications from the Mayor

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 February 2026.

b. **Fire Department Monthly Report.** Receive a report from Lee Turner, Fire Chief, concerning a summary of the department's activity for February 2026.

c. **Parks and Recreation Monthly Report.** Receive a report from Kevin Bolden, Parks & Recreation Director, concerning a summary of the department's activity of February 2026.

d. **Police Department/City Court Monthly Report.** Receive a report from Andy Dossett, Police Chief, concerning a summary of the department's activity for February 2026.

e. **Public Works Monthly Report.** Receive a report from Porter Massengill, Public Works Director, concerning a summary of the department's activity for February 2026.

f. **City Manager Monthly Report.** Receive a report from James Gallup, City Manager, concerning a summary of his activity for February 2026.

7. Appointments

a. **Appoint** Mary Kay Nestor to the Regional Planning Commission by Mayoral appointment for a five-year term.

- b. **Appoint** Amy Beverly and Robert Matijevich to the Health and Education Facilities Board by Council appointment for a six-year term.

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

- a. **Approve** Purchase of Raman Spectrometer with grant funds
- b. **Approve** Purchase of Water Pumps and Drives from McLean Technology Group

9. Old Business

10. New Business

- a. Presentation of Comprehensive Parks and Recreation Master Plan - **Jim Ford, McGill & Associates**
- b. **Approve** Resolution 2026-02 Authorizing the Submission of a 2026 Community Development Block Grant Program Application to Fund Community Infrastructure
- c. **Approve** Resolution 2026-03 Amending the Salary Classification and Compensation Step Plan for Part-Time Firefighters
- d. **Approve** Resolution 2026-04 Authorizing the City of Jefferson City to Enter Into a Contract for Wrecker Services
- e. **Approve** Resolution 2026-05 Authorizing the Plans to Proceed with the Development of Property at the Corner of East Broadway Boulevard, Clinch View Circle and West Commerce Court

11. Adjourn

Minutes of Regular Meeting
February 2, 2026

The City Council of Jefferson City, Tennessee, met in regular session on Monday, February 2, 2026, at 5:00 p.m., at City Hall, 112 City Center Drive, with Mayor Mitch Cain presiding.

The opening prayer and Pledge of Allegiance was led by Mayor Cain.

Roll Call by the City Recorder was as follows:

Mayor Cain	Present
Vice Mayor Bunch	Present
Councilwoman Combs	Present
Councilman Melton	Absent
Councilwoman Purkey	Present

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

Upon motion of Vice Mayor Bunch, seconded by Councilwoman Purkey, the City Council minutes of January 5, 2026, were unanimously approved as written.

Upon request from Mayor Cain for citizen comments, Randall Crossing, a resident of Jefferson City and a landlord of 711 Summit Street, Jefferson City, Tennessee, spoke about his tenant, Mike Nichols, not having water at his residence. Mr. Nichols stated that he has lived at his residence for seven to eight years but now he cannot shower, brush his teeth, wash dishes, flush his commode, or wash clothes. Mr. Crossing stated he lives across the street on Lakewood Drive and has water and good water pressure. Leslie Johnson of 1307 Shenoa Drive, Jefferson City, Tennessee, stated that she has lived at her residence for nine years and has never had a problem but is now having low pressure or no water. She feels more houses and businesses in Jefferson City are causing problems.

In communications from the mayor, he announced the following: December local sales tax collections are steady and on budget; the city's manager's evaluation is due by February 9th and asked Council to get those to the city recorder no later than the 9th; there is a Parks and Recreation survey on the city's website and he encouraged citizens to take the survey; trash/recycling pickup will move one day forward due to the weather; and he thanked Street, Police, and Fire employees for all they did during the past two weekends due to the bad weather.

The following reports were presented to City Council: Building/Codes/Planning Department Monthly Report, Fire Department Monthly Report, Parks and Recreation Monthly Report, Police Department Monthly Report, Public Works/Utilities Monthly Report, and the City Manager's Monthly Report.

Kevin Bolden, Parks and Recreation Director, said he has visitors in town from the playground vendor and construction for the new playground at Roy Harmon Park will start soon.

James Gallup, City Manager, announced the following: the city hosted a public hearing for the upcoming 2026 CDBG Grant on behalf of E.T.D.D., with sidewalk improvements being a main topic; he coordinated with McGill Associates for development of a phased plan for a sports complex; he coordinated with J.C.

Soil & Water Conservation District and J.C.P.L. for Arbor/Earth Day celebration; Downtown Improvement Grant virtual Meeting is February 9th; administrative offices will be closed on February 16th in observance of President's Day; the Chamber of Commerce 44th annual meeting and banquet is February 19th; the Fiscal Year 2027 Strategic Budget Planning Summit is February 25th; the Joint Economic Development Board Meeting is February 27th; the February calendar and newsletter for the Jefferson City Public Library is attached to the agenda; and the February calendar for the Senior Citizens Center is attached to the agenda.

Mr. Gallup addressed the current water issue stating the Water Plant is having issues with the filtration membranes not providing the output expected, with water production going from 5.3 million gallons per day to 4.3 million gallons per day. This is contributing to low water tank levels which is causing low water pressure. He stated the membranes have been acting funky since December and the experts from Viola, our supplier, have been in town looking at the membranes and doing lab tests but have not yet figured out the issue and are looking at doing an autopsy on the membranes to figure out the issue. He also stated Jefferson City's team is working hard to find a solution both short term and long term.

Mayor Cain appointed Mark Ritter to the Jefferson City Housing Authority for a five-year term.

Upon motion of Vice Mayor Bunch, seconded by Councilwoman Combs, Don Miller was unanimously appointed to the Jefferson Memorial Hospital City/County Oversight Board by Mayoral appointment with Council confirmation for a three-year term.

Upon motion of Vice Mayor Bunch, seconded by Councilwoman Purkey, Change Order 7 (reducing the contract by \$1,165.00 to utilize zip board design in lieu of fluid applied membrane air barrier) for Fire Station 2, was unanimously approved.

Upon motion of Councilwoman Combs, seconded by Councilwoman Purkey, Ordinance 2026-01, an ordinance amending the operating budget for the FY 2025-26, was unanimously adopted on second reading.

The meeting was adjourned at 5:19 p.m.

Mitch Cain, Mayor

Bettina Chandler, City Recorder

BUILDING/CODES ENFORCEMENT/PLANNING DEPARTMENT MONTHLY REPORT FOR FEBRUARY 2026



Permits and Inspections

Number of Permits Issued:

Building: 7

Sign: 1

Demo: 1

Floodplain: 0

Inspections Performed: 17

Certificates of Occupancy Issued: 6

Plan Reviews Performed: 2

Active Permits: 112

Code Enforcement

Complaints Received: 3

Violations Found: 3

Notices of Violation Issued: 3 Citations Issued: 0

Cases Closed: 3

Total Open Cases: 11

(NPDES) Stormwater

Number of Active Construction General Permits: 20 (9 Active)

Stormwater Inspections Performed: 11

Violations Found: Multiple Minor Violations / Illicit Discharge Eliminated

Enforcement Actions Taken: Minor Violations Corrected on Site

Plan Reviews: 1

City Planning

February 23rd Agenda

Regional Planning Commission:

New Business:

- a. Thomas R. Hodge II - Plan and Use approval for Storage of Semi-Truck Trailers on a planned gravel Lot - Located off N. Chucky Pike – **Approved with Contingencies**

BUILDING/CODES ENFORCEMENT/PLANNING DEPARTMENT MONTHLY REPORT FOR FEBRUARY 2026

Board of Zoning Appeals:

New Business:

- a. Bradley McCoy - Seeking two-and-a-half-foot variance for each side yard setback and a six-foot variance for the rear yard setback Located in an R-1 Zone - Located off W. Mountcastle Street - **Approved**



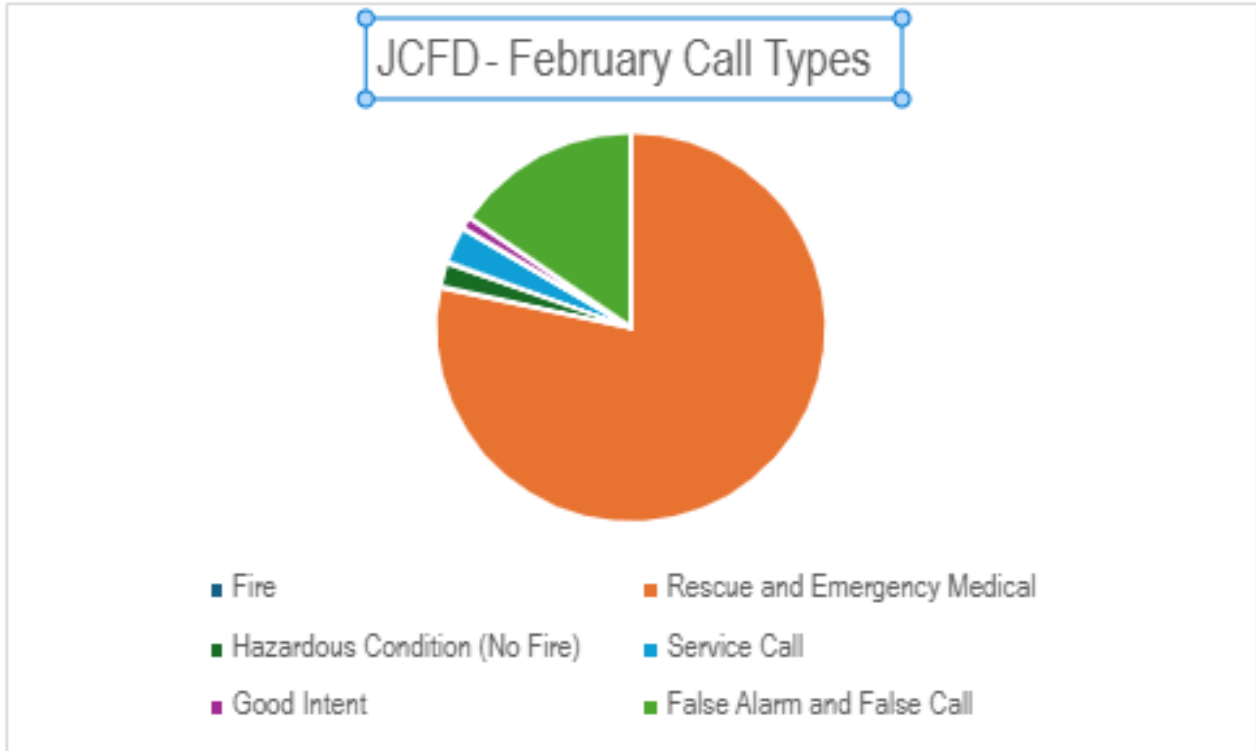
JEFFERSON CITY FIRE DEPARTMENT

104 City Center Drive • Jefferson City, TN 37760
Telephone • 865-475-3616
Fax • 865-471-7099

Office of the Fire Chief Monthly Department Activity Summary

February 2026

Operations



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	0	0%
Rescue & Emergency Medical Service	76	78%
Hazardous Condition (No Fire)	2	1%
Service Call	3	3%
Good Intent Call	1	1%
False Alarm & False Call	15	15%
TOTAL	97	100%

Overlapping Incidents 12 (16%)

Fire Prevention/Public Education

Company Inspections/Pre-Planning Visits	20
Station Tours/Visits	0
Public Education Deliveries/Classes	1
Smoke Alarms Installed	5
Child Car Seats Installed/Inspected	1

Average Monthly Response Time:

6:25 minutes

90% Percentile Response

Fire: 7:36 minutes

EMS: 7:16 minutes

Other Items of Interest:

Chief Turner attended the Quarterly Tennessee Fire Chief's Association meeting in Jackson, TN.

The Department hosted the East Tennessee All-Hazards Incident Management Team Meeting on 2/11/2026.

Chief Turner attended the Walters State Community College Fire Science Advisory Board Meeting on 2/18/26.

Chief Turner and the members of the JCFD Apparatus Committee (Lieutenant Bradley Spoons, Senior Firefighter Andy Morgan and Senior Firefighter Ethan Jones) travelled to Appleton, WI to perform the final inspection on the 2026 Pierce Aerial Ladder Truck on 2/22-24/26. It is expected to be delivered within the next month.

Parks and Recreation Monthly Report

February 2026

Weekly Attendance

Sat. January 31 st – Fri. February 6 th	812
Sat. February 7 th – Fri. February 13 th	906
Sat. February 14 th – Fri. February 20 th	918
Sat. February 21 st – Fri. February 27 th	901

Monthly Staff Meeting with maintenance and front desk staff.

I attended weekly department head team meetings.

Installation of the new sprinkler system is almost complete.

The new playground at Roy Harmon Park is now complete.

Our Recreation Master Plan is now complete.

The land survey at Mossy Creek Sports Complex has started.

The new elliptical and stair stepper have arrived and are in use at the Center.

The new weather-resistant tables and benches have arrived for the outdoor pool.

Presented at the Strategic Planning Meeting last Wednesday.



Jefferson City Police Department

"Integrity, Service & Dedication"

Andy Dossett, Chief of Police



Section 6, Item d.

Monthly Report February 2026

Training

Officer(s)	Training/Location	Hours
Cpl. Bo Bolden/Cpl. Hayes	Field Training Officer	40
PO Reff/Cpl. Hill	At Scene Traffic Crash Investigation	80

Community Outreach

Officer(s)	Event/Project/Meeting	Hours
Lt. Hammer	Arranged active shooter training for JMH	1
Dossett	Rescue 180 Meeting	1

Municipal Court Report

Citations Heard	84	Docket Count	117	Fines/Costs Imposed	10701.50
Fines/Costs Collected	24681.87	Fines/Costs Referred	5661.00	Fail to Appear	62
Guilty	22	Not Guilty	2	Charges Dismissed	1
Referred to Driving School	22				

Patrol Activity

911 Calls for Service	978	Vehicle Crash	36	Miles Patrolled	21010
Reports Filed	79	Citations	317	Property Checks	12625
Drug Violations	20	Vehicle Stops	367	DUI	6
Misd. Arrests	46	Felony Arrests	14	Directed Foot Patrol	1174/8494

Announcements/Updates/Employee Recognition

- Current police officer vacancies: 0

All Other Offenses	
Larceny/Theft Offenses - Shoplifting	17
Drug Narcotic Offenses - Drug/Narcotic Violations	17
Drug Narcotic Offenses - Drug Equipment Violations	8
Driving Under the Influence	7
Larceny/Theft Offenses - All Other Larceny	6
Counterfeiting/Forgery	3
Destruction/Damage/Vandalism of Property	3
Assault Offenses - Simple Assault	3
Drunkenness	2
Burglary/Breaking and Entering	2
Assault Offenses - Aggravated Assault	2
Warrant Service Other Agency	2
Trespass of Real Property	2
Motor Vehicle - Motor Vehicle Theft	2
Larceny/Theft Offenses - Theft From Building	1
Pornography/Obscene Material	1
Extortion/Blackmail	1
Fraud Offenses - False Pretenses/Swindle/Confidence Game/Flimflam/Scam	1
Identity Theft	1

Arrest Totals

January 2026

Arrests

Total Arrests	96
Total Health Care Professional Arrests	0

Arrests - Age

Juveniles	6
Teens	8
Adults - 20s	26
Adults - 30s	22
Adults - 40s	22
Adults - 50s	8
Adults - 60s	0
Seniors - 65+	0

Top Case Types



Major Projects Status

- ❖ New North Hills Tank – Spring 2026.
- ❖ CDBG funded sewer line replace/rehab in Spring 2024. It is complete.
- ❖ Old AJ repaving in Design phase, plans submitted to TDOT.
- ❖ JLG pretreatment permit has been issued.
- ❖ Black Oak Fire Protection Project – Construction by City Crews is scheduled for Spring of 2026.
- ❖ Work on sewer rehab project has started.
- ❖ Street paving is complete, minus stop bars
- ❖ Senior Citizen parking lot repave is complete.

Task – January 2026

Water & Sewer

Water Taps: 4
Sewer Taps: 2
Water Treated: 132.22 million gallons
Water leaks: 6
Wastewater Treated: 24.39 million gallons.
Wastewater effluent violation: 0
Overflow: 0

Streets & Sanitation

Brush Hauled – 22 loads.
Junk Hauled – 24 loads.
Recycle Hauled – 13.15 tons.



OFFICE OF THE CITY MANAGER

City Manager Report

March 02, 2026

Activities:

- Coordinated with Veolia regarding emergency purchase order for membrane replacement
- Provided daily updates to the public and to community partners during State of Emergency
- Interviewed by multiple local news stations, television and newspaper, and one podcast
- Attended technical assistance call with TNECD regarding the Downtown Improvement Grant
- Met with program coordinator at JCPL regarding event proposal for library's America's 250th
- Attended meeting between Public Works and Veolia regarding membrane contract/autopsy
- Met with representatives of Mark III Benefits with their quarterly report and enrollment
- Met with board members of the Heritage Center regarding proposed Corn & Bacon Festival
- Attended the Jefferson County Chamber of Commerce's Annual Business Meeting & Banquet
- Hosted meeting between Public Works Utilities and Tennessee American Water
- Coordinated meeting between Public Works Streets Superintendent and Full-Service Property Management regarding upcoming mowing season.
- Attended virtual meeting with sales representative of Placer.AI regarding data services
- Attended the Jefferson County Joint Economic Development Board Meeting

Announcements/Events:

- 26 February to 28 March – 30-Day Public Comment Period for Recreation Master Plan
- 06 April to 10 April – Clean-Up Week in Jefferson City
- 21 April – Budget Proposal for City Council's Consideration
- 25 April – JCPL Program Celebration of America's 250th from 9:30AM to 2:00PM
- 27 April – Called meeting for 1st Reading of the Budget
- 28 April - Celebrating Arbor/Earth Day on April 28, 2026, for Tree City/Tree Line USA

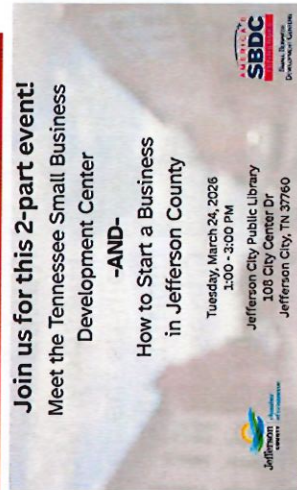
Attachments:

- Jefferson City Public Library March Calendar/Newsletter/Bulletin
- Jefferson City Senior Center March Calendar

Additional Events



ZUMBA
at
HOMESCHOOL ACADEMY
MARCH 3
10:30 AM
With Special Guest
Mary Gatlin
JCPL CONFERENCE HALL



Join us for this 2-part event!
Meet the Tennessee Small Business
Development Center
-AND-
How to Start a Business
in Jefferson County
Tuesday, March 24, 2026
1:00 - 3:00 PM
Jefferson City Public Library
108 City Center Dr
Jefferson City, TN 37760
SBDC
Small Business Development Center

Movie Night:

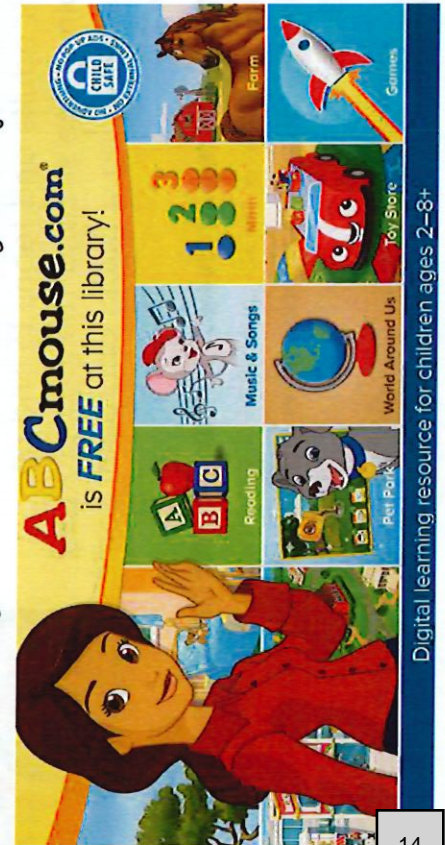
Wednesday, March 18 4:00-6:00pm

Join us for popcorn and refreshments as we watch the 1986 film Labyrinth. Everyone is welcome, and as always, it's FREE!



1,000 Books Before Kindergarten Program

Did you know reading to your child is one of the most powerful ways to boost his or her brain power? This program is a fun, exciting, and free way to start your child on the path to success! Ask at the circulation desk for more details and to sign your child up.



ABCMouse.com
is FREE at this library!

Reading	Music & Songs	World Around Us	Pet Parks
1 2 3	Math	Toy Store	Guinness
Farm	Guinness		

Digital learning resource for children ages 2-8+



March at JCPL
What's happening at the library



SEED SWAP
Tuesday March 17
10AM-3PM
Sponsored by Friends of the Jefferson City Public Library
Bring
• seeds
• cuttings
• bare roots
*NO DIRT
JCPL
JEFFERSON CITY
PUBLIC LIBRARY

Section 6, Item f.

Closings/ Holidays
There are no holiday closings in March.
Find us on Facebook and Instagram!
@JeffersonCityPublicLibrary
@jeffcpubliclib

Children

Homeschool Academy: Tuesdays at 10:30am

Join us for special guest speakers and programs to enrich your child's learning experiences. For homeschoolers of all ages!

Storytime, Go: Wednesdays at 10:30am

Join us for stories, songs, and crafts designed to promote children's early literacy skills. Geared towards children ages 3-5.

Little Listeners: Thursdays at 10:30am

A Storytime for babies and toddlers to enjoy songs, books, and rhymes with their caregiver. Geared towards children under 3 years old.

Lego Builders: Thursday, March 19 at 4:00pm

The third Thursday of every month, bring your imagination and we'll bring the Legos!



Teens and Up

Scribble Society Writing Group: Fridays at 3:30pm

For teens and adults. Join us for writing, sprints, and fun with fellow writers. We meet every Friday and talk about how our writing is going before working on a prompt and then sharing our work.

Anime Club: Monday, March 23

4:00-5:30pm

Anime Club will be meeting once monthly. For more information, contact Andrew Smith at 865-318-5890.

Mon-Fri: 9:00AM-6:00PM Sat.: 9:00AM-2:00PM

Sun: Closed

Adults

Mixed Media Arts & Crafts:

Tuesday, March 17 at 4:00pm

Join us the third Tuesday of every month. All supplies will be provided.

Class size is limited - registration is required! Sign up sheet is at the circulation desk.

**Book Social: Tuesday, March 3 at 4:30pm**

The first Tuesday of every month, come to talk about your latest reads. Make friends, have snacks, and enjoy the company of other readers!

Watercolor Club: Wednesdays at 3:00pm

No talent required. Bring your own supplies and get creative!

Yoga: Fridays at 9:00am

Bring your own mat. Beginner friendly!

Teens and Up

Rock Painting Workshop:

Tuesday, March 10 at 4:00pm

For adults and teens 13 and up.

Join us the second Tuesday of every month. Bring a friend and paint some rocks!

**Poetry Perspectives: Saturdays at 11:00am**

Join us as we read published poems and share and discuss our own works. This is for mature teens and adults.

108 City Center Drive, Jefferson City, TN 37760

865-475-9094

MARCH 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 10AM UKULELE CLUB	3 10:30AM HOMESCHOOL 4PM BOOK SOCIAL	4 10:30AM STORYTIME GO! 3PM WATERCOLOR	5 10:30AM LITTLE LISTENERS	6 9AM YOGA 3:30 PM SCRIBBLE SOCIETY	7 11AM POETRY PERSPECTIVES
8	9 10AM UKULELE CLUB	10 10:30AM HOMESCHOOL 4PM TEEN CRAFT	11 10:30AM STORYTIME GO! 3PM WATERCOLOR	12 10:30AM LITTLE LISTENERS	13 9AM YOGA 3:30 PM SCRIBBLE SOCIETY	14 11AM POETRY PERSPECTIVES
15	16 10AM UKULELE CLUB	17 10AM SEED SWAP 10:30AM HOMESCHOOL 4PM MIXED MEDIA	18 10:30AM STORYTIME 3PM WATERCOLOR 4PM MOVIE	19 10:30AM LITTLE LISTENERS 4PM LEGO BUILDERS	20 9AM YOGA 3:30 PM SCRIBBLE SOCIETY	21 11AM POETRY PERSPECTIVES
22	23 10AM UKULELE CLUB 4PM ANIME CLUB	24 10:30 AM HOMESCHOOL ACADEMY	25 10:30AM STORYTIME GO! 3PM WATERCOLOR	26 10:30AM LITTLE LISTENERS	27 9AM YOGA 3:30 PM SCRIBBLE SOCIETY	28 11AM POETRY PERSPECTIVES 12PM GAMING
29	30 10AM UKULELE CLUB	31 10:30 AM HOMESCHOOL ACADEMY	1	2	3	 JCPL JEFFERSON CITY PUBLIC LIBRARY















JEFFERSON CITY SENIOR CENTER

MARCH 2026

Section 6, Item f.

ALL ARE WELCOME,
ALL ARE LOVED.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 10 - 11 BINGO 11 - 12 CHAIR YOGA 1:00 BIRTHDAY BASH 	3 9:00 ROOK 11:00 CANASTA 	4 10-12 LINE DANCING 12-3 WOOD BURNING 	5 9 - 12 CARDS 12 - 1 LUNCH	6 9:00 PINOCHLE 10: 00 DOMINOES
9 10 - 11 BINGO 11 - 12 CHAIR YOGA	10 9:00 ROOK 11:00 CANASTA 	11 10-12 LINE DANCING 12-3 WOOD BURNING 	12 9 - 12 CARDS 12 - 1 MONTHLY BUSINESS LUNCH	13 9:00 PINOCHLE 10:00 DOMINOES 12:00 VET TO VET 
16 10 - 11 BINGO 11 - 12 CHAIR YOGA	17 9 - 12 CARDS 10:30 ST. PATRICK'S DAY BRUNCH 	18 10-12 LINE DANCING 12-3 WOOD BURNING 	19 9 - 12 CARDS 12 - 1 LUNCH	20 9:00 PINOCHLE 10: 00 DOMINOES
23 10 - 11 BINGO 11 - 12 CHAIR YOGA	24 9:00 ROOK 11:00 CANASTA 	25 10-12 LINE DANCING 12-3 WOOD BURNING 	26 9 - 12 CARDS 12 - 1 LUNCH	27 VAN TRIP APPLE BARN STORE & RESTAURANT 
30 10 - 11 BINGO 1 - 2 BRING A FRIEND MEMBERSHIP DRIVE 	31 9:00 ROOK 11:00 CANASTA 			

865-475-4989

JEFFCITYSENIORS@GMAIL.COM

807 W. JEFFERSON ST.

JEFFERSON CITY, TN 37760

ALWAYS AVAILABLE

- WOOD WORKING
- WORKOUT ROOM
- SITTING/READING AREA
- PUZZLE TABLE



Jefferson City Fire Department AGENDA ITEM REPORT

TO: City Council

FROM: Robert Lee Turner, Fire Chief

DATE: 2/10/2026

SUBJECT: Purchase of Raman Spectrometer through Jefferson County Opioid Settlement Funding Grant

BACKGROUND:

- The Jefferson City Fire Department has received funding through a competitive grant from the Jefferson County Opioid Board for the purchase of a Raman Spectrometer for the identification of unknown liquids and solids.
- The impact of this funding and the program could impact residents and visitors of Jefferson City, Jefferson County and the surrounding counties. The use of the device would assist law enforcement and other emergency responders with the identification of unknown solids and liquids.

FISCAL IMPACT:

- The full cost of purchase and training of this Raman Spectrometer is covered by the grant and there is no cost to the City for the equipment or training.
- The cost of the Spectrometer is \$62, 277.00 and the City has already received the check for the funding of this equipment and training.

REQUEST/RECOMMENDATION:

It is my recommendation that Jefferson City Council waiver the sealed bid requirement due to the equipment being listed on GSA pricing (GSA Contract #GS-07F-0564X).



PUBLIC WORKS DEPARTMENT
AGENDA ITEM REPORT

TO: Mayor and City Council
FROM: Porter Massengill, Director
DATE: February 13, 2026
SUBJECT: High Service Motor for Water Pump

BACKGROUND:

- There is need for a new high service motor for Pump 704 at the Water Treatment Plant.
- The current motor has been “rewound” twice, and it is not recommended to do this a third time.
- We need this motor to continue to maintain the pumping of water to Oak Hills Tank.

FISCAL IMPACT:

A new 300 HP motor will cost approximately \$35,000.

REQUEST/RECOMMENDATION:

I request that the Council authorize the purchase of this motor which will require an amendment to the budget.



PUBLIC WORKS DEPARTMENT AGENDA ITEM REPORT

TO: Mayor and City Council
FROM: Porter Massengill, Director
DATE: February 13, 2026
SUBJECT: Varying Frequency Drive for Water Pump

BACKGROUND:

- There is need for a new 300 HP VFD (Varying Frequency Drive) for the motor for Pump 705 at the Water Treatment Plant.
- We need this drive to ensure the redundancy of pumping water to Oak Hills Tank.

FISCAL IMPACT:

A new 300 HP VFD will cost approximately \$21,000.

REQUEST/RECOMMENDATION:

I request that the Council authorize the purchase of this drive which will require an amendment to the budget.



**PUBLIC WORKS DEPARTMENT
AGENDA ITEM REPORT**

TO: Mayor and City Council
FROM: Porter Massengill, Director
DATE: February 13, 2026
SUBJECT: 60 HP VFD for the Permeate Pump at the WTP

BACKGROUND:

- There is need for a backup 60 HP VFD for the Permeate Pump to use at the Water Treatment Plant.
- We need this VFD as a back up to continue pumping finish water to the clear well.

FISCAL IMPACT:

A new 60 HP VFD Permeate Pump will cost approximately \$ 10,000.

REQUEST/RECOMMENDATION:

I request that the Council authorize the purchase of this drive which will require an amendment to the budget.

McLean Technology Group
1425 Gartland Ave.
Nashville TN 37206
United States



Quote

Order #: 44054
Sales Rep.: Semir Zekich
Sale Type: CUST
Customer #: 3443

Order Date: 02/13/26
Pack Date: 02/13/26
Terms: NET30 - Net 30 Days

Ship-To #: 1

Bill To: City of Jefferson
PO Box 530
Jefferson City, TN 37760
United States

Ship To: Jefferson City Water Plant
445 E Broadway Blvd
Jefferson City, TN 37760
United States

Phone: Fax:
Customer PO #: 300hp

Ship Via: OT-Our Truck
F.O.B.: Origin

Line #	Cust. P/N Item	Description	Qty Ordered, UOM	Price, UOM	Extended Price
1			1.00 EA	20,250.1333 EA	20,250.13

ABB-ACQ580-01-361A-4+J429

ACQ580 Water/Wastewater drive - supply voltage at 480 VAC Three Phase. 361 Rated Output Amps (300 HP), UL (NEMA) Type 1, Frame size - R9

- Input Voltage: 480 VAC
- Rated Output Current: 361
- Construction: Wall-mounted (01)
- Enclosure: IP21 (UL Type 1)
- Nominal Horsepower: 300
- Frame Size: R9
- Input Disconnecting Means: None
- Bypass:
- Input Impedance: 0.05
- Short Circuit Current Rating: 100 kA with fuses
- Communication Protocols: Embedded Modbus RTU adapter
- Other Options: Bluetooth control panel (J429),

Additional Description:

A 3.5% surcharge will be added to all Credit Card transactions.
To view our terms and conditions, visit:
<http://www.mcleantechnologygroup.com/t&c.shtml>

Quote #: 44054
Quote Date: 02/13/26
Quote Total: 63,435.73

Page: 1
Total Pages: 3

2 1.00 EA 39,049.0000 EA 39,049.00

ABB-M&M-4WPHS300PE44AC46

300HP, 1800RPM, 3PH, 60HZ, 447TP, VHS, WP1

Additional Description:

3 1.00 EA 4,136.6000 EA 4,136.60

ABB-ACQ580-01-044A-4+J429

ACQ580 drive - supply voltage at 480 VAC Three Phase. 44 Rated Output Amps (30 HP), UL (NEMA) Type 1, Frame size - R3. With Bluetooth control panel

480 VAC Three Phase

Nominal Horsepower: 30 HP

Rated Output Current: 44 Amps

Enclosure: UL (NEMA) Type 1

Frame Size: R3

Bypass:

Input Impedance: 5%

Short Circuit Current Rating: 100 kA with fuses

Communication Protocols: Modbus RTU

Other Options:

[+J429]: Bluetooth control panel (+J429)

Drive Input Fuse Ratings

Fuse Class

JJS-60

Max Amps (600 V)

60

Wire Size Capacities of Power Terminals

Input Wiring

20 AWG (0.5/0.5 mm²) (2.6 ft-lb (3.5 N-m))

Output Wiring

20 AWG (0.5/0.5 mm²) (2.6 ft-lb (3.5 N-m))

Ground Wiring

2 AWG (35 mm²) (1.1 ft-lb (1.5 N-m))

Dimensions and Weights

Dimensions

(Height X Width X Depth)

A 3.5% surcharge will be added to all Credit Card transactions.

To view our terms and conditions, visit:

<http://www.mcleantechnologygroup.com/t&c.shtml>

Quote #: 44054

Quote Date: 02/13/26

Quote Total: 63,435.73

Page: 2
Total Pages: 3

20.95 in X 8.15 in X 9.34 in
(532 mm X 207 mm X 237 mm)
Weight
29 lbs
(13 kg)

Heat Dissipation
Power Losses
2113 BTU/Hr
(619 Watts)
Airflow
179 CM/Hr
(106 CFM)

Free Space Requirements
Vertical Mounting Standalone
Above: 7.9 in (200 mm)
Below: 2.1 in (53 mm)
Sides: 6 in (150 mm)
Vertical Mounting Side by Side
Above: 7.9 in (200 mm)
Below: 7.9 in (53 mm)
Sides: 0 in (0 mm)

Additional Description:

Note, this quotation is priced in:USD	Sub-Total:	63,435.73
	Misc. Charges:	0.00
	Freight:	0.00
	Tax:	0.00
	Total:	63,435.73

Order Comments:

Shipping Comments:

A 3.5% surcharge will be added to all Credit Card transactions.
To view our terms and conditions, visit:
<http://www.mcleantechnologygroup.com/t&c.shtml>

Quote #: 44054
Quote Date: 02/13/26
Quote Total: 63,435.73

Page: 3
Total Pages: 3

Resolution 2026-02

A RESOLUTION AUTHORIZING THE SUBMISSION OF A 2026 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO FUND COMMUNITY INFRASTRUCTURE

WHEREAS, the Community Development Block Grant (CDBG) Program as administered by the State of Tennessee offers grants to local jurisdiction to fund community infrastructure projects; and

WHEREAS, Counties and municipalities within the State of Tennessee may apply annually for such CDBG funding; and

WHEREAS, the Community Development Block Grant (CDBG) Program also offers a deduction in the percentage match for three-star communities; and

WHEREAS, the Three Star incentive makes the 2026 CDBG match for Jefferson City \$176,471.00 based on a \$1,000,000.00 CDBG grant limit; and

WHEREAS, Jefferson City will apply for the CDBG grant to fund a Community Infrastructure project.

BE IT RESOLVED that the City Council of Jefferson City hereby requests the Mayor or his representatives to prepare and submit a 2026 Community Development Block Grant application for funding up to the maximum amount of \$1,000,000.00 (CDBG) funds with a local match of \$176,471.00 for a total project cost of \$1,176,471.00.

ADOPTED this 2nd day of March 2026.

APPROVED:

Mitch Cain, Mayor

Attest: _____
Bettina Chandler, City Recorder



CITY MANAGER’S OFFICE AGENDA ITEM REPORT

TO: Mayor and City Council

FROM: James A. Gallup, City Manager

DATE: February 4, 2026

SUBJECT: Application for the 2026 Community Development Block Grant

BACKGROUND:

- The City is eligible to apply for a Community Development Block Grant (CDBG) to fund a variety of projects up to a maximum of \$1 Million.
- A public hearing was held on January 7, 2026, for ETDD (East Tennessee Development District) to discuss all eligible projects and solicit comments from the community.
- Community members feedback centered around sidewalk improvements across town.

FISCAL IMPACT:

- The match is configured off an Ability-To-Pay Index that includes a city discount for our participation in the TN Three-Star Program.
- Based off \$1 Million, the required match including grant administration fees for ETDD is \$176,471.

REQUEST/RECOMMENDATION:

Staff requests Council approval of Resolution 2026-02 for authorization to submit an application for the 2026 CDBG Project for sidewalk improvements across the city.

ATTACHMENTS:

Proposed Resolution 2026-02

JEFFERSON CITY, TENNESSEE

Resolution 2026 - 03

**A RESOLUTION AMENDING THE SALARY CLASSIFICATION
AND COMPENSATION STEP PLAN FOR
PART-TIME FIREFIGHTERS**

WHEREAS, the City of Jefferson City adopted the current Classification and Compensation Step Plan for all employees in July of 2024; and

WHEREAS, the Fire Department currently utilizes Pay Grade 4 for part-time firefighter positions; and

WHEREAS, a progressive step pay plan is recommended to enhance the City’s ability to hire and train new personnel while managing overall costs; and

WHEREAS, the attached step pay plan would allow employees to have a clear pathway to increase their pay as they become more valuable to the department; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City Jefferson City as follows:

1. The amended step plan for Pay Grade 4 Part-Time Firefighters is hereby adopted and attached.
2. The first step is at \$10.00 per hour with the highest step at \$16.00. The increases to the next step are tied to earned certifications and documented progressions.
3. The effective date of this resolution shall be March 7, 2026.

ADOPTED this 2nd day of March, 2026.

APPROVED:

Mitch Cain, Mayor

Attest: _____
Bettina Chandler, City Recorder



OFFICE OF HUMAN RESOURCES

AGENDA ITEM REPORT

TO: Mayor and City Council

FROM: Holly Cox, Human Resources

DATE: February 9, 2026

SUBJECT: Amendment to Fire Department Compensation Plan – Pay Grade 4

BACKGROUND:

- The Fire Department currently utilizes Pay Grade 4 for part-time firefighter positions. Under the current compensation plan, the starting rate for Pay Grade 4 is \$14.00 per hour. The current starting rate limits the City's ability to hire and train new personnel while managing overall personnel costs.
- We are requesting the City Council approve an amendment to the Fire Department Compensation Plan to modify Pay Grade 4 as follows:
 - Reduce the starting rate from \$14.00 per hour to \$10 per hour.
 - Add additional pay steps within Pay Grade 4 based on certifications, training, and experience.
 - Establish a maximum step of \$16.00 per hour.
- This structure would allow entry-level part-time firefighters to be hired at lower rate and progress through clearly defined steps as they earn certifications and gain experience, rather than placing all employees at a single flat rate regardless of qualifications.
- Under this model, employees would have a clear pathway to increase their pay as they become more valuable to the department.

IMPACT:

This amendment is expected to help manage personnel costs over time by allowing the city to hire entry-level firefighters at a lower rate while still providing opportunities for pay growth. Any increases within the pay grade would be tied to earned certifications and documented progression.

REQUEST/RECOMMENDATION:

- We recommend that the City Council approve this amendment to the Fire Department Compensation Plan so that the City can continue to recruit, train, and retain firefighters in a financially responsible and operationally effective manner.

ATTACHMENTS:

Proposed Pay Grade 4

<u>Current Pay Plan</u>										
	<u>Hours</u>	<u>Pay Grade</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	
PART-TIME FIREFIGHTER	1456	4	\$14.00	\$15.00	\$16.00	N/A	N/A	N/A	N/A	
<u>Proposed Pay Plan</u>										
PART-TIME FIREFIGHTER	1456	4	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00	
			\$10.00/hr - Rookie School							
			\$11.00/hr - Completed Rookie School; begin Field Training							
			\$12.00/hr - HMA/HMO TFFC Certification							
			\$13.00/hr - EMR Certification							
			\$14.00/hr - TFFC FF I (TIC/Reading Smoke Classes)							
			\$15.00/hr - TFFC FF II (ENG/TRK/RES Comp Ops, Using It/Survival)							
			\$16.00/hr - TFFC Driver/Operator							

Additional Cost of Proposed Amendment to Fire Pay Grade 4

	<u>Station 1</u> 365 Days 6360 Hours	<u>Station 2</u> 365 Days 6360 Hours	
Coverage of 2 P/T Positions		\$165,360	(Average of \$13/hr)
Rookie School (\$10 P/T) (1,300 Hours)		\$13,000	
	Proposed Cost	\$178,360	
	2025-26 Budget	\$137,360	
	Additional Cost	\$41,000	

JEFFERSON CITY, TENNESSEE

Resolution 2026 - 04

**A RESOLUTION AUTHORIZING THE CITY OF
JEFFERSON CITY TO ENTER INTO
A CONTRACT FOR WRECKER SERVICES**

WHEREAS, the City of Jefferson City recently solicited for and opened bids for RFP 26-06 Wrecker Services for Removal and Towing of Vehicles; and

WHEREAS, the services include the towing of police-seized vehicles as well as City-owned vehicles; and

WHEREAS, the lowest, responsive, responsible bid received was from Cherokee Towing and Recovery; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City Jefferson City accepts and awards Cherokee Towing and Recovery the service contract for wrecker services for the City.

BE IT FUTHER RESOLVED the contract is awarded for one year with an option to extend up to three years.

ADOPTED this 2nd day of March, 2026.

APPROVED:

Mitch Cain, Mayor

Attest: _____
Bettina Chandler, City Recorder



POLICE DEPARTMENT AGENDA ITEM REPORT

TO: Mayor and City Council
FROM: Andy Dossett, Chief
DATE: February 13, 2026
SUBJECT: Bids for Wrecker Services

BACKGROUND:

- The City recently advertised for proposals for Wrecker Services for Removal and Towing of Vehicles (RFP 26-06).
- The RFP includes towing of police-seized vehicles as well as City-owned vehicles.

FISCAL IMPACT:

The lowest bid was received Cherokee Towing as attached to this memo.

REQUEST/RECOMMENDATION:

I recommend the City enter into a contract with Cherokee Towing Services.

ATTACHMENTS:

Bid Tabulation Sheet



FINANCE DEPARTMENT
 Purchasing Division
 112 City Center Drive
 PO Box 530
 Jefferson City, TN 37760
 (865) 475-9071

BID TABULATION SHEET

Project Number: 26-06
Date Bids Advertised: January 29, 2026
Project Name: Wrecker Services for Removal and Towing of Vehicles
Bid Deadline (Date/Time): February 12, 2026 @ 2:00PM
Requesting Department: BUILDING/CODES DEPARTMENT
of Addendums Issued: None

VENDOR INFORMATION

<u>Vendor</u>	<u>Company Name</u>	<u>Contact Person</u>	<u>Phone</u>	<u>Email</u>	<u>Date/Time Bid Received</u>
A	Cherokee Towing & Recovery	Shane Littrell	(865) 607-8454	littrellshane@yahoo.com	On-Time
B	TNT Towing	Tony Cate	(865) 397-1212	TNTTowing2010@aol.com	On-time

BID SUMMARIES

<u>Item Description</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Cherokee Towing & Recovery Proposal					
Basic Tow (Light Duty) which will include City Work vehicles within city limits	\$ 25.00				
Bais Tow (Light Duty) which include City Seizure vehicles within city limits	\$ 25.00				
Medium Duty Tow which includes 1/2 ton to 1 ton work trucks	\$ 30.00				
TNT Towing					
<u>Police Department Vehicles</u>					
Inside city Limits: (Break Downs & Wrecks)		\$ 25.00			
Outside City Limits: This includes city vehicles up to 1-ton trucks		\$ 40.00			
1-ton Trucks (Inside City):		\$ 40.00			
All City vehicles up to a 1-ton out of Jefferson County		\$40.00 + \$2.00/mile			
<u>Seizure</u>					
To the City shop inside City limits (if city is paying)		\$ 40.00			
If lienholder, insurance co., owners or third parties pay:		\$175			

JEFFERSON CITY, TENNESSEE

Resolution 2026 - 06

**A RESOLUTION AUTHORIZING THE PLANS TO
PROCEED WITH THE DEVELOPMENT OF PROPERTY AT
THE CORNER OF EAST BROADWAY BOULEVARD,
CLINCH VIEW CIRCLE AND WEST COMMERCE COURT**

WHEREAS, a Site Review/Approval for a new ORNL Credit Union was recently considered by the Jefferson City Regional Planning Commission. The proposed location is along East Broadway Blvd (Parcel ID 015 018.06). The Planning Commission unanimously approved the plan; and

WHEREAS, the proposed site plan includes the extension of West Commerce Court by ORNL to meet Clinch View Circle; and

WHEREAS, the new section of West Commerce Court would be dedicated to the City upon completion by ORNL and inspection by the City; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City Jefferson City to allow the project to proceed as presented and approved by the Jefferson City Regional Planning Council including the loss of certain right-of-way and the gain of the street extension and right-of-way that accompanies it.

BE IT FUTHER RESOLVED the City Council intends to accept the additional street extension upon completion and inspection by City personnel.

ADOPTED this 2nd day of March, 2026.

APPROVED:

Mitch Cain, Mayor

Attest: _____
Bettina Chandler, City Recorder



BUILDING AND PLANNING DEPARTMENT AGENDA ITEM REPORT

TO: Mayor and City Council
FROM: Jeff Houston, Building Official
DATE: February 12, 2026
SUBJECT: Extension of West Commerce Court

BACKGROUND:

- At the January 26, 2026, meeting of the Jefferson City Regional Planning Commission, a Site Review/Approval was considered for a new ORNL Credit Union. The proposed location for the project is Parcel ID: 015 018.06, on E. Broadway Blvd. The plan was approved unanimously.
- As part of the proposed plan, ORNL has offered to extend the current West Commerce Court to meet Clinch View Circle. This new section of West Commerce Court would then be dedicated to the City. This will require additional City funds to maintain and repair. Of course, the street addition would not become the City’s responsibility until the completion of the project and dedication by ORNL and acceptance by City Council.
- Attached is the proposed plan for the loss of certain right-of-way and the gain of the street extension and right-of-way that accompanies it.

FISCAL IMPACT:

There are unknown future impacts for maintaining and repairing the road.





REQUEST/RECOMMENDATION:

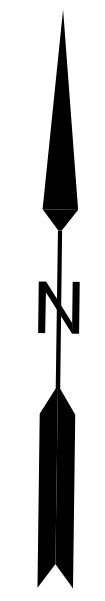
I am asking the City Council to consider the future acceptance of the additional street extension and additional right-of-way, as well as the loss of certain city right-of-way per the submitted plans.

ATTACHMENTS:

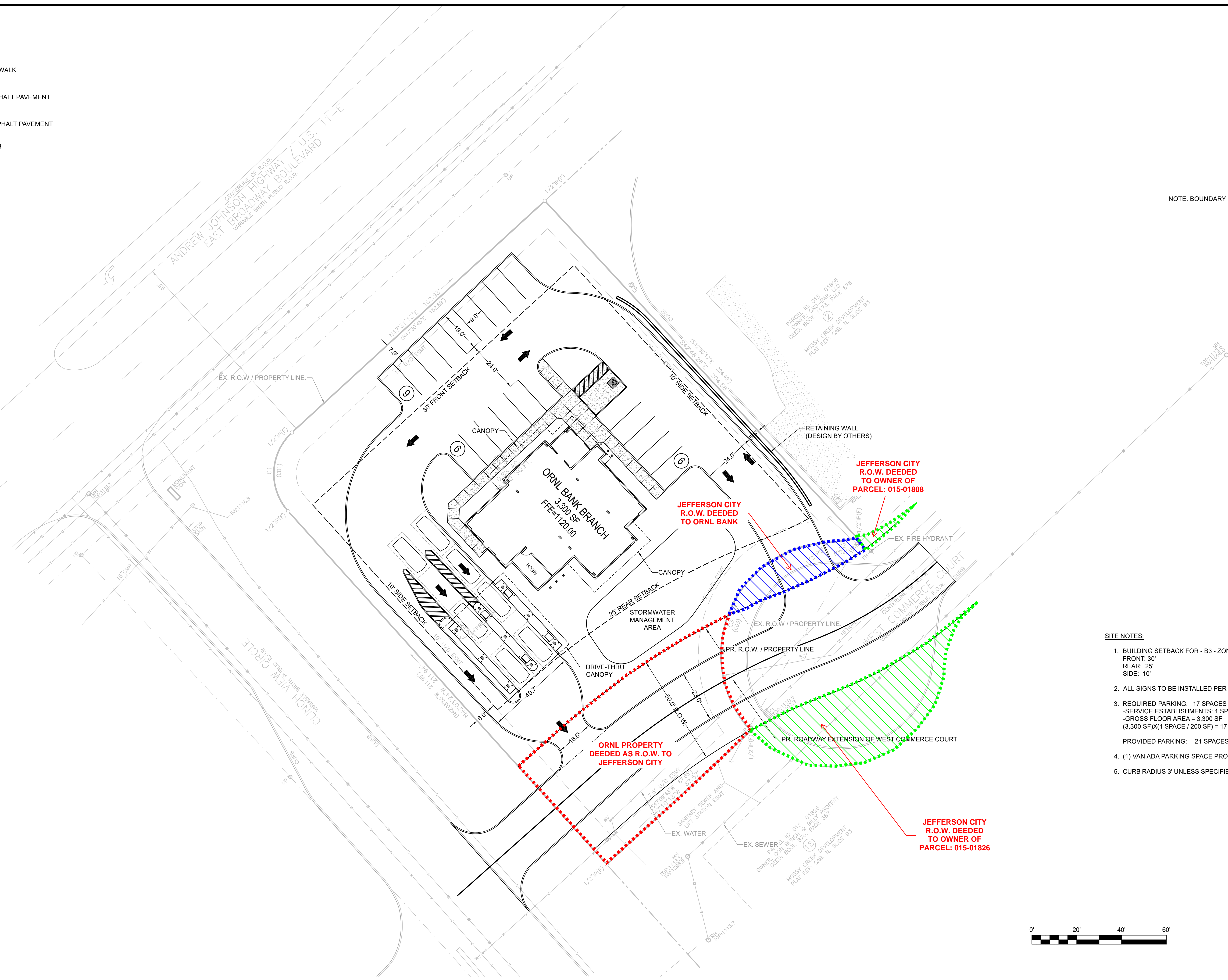
Map of proposed plan

LEGEND

-  PROPOSED SIDEWALK
-  LIGHT DUTY ASPHALT PAVEMENT
-  HEAVY DUTY ASPHALT PAVEMENT
-  PROPOSED CURB



NOTE: BOUNDARY DATA PROVIDED BY OTHERS.

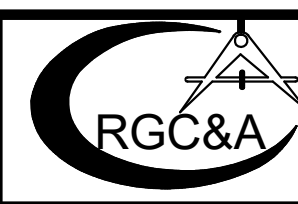


SITE NOTES:

1. BUILDING SETBACK FOR - B3 - ZONING ARE AS FOLLOWS:
FRONT: 30'
REAR: 25'
SIDE: 10'
2. ALL SIGNS TO BE INSTALLED PER MUTCD CURRENT STANDARDS.
3. REQUIRED PARKING: 17 SPACES
-SERVICE ESTABLISHMENTS: 1 SPACE PER 200 SF OF GROSS FLOOR AREA
-GROSS FLOOR AREA = 3,300 SF
(3,300 SF)/(1 SPACE / 200 SF) = 17 SPACES
PROVIDED PARKING: 21 SPACES
4. (1) VAN ADA PARKING SPACE PROVIDED
5. CURB RADIUS 3' UNLESS SPECIFIED.



NO.	DATE	DESCRIPTION	BY	CHKD.



ROBERT G. CAMPBELL & ASSOC., L.P.
CONSULTING ENGINEERS
KNOXVILLE · SEVIERVILLE

ORNL FCU
NEW BRANCH LOCATION
JEFFERSON CITY, TN

SITE PLAN

DESIGNED BY	CHECKED BY	SCALE	SHEET
JWL	RGC	N.T.S.	NO. 103
DRAWN BY	DATE	FILE NO.	OF XX SHEETS
JLW, ZLW	11/25/2025	25198	37

NOT FOR CONSTRUCTION