



City Council Work Session Meeting Agenda

March 18, 2025 at 5:00 PM

Jefferson City Municipal Building

1. Call to Order

Opening Prayer

Pledge of Allegiance

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

3. Communications from the Mayor

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

a. Quarterly Update from Jefferson Alliance - **Joe Gibson**

b. Quarterly Update from Heritage Center at Mossy Creek - **Teresa Collins**

c. Quarterly Report from C.A.R.E. - **Kai Ravnborg**

d. Quarterly update from Mossy Creek Foundation - **Tommy Clapp**

e. Changes to Standard Operating Procedures for Utility Cutoff Day - **Heather Lee**

5. Items for Discussion

a. Local Planning Advisory Services Contract with ETDD - **Jeff Houston**

b. Annexation Requests - **Jeff Houston**

c. Ordinance Update for Title 13, Chapter 1, Section 13-105 - **Will Kurtz**

d. Submission of an application for "Healthy Built Environment Grant" - **Kevin Bolden**

6. Appointments

a. **Jefferson City Housing Authority** – Current board member/resident representative resigned, term expiring in March of 2025. Mayor appoints members for a five-year term. One application on file.

b. **Jefferson Memorial Hospital City/County Oversight Board** – One vacancy in March 2025. Mayoral appointment with Council confirmation for a three-year term. One application on file.

7. Calendar/Upcoming Events

- a. The March HZC/Regional Planning Commission/BZA meeting will be on Monday, March 24, 2025.
- b. The April City Council Meeting will be on Monday, April 7, 2025.
- c. The April Work Session will be on Tuesday, April 15, 2025.
- d. The April HZC/Regional Planning Commission/BZA meeting will be on Monday, April 28, 2025.

8. Announcements

- a. City Offices will be closed Friday, April 18, 2025, for Good Friday.
- b. The Tree City Award Ceremony will be held at the Jefferson City Library on April 22, 2025, at 10:00 am.

9. Adjourn



FINANCE DEPARTMENT MEMORANDUM

To: Honorable City Council, City Manager, City Recorder
From: Heather Lee, Utilities Clerk
Date: March 13, 2025
Subject: Changes to Standard Operating Procedure for Cutoff Day

This is to inform you of a change to the cutoff day Standard Operating Procedure (SOP).

Current SOP for cutoff day: The last day to make a payment before cutoff is the 23rd of the month; cutoff day is on the 24th of the month unless it's on a Friday or weekend, then it is on the next business day. Our online payment site and automated pay by phone system are turned off at midnight the night before cutoff day. The morning of cutoff day the Utility Clerk comes in and balances the daily cash report for water/sewer, posts all receipts, verifies the online site is turned off, checks and locks off night drop, and prints the cutoff report. The meter readers are given the cutoff report and begin cutting off water services. All accounts **that are turned off** are charged a service charge of \$50.00 to reconnect services (per Ordinance 2021-16, Municipal Code 18-114, II) in addition to their bill amount. After all cutoffs are completed, the meter readers start reconnecting water for customers who have paid their bill and service charge.

Municipal Code 18-114. Service charges. The following rates for service related to temporary water cut off or cut on, reconnecting, or relocating meter service are as follows:

II. For reconnecting water services after water service is discontinued for nonpayment of water bill, \$50 inside and outside city limits. Water cut off for nonpayment may not be turned back on until the following business day. When the work is performed at times other than normal working hours, the charge shall be \$60 inside city limits and \$100 outside city limits.

Changes to the SOP for cutoff day: The Utility Clerk will balance and post all receipts the evening of the 23rd. **The service charge of \$50.00 will be applied to all accounts that have not been paid by the close of business at 4:30 p.m.** The online and automated phone system will be turned off and the night drop will be locked off at the close of business at 4:30 p.m. on the 23rd. The cutoff report will be processed and sent to Public Works for the meter readers to start turning off water services at 7:30 a.m. on the 24th. All customers on the cutoff list will be cutoff and all reconnects for customers who have paid their bill and service charge will begin after lunch.

These changes are necessary to help reduce the chaos, confusion, and risk of errors on cutoff day. It has been discovered that repeat customers have exploited a loophole in our current SOP. They wait until the morning of cutoff day to pay their bill because they know they will not get charged the \$50 service charge if they pay their bill before their service is cutoff. Also, we take payments by phone at City Hall only on cutoff days (because the automated pay by phone system and online payment site are turned off). As a result, customers are rushing in and the phones ring constantly. Also, our front office employees must call the meter readers to verify whether the customer's water service has already been cut off. The employees must also call the meters readers to let them know who has paid so their water won't be cut off. This whole process is chaotic, confusing, and stressful for the employees.

We plan to implement the new SOP starting July 24, 2025. This will give us time to notify all customers of the new changes. We will notify customers of these changes in the following ways: mailing letters to each customer, putting a note on each water bill, advertising in the Standard Banner, and posting on the city's website.

I would be happy to discuss this subject further and answer any questions at your convenience. I can be reached at (865)475-9071 or by email at hlee@jeffersoncitytn.gov.



BUILDING AND CODES DEPARTMENT AGENDA ITEM REPORT

TO: City Council

FROM: Jeff Houston, Building Official

DATE: March 11, 2025

SUBJECT: Local Planning Advisory Services Contract with ETDD

BACKGROUND:

- The East Tennessee Development District (ETDD) functions as the attending advisor for the City's Regional Planning Commission and Board of Zoning Appeals
- The ETDD provides planning and administrative assistance to the City's staff.

FISCAL IMPACT:

- This contract will be effective July 1, 2025. There will be no impact to the FY 2024-25 Operating Budget. The new price will be reflected in the FY 2025-26 Operating Budget.
- The annual fee will be \$11,942.50. This amount is payable bi-annually in two equal payments of \$5,971.25.

REQUEST/RECOMMENDATION:

It is requested that this agreement be entered into with East Tennessee Development District.

ATTACHMENTS:

Letter dated March 5, 2025, from East Tennessee Development District.
Proposed Local Planning Advisory Services Contract.



March 5, 2025

Honorable Mitch Cain, Mayor
City of Jefferson City
P.O. Box 530
Jefferson City, TN 37760-0530

Dear Mayor, Cain,

The East Tennessee Development District (ETDD) has been pleased to provide local planning services at the same annual fee for the past two years. We have tried adopting the state planning contract format since we took over planning in 2011. However, that method is not working because we do not have the subsidies that the state was able to provide. And, due to the increase in the cost of living and inflation, our costs have increased to the point that we need to change the way we do planning and the way our contracts are structured.

The intent of the contracts moving forward will be based on a new model that will provide the for the following categories:

1. Maintenance or Basic Services (maintenance of what you already have in place)
2. Foundational or Added Services (anything that is updated or added to your program)
3. Comprehensive Services (more comprehensive planning)

The contract that you will find attached will be your basic services contract and will outline the scope of services to maintain what you already have in place. That contract amount will stay the same for the upcoming year and that amount will be listed below. Any additional services required will need to be quoted and the contract amended.

I highly recommend that you work with your planner over the next few months to develop a work plan for the upcoming year so that you are all on the same page with expectations and your planner can help you determine if the contract would need to be amended to cover any foundational or additional services that would need to be provided. These will normally be a one-time charge for those types of items and once they are completed will revert back to maintenance.

Therefore, the next contract period will be for FY 2026 and will begin on July 1, 2025, and continue through June 30, 2026. For budgetary purposes, the FY 2026 annual planning contract amount will be \$11,942.50 for the City of Jefferson City unless you and your planner need to add any additional services after you have developed your work plan. Please find attached the contract that needs to

be signed and sent back to the attention of Christie Burt, cburt@etdd.org or mail ETDD, P.O. Box 249, Alcoa, TN 37701-0249. An invoice for the first installment of the total annual contract amount will be mailed to you on July 1, 2025.

Thank you for the opportunity to serve your community in this regard. Please do not hesitate to contact me at ryakubic@etdd.org or (865) 273-6003x116 should you have any questions or concerns.

Sincerely,



Richard Yakubic
Executive Director

Enclosures

LOCAL PLANNING ADVISORY SERVICES CONTRACT

This Local Planning Advisory Services Contract (“Contract”) entered into the 1st day of July 2025 between the East Tennessee Development District, an agency composed of member governments in mid-east Tennessee, (“ETDD”) and the City of Jefferson City, Tennessee (“Contract Community”).

I. FINDINGS & DECLARATIONS

- A. Tennessee Code Annotated, § 13-14-101 and the following sections establish a delineation of regions deemed viable to the economic development of the state and allow for the creation of development districts for these regions, encompassing one (1) or more counties or parts of counties, so they are conducive to efficient planning and orderly economic development of the state.
- B. Tennessee Code Annotated, § 13-14-101 to § 13-14-114 established ETDD, a public body on behalf of the counties of Anderson, Blount, Campbell, Claiborne, Cocke, Grainger, Hamblen, Jefferson, Knox, Loudon, Monroe, Morgan, Roane, Scott, Sevier, and Union and all incorporated municipalities and metropolitan governments located within these counties.
- C. ETDD is empowered, among other duties, "to receive and expend funds from any sources for staffing, for research, planning, coordination, economic development, demonstration projects and other activities deemed necessary to promote the efficient, harmonious and economic development of the region."
- D. The Contract Community requests ETDD to provide planning advisory services and agrees to appropriate the necessary funds for these services.

II. SCOPE OF SERVICES

In consideration of these findings and declarations and other valuable considerations, the parties agree as follows:

- A. During the twelve (12) month period beginning July 1, 2025, and ending June 30, 2026, ETDD agrees to furnish the services of professionally trained planning advisors who will confer with local officials, relevant boards and commissions.
- B. A work program derived from the services listed below will be developed jointly between ETDD and the Contract Community within thirty (30) days of signing the Contract by both parties. Other activities may be included depending on the scope and nature of the desired services and ETDD’s capacity. Any services outside basic (maintenance) planning services are subject to additional charges above the effective Contract fee. All services must be agreed upon mutually by the Contract Community and ETDD.

- C. These services are provided with the overall objective of establishing processes and tools to maintain an effective planning program that is comparable to contract communities that are provided with basic services. The following services will be provided:
- D. Functioning as the attending advisor of planning commissions, board of zoning appeals, historic zoning commissions, periodic work sessions, requested public hearings, design review meetings, and other board/commission meetings as requested and scheduling permits.
- E. Advice, interpretation, and/or recommendations to developers, surveyors, engineers, public officials, and other similar entities involved with the local planning program. Review and prepare staff recommendations for site plans, subdivision plats, board of zoning appeals requests, and other related project reviews. Reviewing official minutes from planning commission or board of zoning appeals for accuracy and content generated by the appropriate members of the relevant commission or board. Assisting with the established annual work program for the Contract Community.
- F. Preparation of amendments to land use controls for adoption, implementation, and enforcement by local community officials, including but not limited to zoning ordinances, subdivision regulations, flood plain management regulations, administrative processes, or other land use controls; review of development proposals; advice and assistance to administrators of zoning, subdivision regulations, and other land use controls. Individual training sessions, by request, as time permits.
- G. Maintenance G.I.S. mapping services of existing inventory of maps to include standard zoning map updates, illustrations for rezonings, annexations, and de-annexations. Any additional maps and updating of existing maps are subject to an additional charge.
- H. Therefore, these planning services may account for a variety of work to assist the Contract Community in establishing an effective planning program that will be beneficial to manage growth and development.

III. TERMS AND CONDITIONS

- A. Payment for services provided by ETDD to The Contract Community, will be based on the agreed-upon activities requested in **Section II**. For the purpose of providing funds necessary to carry out the provisions of this Contract, IT IS AGREED that the chief legislative body will pay to ETDD the sum of \$11,942.50 annually, payable in total upon the effective date of this Contract, or in bi-annual installments of \$5,971.25, due and payable on the first day of July 2025 and the first day of January 2026. The Contract Community hereby authorizes ETDD to apply on their behalf for any eligible funds from State sources to supplement the

Contract amount and to use such grant funds to cover the cost of providing planning services to the community.

- B. Either party may terminate this Contract by giving written notice to the other party specifying the date of termination, at least ninety (90) days before the termination date. Upon termination of the Contract, the obligation of ETDD to conduct and carry on the program agreed to under this Contract shall cease, the financial obligation of the chief legislative body as described in this Contract above likewise ceases. If prepayment has been made by the chief legislative body, ETDD will determine, by prorating, the amount to be refunded.
- D. This Contract is for a period of twelve (12) months. A new twelve (12) month Contract and fee schedule will be presented for FY 2027. Local governments are under no obligation to continue ETDD planning services beyond the dates specified in this Contract.
- E. In all matters relating to the performance of this Contract, the ETDD Executive Director acts for ETDD, and the Mayor acts for the Contract Community.

The parties execute this Contract through their duly authorized representatives.

The East Tennessee Development District:



By: Richard Yakubic
Executive Director

For the City of Jefferson City, Tennessee

By: _____

Honorable Mitch Cain
Mayor, City of Jefferson City



BUILDING DEPARTMENT AGENDA ITEM REPORT

TO: City Council
FROM: Jeff Houston, Building Official
DATE: March 13, 2025
SUBJECT: Annexation Requests

BACKGROUND:

- There are two parcels requesting annexation into the City. One parcel is in the growth boundary, and the other is not.
- Annexation studies for the requested parcels have been completed.

FISCAL IMPACT:

- There is no immediate impact on the City's budget.

REQUEST/RECOMMENDATION:

Please advise if the City Council is interested in pursuing annexation for the two parcels.

ATTACHMENTS:

JB Investments Summary and Packet
Aranda Summary and Packet



CITY OF JEFFERSON CITY

MITCH CAIN, MAYOR

JAMES A. GALLUP, CITY MANAGER

Annexation Study Summary

Parcel 015 037.00

JB Investments

The requested annexation is located at the corner of Rocktown Rd. and East Old A.J. Highway. The parcel is a 13.5-acre parcel that is currently an open, rolling field with some elevation changes. This annexation request offers a 32 lot subdivide for single family homes. The estimated population increase using the median of two to four family members per household is sixty-four to one-hundred and twenty-eight citizens.

The parcel is in the Jefferson City regional growth boundary and is currently zoned A-1 (agricultural and forestry) per county zoning. Approximately ¼ of a mile of Rocktown Rd. sides the parcel and is currently county maintained. Rocktown Rd. is approximately 28 feet wide, asphalt, and is in fair to average condition. The parcel is fronted by E. Old A.J. Highway for approximately 470 feet and is currently maintained by the county. E. Old A.J. Highway is approximately 30 feet wide, asphalt, and is in average condition.

The estimated assessed valuation of this proposed subdivision is \$9,921,100.00 which would produce \$29,763.00 in property taxes annually. This estimate is based on current rates for building per square foot and the proposed home size noted by the requestor with the additional land value. Please note the homes may be assessed at a figure higher or lower than these estimates.

This parcel can be serviced by the JCFD, with a current response time of 8-10 minutes. Once the new fire sub-station is complete the response time will be reduced to 3-4 minutes. The proposed subdivision will require 3 fire hydrants to be installed by the developer.

This parcel would be serviced by the JCPD, with a private call response time of 2 and ½ minutes. Based on a population increased at two per household or 64 this would require the addition of .17 police officers with an estimated annual expense of \$13,600.00.

The utilities for the proposed parcel have a couple different options. The potential for the city to install and provide an independent line for the subdivision is a large undertaking. Providing a timeline and cost estimates is difficult because of the ever-changing needs of the city and the ever-changing cost of materials. There is a line located across the street on the Moser Property but the status and availability to connect is

unknown at this time (due to possibility of declared wetlands). The Property would be served water by the Alpha-Talbott utility district. AEC would provide power.

The overall impact of this annexation on the growth and development of Jefferson City would certainly add a slightly higher tax base as well as provide additional affordable housing opportunities. The location of the proposed annexation would require the possible extension of utilities for sewer service with a potentially significant cost. Since the location is serviced by the Alpha Talbott Water district, this location would also require added time and clerical work associated with separated water and sewer billing.

Jeff Houston



City Planning Assist

Appendix A - Annexation Study Outlines

Study Area:

Parcel ID: 015 037.00 JB Investments.

Function: Planning

Form 1

1. Population estimate: Currently Vacant Lot - Proposed 32 Lot Subdivision
32 Single Family Home = 64 - 128 potential population
2 to 4
2. Land area, density per acre: Parcel is 13.5 acres - Est. 18,376 sq ft. per lot
would require R-1 Zoning - Approx 2.3 Lots per Acre
3. Number of dwelling units — homes, trailers, apartments, etc.:
32 Single Family Homes proposed.
4. Names and types of businesses, manufacturing plants, beer taverns, etc.:
None
5. Miles of streets with classification as to type, width, and condition (streets and highways maintained by the Department of Transportation should not be included):
Approx 1/4 of a mile of Rocktown Rd Borders Parcel 28' wide Asphalt
in Average Condition - Approx. 470' of E. Old A.J Highway Fronts the Parcel.
6. What services are now available in the area, who provides them, and at what cost (not including county taxes)?
7. Do planning, zoning, codes, and subdivision regulations exist and are they enforced?
Currently Zoned A-1 County - Is located in Growth Boundary
8. Is any part of the area in a designated flood plain?
No
9. Comment on the overall impact of annexation on the growth and development of the city:

Study Area: Parcel ID: 015 037.00 JB Investments (32 Lots)
Function: Revenue

Assessed Valuations

Residential and Farm Properties	\$ <u>9,921,100</u>
Commercial and Industrial Properties	\$ _____
Public Utilities	\$ _____

Revenue Estimates

Property Taxes	
Real and Personal Property	\$ <u>29,763</u>
Public utility taxes	\$ _____
Payments in lieu of taxes	\$ _____

Other local taxes	
Local option sales tax	\$ _____
Business Tax	\$ _____
Wholesale Beer Tax	\$ _____

State-Shared taxes	
Sales (\$_____/capita)	\$ _____
Gasoline and motor fuel (\$_____/capita)	\$ _____
Special tax on petroleum products (\$_____/capita)	\$ _____
Beer (\$_____/capita)	\$ _____
TVA in lieu (\$_____/capita)	\$ _____
Income	\$ _____

State Street Aid	\$ _____
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Permits, Fines, etc.	\$ _____
Refuse Collection Fees	\$ _____

Other Revenues

Total Revenue	\$ _____
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Appendix A

Study Area: Parcel ID: 015 037.00 JB Inv. (32 Lots)
 Function: **Police Protection**
 Form 4

1. Additional personnel needed, by rank

17 officer - (Based on a population of 64)

2. Total additional personnel cost, including fringe benefits

\$ 13,600 Annually

3. Additional cars and equipment
 (amortize to obtain annual cost)

\$ _____

4. Increased operating expenses
 (supplies, gas, repairs, etc.)

\$ _____

5. Other miscellaneous expenses

\$ _____

Total Annual Expense

\$ 13,600

Comment on the overall impact of annexation on the police operation:

Figures based on a population of 64 (2 per household)
 and current staffing levels and current
 officer to citizen ratio

In calculating annexation costs, estimate total needs to provide police protection to all the annexation study areas, and then prorate this cost to each area.

Response Time est. 2.5 minutes for priority calls

Appendix A

Study Area: Parcel ID: 015 037.00 JB Inv. (32 Lots)
 Function: **Fire Protection**
 Form 5

1. Additional personnel needed, by rank	<u>0</u>
2. Total additional personnel cost, including fringe benefits	\$ <u>N/A</u>
3. Additional engines and equipment (amortize to obtain annual cost)	<u>N/A</u> \$
4. Increased operating expenses (supplies, gas, repairs, etc.)	\$ <u>N/A</u>
5. Hydrant rental (_____hydrants at \$_____per year)	\$ <u>* SEE COMMENTS BELOW</u>
6. Fire station (amortize to obtain annual cost)	\$ <u>N/A</u>
7. Cost of maintaining and operating station	\$ <u>N/A</u>
8. Other miscellaneous expenses	\$ <u>N/A</u>
Total Annual Expense	\$ <u>\$0</u>

Comment on the overall impact of annexation on the fire operation:

* SUBDIVISION WILL REQUIRE A MINIMUM OF 3 FIRE HYDRANTS TO BE SUPPLIED AND INSTALLED BY DEVELOPER.

In calculating annexation costs, you may wish to estimate total needs to provide fire protection to all the annexation study areas and prorate this cost to each area.

Response Time est: CURRENTLY (STATION 1) = 8-10 minutes.
 (PROPOSED/OPERATING STATION 2) = 3-4 minutes

 2/11/2025

JB Investments
6017 Ontario Circle
Morristown, TN 37814

January 24, 2025

Jeff Houston
City of Jefferson City
P.O Box 530
Jefferson City, TN 37760


Re: Request for Annexation of property at Old AJ Hwy and East side of Rocktown Rd Jefferson City.

We are requesting annexation of property into City of Jefferson City, approximately 13.5 acres to be subdivided into approximately 32 individual lots, with 2 and 3 bedroom upscale homes varying in size from 1,000 – 1,300 square feet each, single and double level. Please see attached conceptual site drawing for approximate layout of streets and lots, and a couple of conceptual house drawings. The subdivision would have paved streets, underground utilities, and managed by HOA.

Sincerely,

Anthony Johnston
JB Investments



Signed:  01-24-2025

STATE OF TENNESSEE
COUNTY OF Hamblen

Personally appeared before me, a Notary Public within and for the State and County aforesaid.

Anthony Johnston, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that they executed the within instrument for the purposes therein contained.

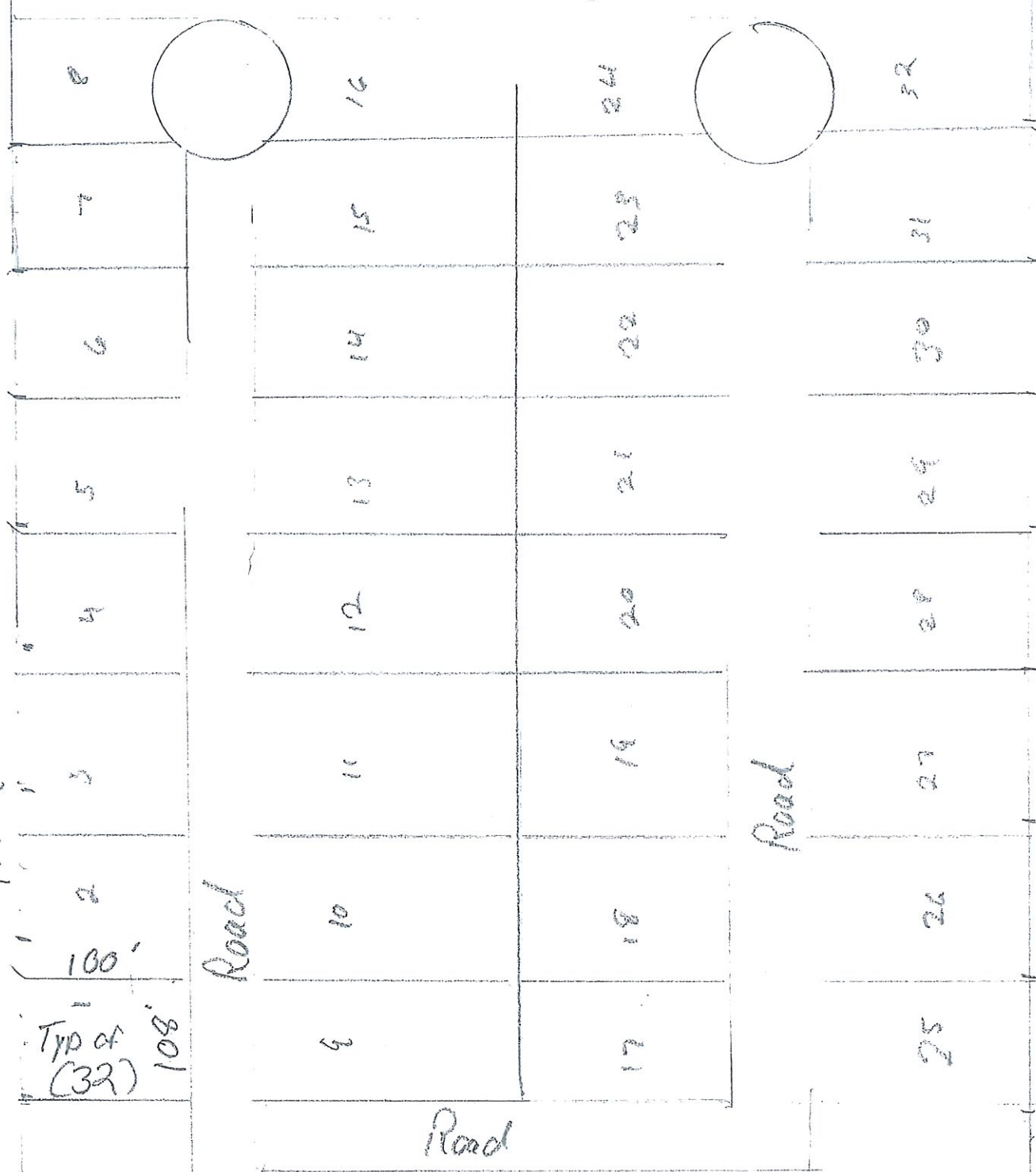
Witness my hand, at office, this 24 day of January, 2025



Notary Public, My Commission Expires: 11-04-28

401' 200' ->

Wooded



1229' ->

Type of (32)

Road

145' ->

Future

Road

1238' -> Backtown

462' old A.T.



[GIS Map](#)[PDF](#)[Return to Results](#)

Parcel Details

JEFFERSON COUNTY, TN | TAX YEAR 2025

Property Owner and Mailing Address

January 1 Owner

JB INVESTMENTS

6017 ONTARIO CIR

MORRISTOWN TN 37814

County Information

County Number:

045

Reappraisal Year:

2024

Property Location

Address: OLD A J HWY E**Control****Property****Map:****Interest:**

015

Group:

037.00

Parcel:**Special****Identifier:**

000

Value Information

Land Market Value: \$169,100**Improvement Value:** \$0**Total Market Appraisal:** \$169,100**Assessment Percentage:** 25%**Assessment:** \$42,275

Additional Information

General Information

Class: 00 - Residential**City #:****Special Service District 1:** 000**District:** 04**Number of buildings:** 0**Utilities - Water/Sewer:** 03 - PUBLIC /
INDIVIDUAL**City:****Special Service District 2:** 000**Neighborhood:** J01**Number of mobile homes:** 0**Utilities - Electricity:** 01 - PUBLIC**Zoning:**

NATURAL GAS

Section 5, Item b.

Outbuildings & Yard Items

Building/Card#	Type	Description	Units
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Sale Information

Sale Date	Price	Book	Page	Vacant/Improved	Type Instrument ?	Qualification
12/13/2024	\$295,000	1854	288	V - VACANT	WD - WARRANTY DEED	A - ACCEPTED
12/13/2024	\$0	1854	285		HR - AFFIDAVIT OF HEIRSHIP	-
3/5/2001	\$0	123	607		-	-
3/18/1970	\$0	161	277		-	-

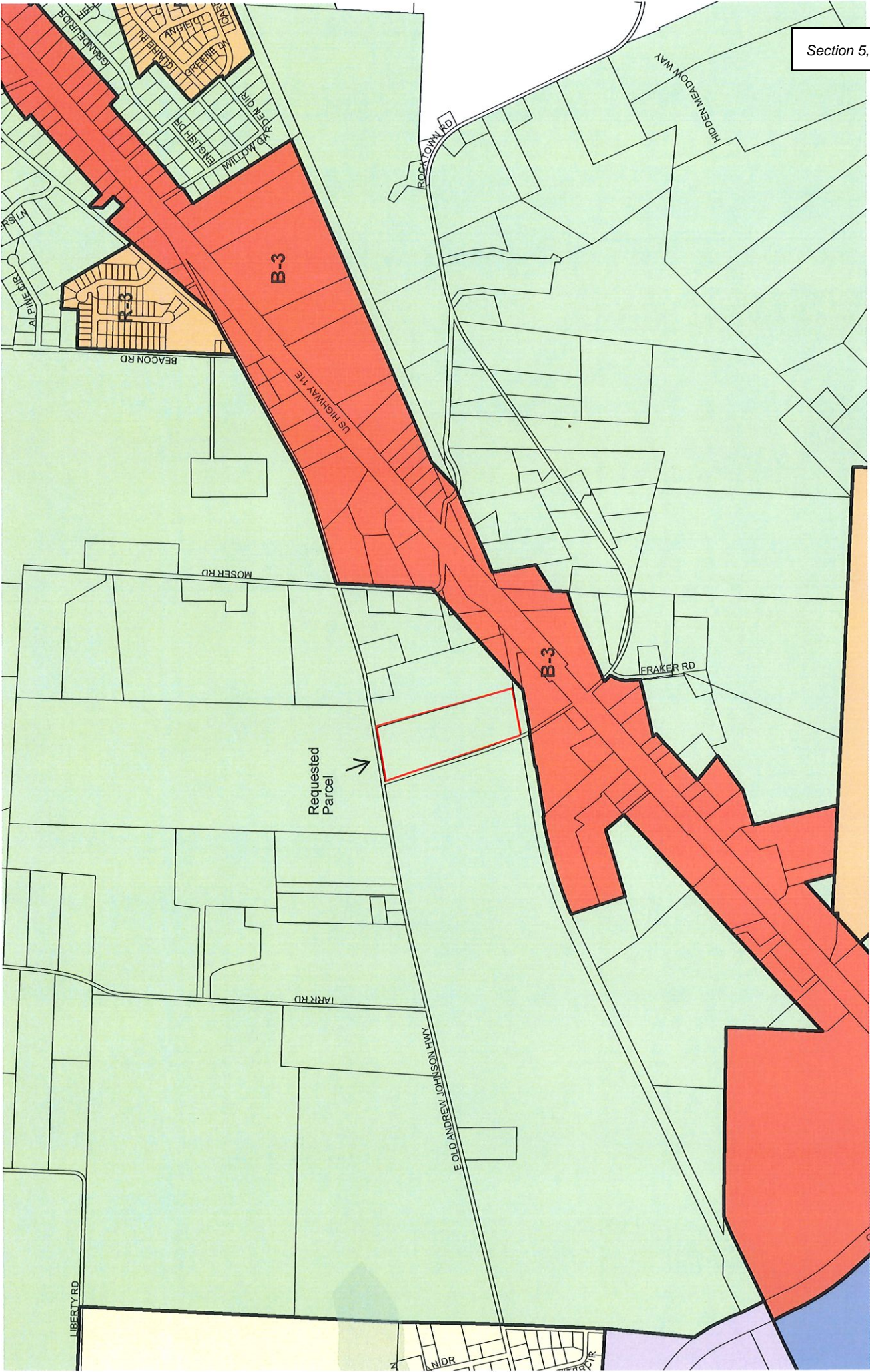
Land Information

Deed Acres: 13.5

Calculated Acres: 0

Total Land Units: 13.5

Land Code	Soil Class	Units
03 - SMALL TRACT		13.50





CITY OF JEFFERSON CITY

MITCH CAIN, MAYOR

JAMES A. GALLUP, CITY MANAGER

Annexation Study Summary

Parcel 035 020.05

David Aranda

The requested annexation is located off Moody Rd. The parcel is an 11.67-acre parcel that is currently vacant and mostly wooded. This annexation request is for a single-family residence.

The parcel is outside of the Jefferson City Growth Boundary and would require an amendment of the growth boundary before proceeding with an annexation. The property is essentially land locked with access easement rights off City maintained Moody Rd.

The estimated assessed valuation of this single-family residential property is per the owner's estimate. The future home and accessory structures along with the land value is \$1,190,200.00 which would produce \$3,571.00 in property taxes annually.

This parcel will be serviced by the JCFD, with an estimated response time of 3-4 minutes. The addition of this residential parcel would require the addition of an additional fire hydrant to service the location. The cost estimate for the additional fire hydrant is \$6,000.00 to \$10,000.00 to be installed.

This parcel will be service by the JCPD, with an estimated response time of 2 and ½ minutes for private calls. The estimated total expense for police service to this additional dwelling is \$400.00 annually.

The utilities (water and sewer) for this parcel are in place but would require approximately 100 feet of extension to service the parcel. Including the addition of the fire hydrant the estimated cost to provide the utilities is \$16,000.00 to \$20,000.00. Electric is available and would be provided by AEC.

Annexation of this single parcel would require amending the growth boundary prior to annexation. Annexation of this single parcel would have little impact on the growth and development of Jefferson City.

Jeff Houston

City Planning Assist

Appendix A - Annexation Study Outlines

Study Area: Parcel ID: 035 020.05 Aranda
 Function: Planning
 Form 1

1. Population estimate: Currently 0 - est. 3-5
2. Land area, density per acre: 11.67 Acres - 1 Single family Home proposed
3. Number of dwelling units — homes, trailers, apartments, etc.:
1 plus Accessory Buildings
4. Names and types of businesses, manufacturing plants, beer taverns, etc.:
None
5. Miles of streets with classification as to type, width, and condition (streets and highways maintained by the Department of Transportation should not be included):
0 - would be a private Driveway utilizing an easement for Access.
6. What services are now available in the area, who provides them, and at what cost (not including county taxes)? Water and Sewer are available by Jefferson City at Moody Rd. Approx. 475' from property. AEC is Avail. for Electricity.
7. Do planning, zoning, codes, and subdivision regulations exist and are they enforced?
Yes - Lot is Vacant but does fall Under County Zoning. Currently Zoned A-1 in the County
8. Is any part of the area in a designated flood plain?
No
9. Comment on the overall impact of annexation on the growth and development of the city:
Annexation of this Single Parcel would require amending the growth Boundary prior to annexation. Annexation of this Single Residential Parcel would have little impact on growth and development of the City.

Study Area: Parcel ID: 035 020.05 Aranda (Single Family Home)
Function: Revenue

Assessed Valuations

Residential and Farm Properties	\$ <u>1,190,200</u>
Commercial and Industrial Properties	\$ _____
Public Utilities	\$ _____

Revenue Estimates

Property Taxes	
Real and Personal Property	\$ <u>3,571</u>
Public utility taxes	\$ _____
Payments in lieu of taxes	\$ _____

Other local taxes	
Local option sales tax	\$ _____
Business Tax	\$ _____
Wholesale Beer Tax	\$ _____

State-Shared taxes	
Sales (\$_____/capita)	\$ _____
Gasoline and motor fuel (\$_____/capita)	\$ _____
Special tax on petroleum products (\$_____/capita)	\$ _____
Beer (\$_____/capita)	\$ _____
TVA in lieu (\$_____/capita)	\$ _____
Income	\$ _____

State Street Aid	\$ _____
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Permits, Fines, etc.	\$ _____
Refuse Collection Fees	\$ _____

Other Revenues

Total Revenue	\$ _____
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Appendix A

Study Area: ID: Q35 020.05 Aranda (Single family home)
 Function: Fire Protection
 Form 5

- | | |
|---|--------------------------------|
| 1. Additional personnel needed, by rank | <u>0</u> |
| 2. Total additional personnel cost, including fringe benefits | \$ <u>N/A</u> |
| 3. Additional engines and equipment
(amortize to obtain annual cost) | <u>N/A</u> \$ |
| 4. Increased operating expenses
(supplies, gas, repairs, etc.) | \$ <u>N/A</u> |
| 5. Hydrant rental (_____ hydrants at \$_____ per year) | \$ <u>* SEE COMMENTS BELOW</u> |
| 6. Fire station (amortize to obtain annual cost) | \$ <u>N/A</u> |
| 7. Cost of maintaining and operating station | \$ <u>N/A</u> |
| 8. Other miscellaneous expenses | \$ <u>N/A</u> |
| Total Annual Expense | \$ <u>0</u> |

Comment on the overall impact of annexation on the fire operation:

* WILL REQUIRE 1 ADDITIONAL FIRE HYDRANT TO BE INSTALLED DUE TO DISTANCE FROM CLOSEST, EXISTING HYDRANT.

6,000
 with labor
 # 9,000.00

In calculating annexation costs, you may wish to estimate total needs to provide fire protection to all the annexation study areas and prorate this cost to each area.

Response Time est: STATION 1 - 3-4 MINUTES

 2/11/2020

Appendix A

Study Area: ID: 035 020.05 Aranda (single family home)
 Function: Police Protection
 Form 4

1. Additional personnel needed, by rank 1005 Officers
2. Total additional personnel cost, including fringe benefits \$ 400
3. Additional cars and equipment
 (amortize to obtain annual cost) \$
4. Increased operating expenses
 (supplies, gas, repairs, etc.) \$
5. Other miscellaneous expenses \$
- Total Annual Expense** \$ 400

Comment on the overall impact of annexation on the police operation:

Based on a population of 2 residents

In calculating annexation costs, estimate total needs to provide police protection to all the annexation study areas, and then prorate this cost to each area.

Response Time est. 2.5 minutes for priority call

David J. Aranda

132 Crooke Road
Jefferson City, TN 37760
Davidjaranda@outlook.com
865-765-2247

01/24/2025

City of Jefferson City
City Council

Dear Members of the City Council,

I, David Joshua Aranda, the owner of the property located at Moody Road Off, Jefferson City, TN (960 Moody Road; Parcel 035 020.05), respectfully submit this formal request for the annexation of my property into the corporate limits of the City of Jefferson City, Tennessee.

I believe that annexing my property will contribute to the continued growth and development of the city. I would greatly appreciate your consideration of this matter, and I am available to provide any additional documentation or information if required.

Please find below my signature as an indication of my consent to this annexation request. Additionally, I am requesting that a notary public be present to acknowledge my signature.

Thank you for your time and attention to this request. I look forward to hearing from you and discussing any necessary steps in the annexation process.

Sincerely,

 1/24/2025

David J. Aranda

State of Tennessee
Jefferson County

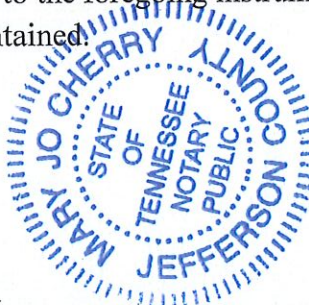
On this 24th day of Jan, 2025, before me, a Notary Public, personally appeared David J. Aranda, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged that they executed the same for the purposes therein contained.

Notary Public

My Commission Expires: 2-22-26

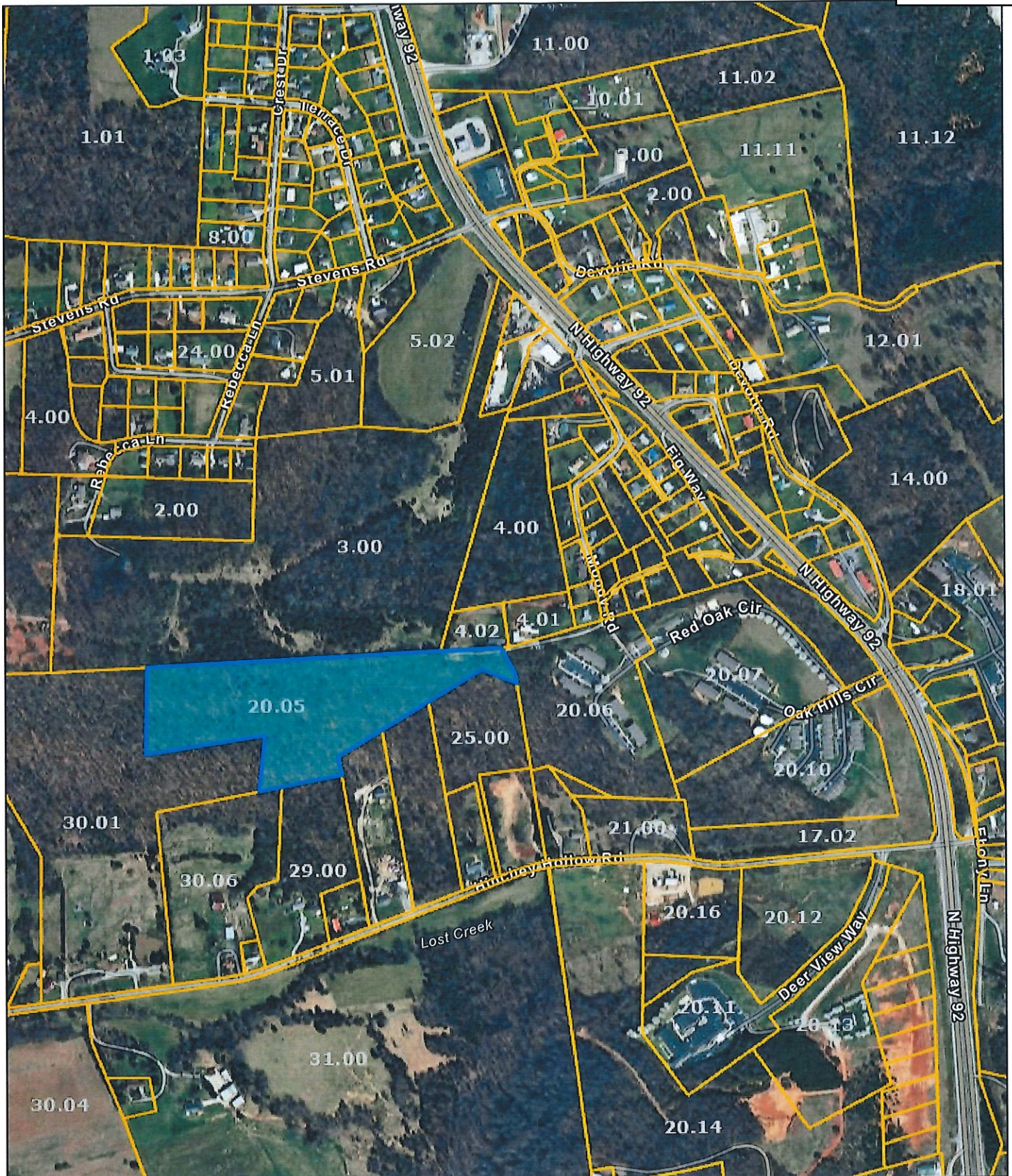
[Notary Seal]





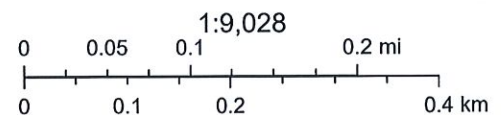
Jefferson County - Parcel: 035 020.05

Section 5, Item b.



Date: February 10, 2025

County: JEFFERSON
 Owner: ARANDA DAVID J & CHARISSA J
 Address: MOODY RD OFF
 Parcel ID: 035 020.05
 Deeded Acreage: 11.67
 Calculated Acreage: 0



State of Tennessee, Comptroller of the Treasury, Division of Property Assessments (DPA), Esri Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI, NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

[GIS Map](#)[PDF](#)[< Return to Results](#)

Parcel Details

JEFFERSON COUNTY, TN | TAX YEAR 2025

Property Owner and Mailing Address

January 1 Owner

ARANDA DAVID J & CHARISSA J
132 CROOKE RD
JEFFERSON CITY TN 37760

County Information

County Number: 045
Reappraisal Year: 2024

Property Location

Address: MOODY RD OFF

Control Property Map: Interest:	Group: Special Identifier:	Parcel:
035	020.05	000

Value Information

Land Market Value:	\$90,200
Improvement Value:	\$0
Total Market Appraisal:	\$90,200
Assessment Percentage:	25%
Assessment:	\$22,550

Additional Information

General Information

Class: 00 - Residential**City #:****Special Service District 1:** 000**District:** 04**Number of buildings:** 0**Utilities - Water/Sewer:** 11 - INDIVIDUAL
/ INDIVIDUAL**City:****Special Service District 2:** 000**Neighborhood:** J01**Number of mobile homes:** 0**Utilities - Electricity:** 01 - PUBLIC**Zoning:**

Outbuildings & Yard Items

Building/Card#	Type	Description	Units
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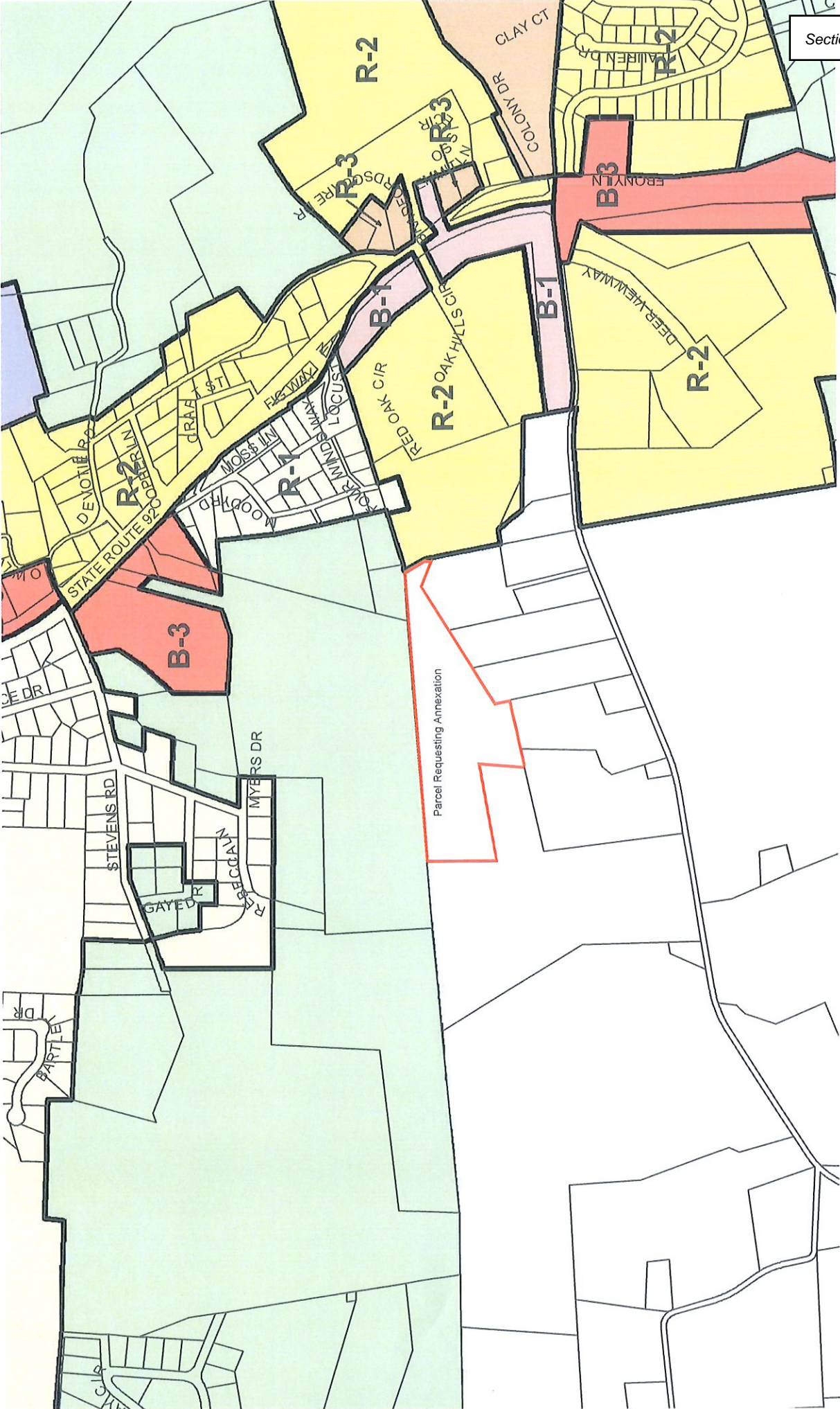
Sale Information

Sale Date	Price	Book	Page	Vacant/Improved	Type Instrument ?	Qualification
3/27/2024	\$145,000	1808	186	V - VACANT	WD - WARRANTY DEED	J - ESTATE SALE
2/25/2022	\$55,000	1676	283	V - VACANT	WD - WARRANTY DEED	I - FINANCIAL INSTITUTION
1/7/2020	\$0	1513	173		TR - TRUSTEE'S DEED	-
9/16/2008	\$0	957	191		QC - QUITCLAIM DEED	-
7/30/1981	\$0	262	335		-	-
6/8/1979	\$0	243	93		-	-



Land Information

Deed Acres: 11.67	Calculated Acres: 0	Total Land Units: 11.67
Land Code	Soil Class	Units





BUILDING DEPARTMENT AGENDA ITEM REPORT

TO: City Council

FROM: Will Kurtz, Code Enforcement Officer

DATE: March 12, 2025

SUBJECT: Ordinance Update for Title 13, Chapter 1, Section 13-105

BACKGROUND:

- In communication with MTAS, it was brought to our attention that the ordinance adopted for Title 13, Chapter 1, Section 13-105 (Removal of Vegetation and Debris from Certain Lots) that the City is currently using was amended in December of 1999.
- There is an updated version that MTAS is recommending we use. The proposed ordinance has been reviewed and approved by the City Attorney.

FISCAL IMPACT:

- There is no financial impact to the City.

REQUEST/RECOMMENDATION:

It is requested that the Council adopt the proposed ordinance to update the City's Codes as recommended by MTAS.

ATTACHMENTS:

Proposed Ordinance Update for Removal of Vegetation and Debris

Ordinance No. _____

**AN ORDINANCE TO AMEND SECTION 13-105 OF THE CITY CODE
REGARDING OVERGROWN AND DIRTY LOTS**

WHEREAS, Title 13 of the Jefferson City code establishes rules regarding property maintenance; and

WHEREAS, *Tennessee Code Annotated* § 6-54-113 grants municipalities the right to require owners to keep their property free of growth of trees, vines, grass, underbrush or the accumulation of debris, trash, litter, or garbage or any combination of the preceding elements that would endanger the health, safety or welfare of other citizens, or encourage the infestation of rats and other harmful animals; and

WHEREAS, the city desires to amend Section 13-105 to exercise its rights granted under *TCA* § 6-54-113 and to set guidelines for enforcement.

NOW THEREFORE BE IT ORDAINED by the Board of Mayor and Aldermen of the City of Jefferson City, Tennessee that Section 13-105 is hereby amended to read in its entirety as follows:

13-105. Overgrown and dirty lots.

- (1) Prohibition. Pursuant to the authority granted under Tennessee Code Annotated, § 6-54-113, it shall be unlawful for any owner of record of real property to create, maintain, or permit to be maintained on such property the growth of trees, vines, grass, underbrush and/or the accumulations of debris, trash, litter, or garbage or any combination of the preceding elements so as to endanger the health, safety, or welfare of other citizens or to encourage the infestation of rats and other harmful animals.
- (2) Designation of public officer or department. The city manager or his/her designated representative is responsible for the enforcement of this section.
- (3) Notice to property owner. It shall be the duty of the city manager or his/her designated representative to serve notice upon the owner of record in violation of subsection (1) above, a notice in plain language to remedy the condition within ten (10) days (or twenty (20) days if the owner of record is a carrier engaged in the transportation of property or is a utility transmitting communications, electricity, gas, liquids, steam, sewage, or other materials), excluding Saturdays, Sundays, and legal holidays. The notice shall be sent by registered or certified United States Mail,

addressed to the last known address of the owner of record, or hand delivered with the deliverer obtaining the owner's signature confirming receipt of the notice. The notice shall state that the owner of the property is entitled to a hearing, and shall, at the minimum, contain the following additional information:

- (a) A brief statement that the owner is in violation of Section 13-105 of the Jefferson City Code, which has been enacted under the authority of *Tennessee Code Annotated* § 6-54-113, and that the property of such owner may be cleaned up at the expense of the owner and a lien placed against the property to secure the cost of the clean-up;
 - (b) The person, office, address, and telephone number of the department or person giving the notice;
 - (c) A cost estimate for remedying the noted condition, which shall be in conformity with the standards of cost in the city; and
 - (d) A place wherein the notified party may return a copy of the notice, indicating the desire for a hearing.
- (4) Clean-up at property owner's expense. If the property owner of record fails or refuses to remedy the condition within ten (10) days after receiving the notice (twenty (20) days if the owner is a carrier engaged in the transportation of property or is a utility transmitting communications, electricity, gas, liquids, steam, sewage, or other materials), the city manager or his/her designated representative shall cause the condition to be remedied or removed at a cost in conformity with reasonable standards, and the costs thereof shall be assessed against the owner of the property. The city may collect the costs assessed against the owner through an action for debt filed in any court of competent jurisdiction. The city may bring one action for debt against more than one or all of the owners of properties against whom such costs have been assessed, and the fact that multiple owners have been joined in one action shall not be considered by the court as a misjoinder of parties. Upon the filing of the notice with the office of the Register of Deeds in Jefferson County, the costs shall be a lien on the property in favor of the municipality, second only to liens of the state, county, and municipality for taxes, any lien of the municipality for special assessments, and any valid lien, right, or interest in such property duly recorded or duly perfected by filing, prior to the filing of such notice. These costs shall be placed on the tax rolls of the municipality as a lien and shall be added to property tax bills to be collected at the same time and in the same manner as property taxes are collected. If the owner fails to pay the costs, they may be collected at the same time and in the same manner as delinquent property taxes are collected and shall be subject to the same penalty and interest as delinquent property taxes.

- (5) Clean-up of owner-occupied property. When the owner of an owner-occupied residential property fails or refuses to remedy the condition within ten (10) days after receiving the notice, the city manager or his/her designated representative shall cause the condition to be remedied at a cost in accordance with reasonable standards in the community, with these costs to be assessed against the owner of the property. The provisions of subsection (4) shall apply to the collection of costs against the owner of an owner-occupied residential property except that the municipality shall wait until cumulative charges for remediation equal or exceed five hundred dollars (\$500.00) before filing the notice with the Register of Deeds and the charges becoming a lien on the property. After this threshold has been met and the lien attaches, charges for costs for which the lien attached are collectible as provided in subsection (4) for these charges.
- (6) Appeal. The owner of record who is aggrieved by the determination and order of the city manager or his/her designated representative may appeal the determination and order to the city manager or person designated by the city manager to hear the appeal. The appeal shall be filed within ten (10) days following the receipt of the notice issued pursuant to subsection (3) above. The failure to appeal within this time shall, without exception, constitute a waiver of the right to a hearing.
- (7) Judicial review. Any person aggrieved by an order or act under subsection (4) above may seek judicial review of the order or act. The time period established in subsection (3) above shall be stayed during the pendency of judicial review.
- (8) Supplemental nature of this section. The provisions of this section are in addition and supplemental to, and not in substitution for, any other provision in the city charter, city code, or other applicable law which permits the city to proceed against an owner, tenant or occupant of property who has created, maintained, or permitted to be maintained on such property the growth of trees, vines, grass, weeds, underbrush and/or the accumulation of the debris, trash, litter, or garbage or any combination of the preceding elements, under its charter, any other provisions of this municipal code of ordinances or any other applicable law.

Section 2. This ordinance shall be effective from and after its passage. The public welfare requiring it.

First Reading: _____ day of _____, 2025

Second Reading: _____ day of _____, 2025

Mitch Cain
Mayor

Attest: _____
Bettina Chandler
City Recorder

Approved as to Form and Legality
This _____ day of _____, 2025

City Attorney



PARKS AND RECREATION DEPARTMENT
AGENDA ITEM REPORT

TO: City Council
FROM: Kevin Bolden, Director
DATE: March 13, 2025
SUBJECT: Healthy Built Environment Grant

BACKGROUND:

- The State of Tennessee Department of Health has a grant that the City may submit an application. The Health Built Environment Grant can be used to improve facilities.
- The restroom facilities at the outdoor pool are in need of upgrade and repairs.

FISCAL IMPACT:

- The Healthy Built Environment Grant is 100% grant, with no match from the City.
- There will be no costs to the City.

REQUEST/RECOMMENDATION:

I request permission to apply for the Tennessee Department of Health “Healthy Built Environment Grant for \$80,000 to make needed repairs at the restroom facilities at the outdoor pool.

ATTACHMENTS: