



City Council Work Session Meeting Agenda

October 21, 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. Report on Emergency Replacement of Altitude Valve at Industrial Park Tank - **Porter Massengill**

b. Presentation of Employees of the Quarter - **Holly Cox**

5. Items for Discussion

a. Proposal from Springwell Foundation for use of Nelson-Merry Property - **Eva Larrieu, Director**

b. Request to Replace the Bleach Tanks with Installation at Water Plant - **Porter Massengill**

c. Request to amend the Regional Planning Commission and Board of Zoning Appeals Fee Schedule - **Will Kurtz**

d. Repair of Fire Sprinkler System at Jefferson City Community Center - **Kevin Bolden**

e. Request to name JCCC Walking Track after Dr. Zirkle - **Kevin Bolden**

6. Appointments

There are no appointments for consideration.

7. Calendar/Upcoming Events

a. The October HZC/Regional Planning Commission/BZA meeting will be on Monday, October 27, 2025.

b. The November City Council Meeting will be on Monday, November 3, 2025.

c. The November Work Session will be on Tuesday, November 18, 2025.

- d. The November HZC/Regional Planning Commission/BZA meeting will be on Monday, November 24, 2025.

8. Announcements

- a. Trunk or Treat on October 24th from 6 pm - 8 pm at Fire Department.
- b. Outdoor Recreation Planning Grant check presentation on November 6th at 10 am at Norris Dam State Park.
- c. The City Offices will be closed on Tuesday, November 11, 2025, for Veterans' Day.
- d. Veteran's Day Program will be held at 11 am at Jefferson City Fire Department

9. Adjourn



PUBLIC WORKS DEPARTMENT AGENDA ITEM REPORT

TO: Mayor and City Council
FROM: Porter Massengill, Director
DATE: October 15, 2025
SUBJECT: Replace Altitude Valve at Industrial Park Tank

BACKGROUND:

- It has become necessary to replace the altitude valve at the Industrial Park Water Tank. City personnel have repaired the valve several times over the years, but due to age, parts are no longer available. Due to this fact and leakage from the vault that houses it going onto Anderson-Dubose/McDonald Distribution Center property, it must be replaced.

FISCAL IMPACT:

- The Water Department received a quote of \$12,929.00 from G&C Supply for an 8-inch Watts altitude valve and start up labor. The Water Department also received a quote of \$15,187.00 from MB&R Contractors, Inc. to install the altitude valve and two 8-inch gate valves at the vault at the Industrial Park tank.
- The total for this project is \$28,116.00 and will be paid out of 18178-Water Line Replacement that is budgeted for the current fiscal year.

REQUEST/RECOMMENDATION:

ATTACHMENTS:

- 2 Purchase Orders
- 2 Bid Tabulations
- 2 Quotes

Municipal Corporation of
JEFFERSON CITY
Phone (865) 475-9071

Billing Address:
P.O. Box 530
112 City Center Drive
Jefferson City, TN 37760

PURCHASE ORDER

PURCHASE ORDER NO. **45788**

VENDOR:

G&C Supply

Shipping Address:

Date Issued: **8-29-25**

Requested By: **Rodgers**

ON OR BEFORE:

ITEM #	QTY.	DESCRIPTION	UNIT PRICE	TOTAL	Account Distribution
1	1	8" watts Attitude Valve & labor	11429 -	11429 -	52114-2102
2			1500 -	1500 -	
3					18178
4		Emergency @ Industrial Park			
5					
6					
7					
8					
9					
10					
			TOTAL	12,929 -	

NOTICE TO VENDOR

Order is to be entered in accordance with prices, delivery and specifications shown above. The above order number must appear on all correspondence, invoices, packages and shipping papers. The City is exempt from Federal, State, and Local taxes. Exemption certificate will be furnished upon request.

Are F.O.B. DESTINATION Unless Otherwise
ed With Transportation Charges Prepaid

Section 4, Item a.

Amy Ballen
AUTHORIZED SIGNATURE

Municipal Corporation of
JEFFERSON CITY
Phone (865) 475-9071

PURCHASE ORDER

PURCHASE No 45787
ORDER NO.

Billing Address:
P.O. Box 530
112 City Center Drive
Jefferson City, TN 37760

VENDOR:

MB & R

Shipping Address:

Date Issued: 8-29-25

Requested By: Rodgers

ON OR BEFORE:

ITEM #	QTY.	DESCRIPTION	UNIT PRICE	TOTAL	Account Distribution
1	1	2 gate valve replacement & labor.	15,187-	15,187-	52114-2102
2					
3					18178
4		Emergency replacement			
5					
6					
7					
8					
9					
10					
			TOTAL	15,187-	

NOTICE TO VENDOR

Order is to be entered in accordance with prices, delivery and specifications shown above. The above order number must appear on all correspondence, invoices, packages and shipping papers. The City is exempt from Federal, State, and Local taxes. Exemption certificate will be furnished upon request.

Are F.O.B. DESTINATION Unless Otherwise Specified With Transportation Charges Prepaid

Section 4, Item a.

Amy Ballou
AUTHORIZED SIGNATURE

CITY OF JEFFERSON CITY

Telephone Bid Tubulation

Section 6-507 - City Manager approval required before issuance of Purchase Order for all purchases (supplies, equipment, services and contracts) between \$500.00 and \$9,999.99

DATE: 8-28-25
DEPARTMENT: WATER DIST
REQUESTED BY: BRIAN D. RODGERS
DEPT HEAD:
PURPOSE OF REQUEST: EMERGENCY REPLACEMENT
2 GATE VALVES - INDUSTRIAL
PARK

Item #	Description	Name of Bidder			Name of Bidder			Name of Bidder		
		Vendor:	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
		Phone #								
		Quoted By:								
1	2 GATE VALVE REPLACEMENT & LABOR	1	15,187-	15,187-						
2										
3										
4										
5										
6										
		Freight:								
		Discount Terms:								
		Delivery time from receipt of Purchase Order:								
		TOTAL BID		15,187-						

City Manager/Purchasing Agent: _____ Department Head: _____

CITY OF JEFFERSON CITY

Telephone Bid Tubulation

Section 6-507 - City Manager approval required before issuance of Purchase Order for all purchases (supplies, equipment, services and contracts) between \$500.00 and \$9,999.99

DATE: 8-28-25
DEPARTMENT: WATER DIST.
REQUESTED BY: BRIAN D. RODGERS
DEPT HEAD:

PURPOSE OF REQUEST: EMERGENCY REPLACEMENT
INDUSTRIAL PARK
ALTITUDE VALVE

Item #	Description	Name of Bidder			Name of Bidder		
		Vendor:	Unit Price	Total Price	Unit Price	Total Price	Name of Bidder
		Phone #					
		Quoted By:					
1	8" WATTS ALTITUDE VALVE	1	11,429-	11,429-			
2	LABOR FOR VALVE SET		1500-	1500-			
3							
4							
5							
6							
		Freight:					
		Discount Terms:					
		Delivery time from receipt of Purchase Order:					
		TOTAL BID		12,929-			

City Manager/Purchasing Agent: Department Head:



MB&R Contractors, Inc.

PO Box 540 • Morristown, TN 37815 • Phone: 423-709-8989

Jefferson City Public Works- Chris Smith
Phone: 865-475-6617

PO Box 530
Jefferson City, TN 37760

Job Address:
1032 North Hwy 92
Jefferson City, TN 37760

Print Date: 8-27-2025

Proposal for Jefferson City Public Works -Water Tank Discharge

BID PROPOSAL

MB&R Contractors feel it is very important to listen carefully to a customer's project agenda. At our initial meeting, we discussed many of your goals and plans for your project. The purpose of this proposal is to translate that agenda into a working document that will accurately transition into working specifications.

Scope of work to be completed

All Labor, Equipment, and Material to

- **Remove existing saddle and install new pipe jack**, ensuring proper alignment and support.
- **Fabricate and install two gate valves**, including spool piping and atmospheric valves.
- *Atmospheric Valve to be purchased by owner, and installed by contractor

Items	Description	Section 4, Item a.
Labor, Equipment, Fuel 4802 Labor, Equipment, Fuel	Remove concrete saddle & install new pipe jack. Fabrication and installation of 2 new gate valves, spool pipe and atmospheric valves.	\$15,187.00

Total Price: \$15,187.00

MB&R's price does *not* include any drawings or required permits. These items can be completed upon request. MB&R's price to pull jurisdictional permits is based on the determined sq. ft price plus + 10% \$65 an hour with a 4-hour minium for management to obtain permits. If a jurisdiction requires MB&R to hold a performance bond, it will be bond costs + (up to) 20%.

This proposal's pricing is valid for a period of 30 days from the date of issuance.

**** Upon completion of the project, invoice terms are NET 15. A 15% late fee will be applied after 30 days past due. Then 25% after 60 days. After 90 days, legal actions may be taken****

G & C**SUPPLY CO., Inc.**WATER, SEWER & GAS SUPPLIES
SIGN & SAFETY SUPPLIESP.O. Drawer 459 - 1105 State Route 77
Atwood, TN 38220
(731)662-7193 or (800)238-3836**QUOTATION**

Order Number	
2048625	
Order Date	Page
08/13/2025 16:19:55	1 of 1

Bill To:CITY OF JEFFERSON CITY
P.O. BOX 530
JEFFERSON CITY, TN 37760**Ship To:**CITY OF JEFFERSON CITY
1032 NORTH HWY 92
JEFFERSON CITY, TN 37760

(865) 475-6617

Customer ID: 3719

PO Number			Ship Route	Taker			
			UTLY	JMEALS			
Quantities			<u>Status Key</u> B = Backorder D = Direct C = Canceled P = Production	Item ID Item Description	Pricing UOM	Unit Price	Extended Price
Ordered	Remaining	Status of Balance					

Delivery Instructions: ** CUSTOMER WILL INSTALL **

1	1		LFM127-1-8	EA	11,429.0000	11,429.00
			8" WATTS ALTITUDE VALVE 1-WAY FLOW			
1	1		LABOR-ACV	EA	1,500.0000	1,500.00
			ACV MAINTENANCE AND REPAIR LABOR			
			VALVE START UP			

Total Lines: 2

SUB-TOTAL: 12,929.00**TAX:** 0.00**AMOUNT DUE:** 12,929.00

U.S. Dollars



Spring-Well Foundation

Website

www.spring-wellfoundation.org



EVA LARRIEU

Our Founder

A portrait of Eva Larrieu, an older woman with short grey hair and glasses, smiling. She is wearing a leopard print top. The background of the slide features stylized leaf outlines in light grey and pink.

Eva Larrieu's journey is rooted in education, entrepreneurship, and faith. Raised on Chicago's South Side, she overcame personal and academic challenges through the transformative power of learning. Inspired by four generations of teachers and business owners from her great-grandmother's one-room schoolhouse to her father's groundbreaking ventures, she built a life anchored in service, resilience, and purpose.

In 2024, she founded the Spring-Well Foundation for Better Living to continue that legacy, empowering individuals and restoring communities through education, healthcare, hunger relief, and social preservation.



The Problem

Jefferson City families can't find affordable, full-day, infant-to-pre-K care. Most childcare options are part-time or for older toddlers, leaving working parents without consistent, quality care they can rely on.

Direct & Impactful

Only two local centers currently accept infants. This shortage forces parents to commute out of town or leave the workforce entirely, deepening economic stress and gender inequity.

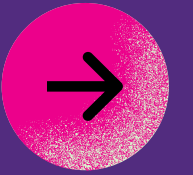
Emotional Appeal

Working parents must choose between employment and safe childcare. When care isn't available or affordable, parents, especially mothers, scale back or quit jobs, reducing household income and community productivity.

Comparative Framing

Nelson Merry Park sits idle while the need grows. A historic, city-owned space with classrooms and play areas is underutilized, representing a missed opportunity to meet urgent childcare and community needs.

The Solution: Turning Need into Opportunity



Transform Nelson Merry Park into a Preschool and Community Hub:

Renovate the existing park to include licensed classrooms, safe playgrounds, and gathering spaces, creating a full-day, faith-rooted early education center that meets families where they are.

Build Sustainable Support Systems Around Families:

Pair childcare with mental health workshops, nutrition programs, food distribution, and senior activities addressing not just education but the overall well-being of the community.



CONNECTION



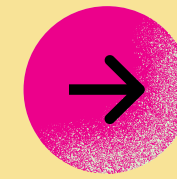
Mission & Vision

Spring-Well Foundation for Better Living exists to empower individuals, restore communities, and build systems of care that last.

Rooted in faith and service, we believe education, health, and compassion are the foundation of a thriving community.

Our vision is a Jefferson City where every family, regardless of income or background, has access to quality care, opportunity, and hope for the future.

The Plan



RENOVATE

Transform Nelson Merry Park into a safe, modern facility with updated classrooms, restrooms, and playgrounds designed for early learning and community use.

LAUNCH

Open a licensed, full-day preschool serving infants through Pre-K, supported by Carson-Newman University educators and enriched with programs in mental health, nutrition, and family wellbeing.

EXPAND

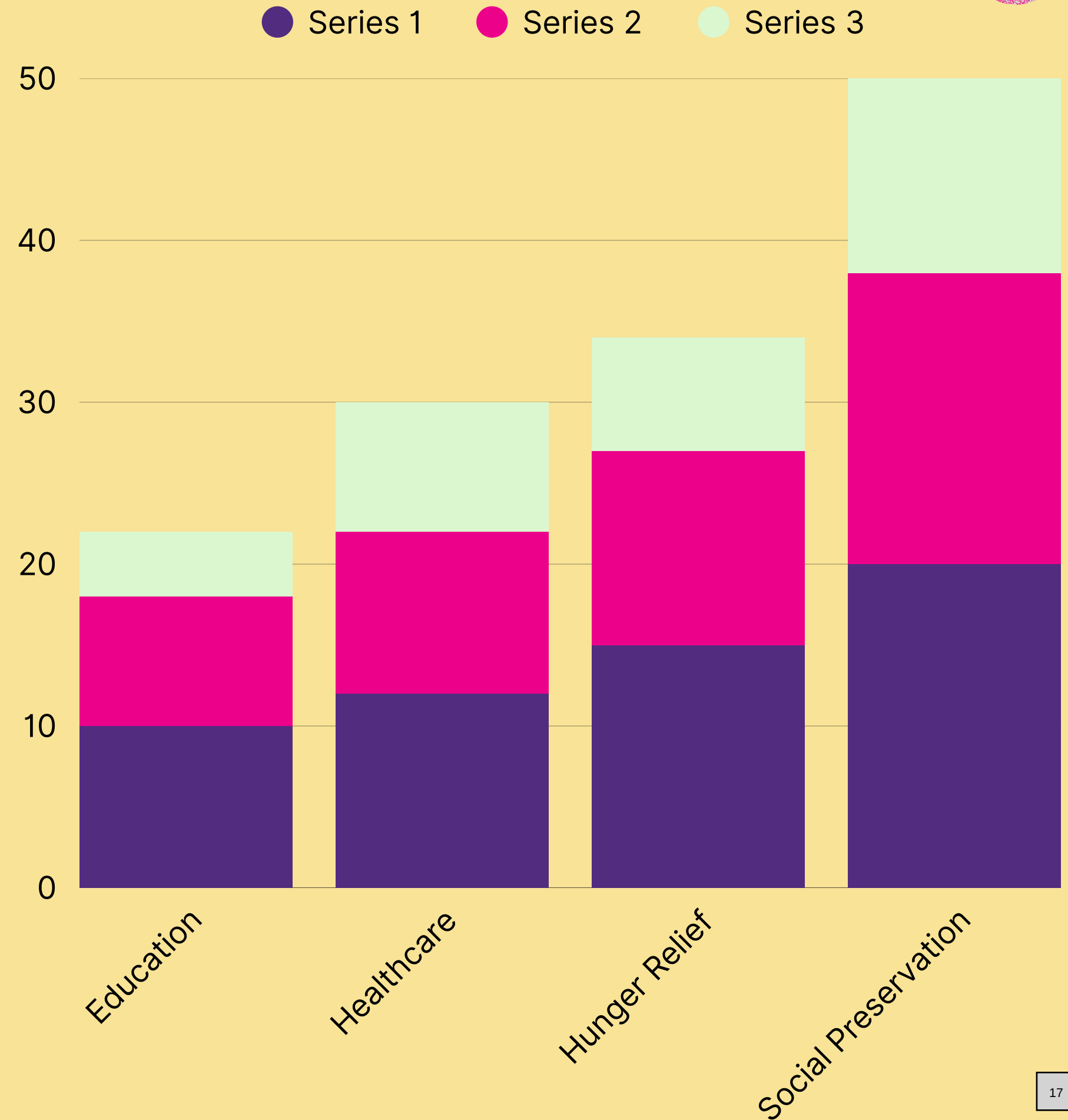
Grow youth and family programming in partnership with Jefferson City Housing and create an online hub connecting residents to local resources, workshops, and long-term support.

Community Snapshot

Jefferson County is home to nearly 58,000 residents, with 16.7% of children living in poverty. Families face limited access to affordable childcare, healthcare, and social resources, especially in rural areas.

✦ Spring-Well Strengthens Families & Communities

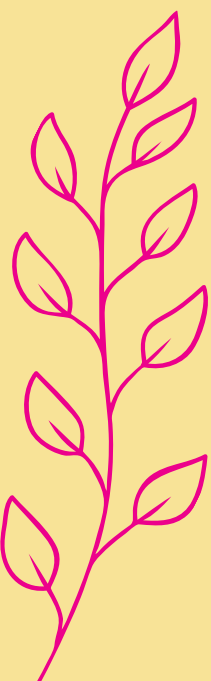
Each pillar of Spring-Well's work builds on the next: education opens opportunity, healthcare sustains it, hunger relief stabilizes families, and social programs keep communities connected. Together, they create a lasting impact for Jefferson City.





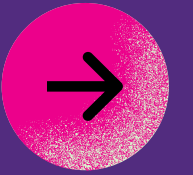
This partnership transforms Nelson Merry Park into a vibrant preschool and community hub combining early education, nutrition, trauma support, and social connection in one trusted space

By uniting faith-based leadership with city collaboration, Jefferson City can revitalize a historic landmark while meeting critical needs for families and future generations.



The Opportunity

Next Steps: Partnerships & Sustainability



Collaborative Partnerships:

Work alongside Carson-Newman University, local schools, churches, and nonprofits to share resources, train educators, and expand community reach through joint programming.

Sustainable Operations:

Blend city support, grants, donations, and sliding-scale tuition to fund programs, while leveraging in-kind services and community feedback to ensure long-term stability.



Projected Impact

- Serve 50-80 Children

- Create local jobs

- Support parents' ability to work

- Reconnect generations and strengthen neighborhoods

ROI

- Workforce stability

- Improved property values

- Reduced social-service strain

- Revitalized historic space



Thank You

Website

www.spring-wellfoundation.org



PUBLIC WORKS DEPARTMENT AGENDA ITEM REPORT

TO: Mayor and City Council

FROM: Porter Massengill, Director

DATE: October 15, 2025

SUBJECT: Replace Bleach Tanks with Installation at Water Plant

BACKGROUND:

- The City received a quote of \$57,000.00 from Southeastern Tank for two (2) 4,500-gallon HDPE tanks to replace the current tanks which have become brittle over time and now leak. The City has received a quote of \$28,649.00 from MB&R Contractors, Inc. to install the above quoted tanks
- Installation of the new bleach tanks involves removal of part of the back wall of the current area occupied by the old bleach tanks. Water plant personnel have repaired and patched the tanks as much as possible and now must seek a more permanent remedy.

FISCAL IMPACT:

- The total cost of the project is \$85,649.00 and will require a budget amendment to (52113-259) for installation and another to (52113-262) for purchase of the tanks.

REQUEST/RECOMMENDATION:

I request approval of this expenditure as it is necessary to provide potable water to our customers.

ATTACHMENTS:

2 Bid Tabulation Sheets

2 Quotes

CITY OF JEFFERSON CITY

Telephone Bid Tabulation

DATE: 10/15/2025

COMPLETED BY:  Christopher Smith

ACCOUNT(S) DISTRIBUTION: Water plant

UNENCUMBERED BALANCE:

Section 6-507 - City Manager approval required before issuance of Purchase Order for all purchases (supplies, equipment, services and contracts) between \$500.00 and \$9,999.99

Item #	Description	Quantity	Name of Bidder		Name of Bidder		Name of Bidder	
			Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Bleach storage tank	2	\$28,500.00	\$57,000.00	\$ 29,250.00	\$ 58,500.00		\$ -
2								0.00
3						0.00		0.00
4						0.00		0.00
5						0.00		0.00
6						0.00		0.00
Freight:								
Discount Terms:				0.00		0.00		0.00
Delivery time from receipt of Purchase Order:								
TOTAL BID:				\$ 57,000.00		\$ 58,500.00		\$ -

City Manager/Purchasing Agent: Department Head:

CITY OF JEFFERSON CITY

Telephone Bid Tabulation

Section 6-507 - City Manager approval required before issuance of
Purchase Order for all purchases (supplies, equipment, services and
contracts) between \$500.00 and \$9,999.99

DATE: 10/15/2025

COMPLETED BY:  Christopher Smith

ACCOUNT(S) DISTRIBUTION: Water plant

UNENCUMBERED BALANCE:

Item #	Description	Quantity	Name of Bidder		Name of Bidder		Name of Bidder	
			Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Bleach storage tank installation	1	\$28,649.00	\$28,649.00	\$ 31,000.00	\$ 31,000.00		\$ -
2								0.00
3						0.00		0.00
4						0.00		0.00
5						0.00		0.00
6						0.00		0.00
Freight:								
Discount Terms:				0.00		0.00		0.00
Delivery time from receipt of Purchase Order:								
TOTAL BID:				\$ 28,649.00		\$ 31,000.00		\$ -

City Manager/Purchasing Agent: Department Head:

914 N. Main Street
Loretto, TN 38469



931-853-8265
solutions.setank.com

Jefferson City Water
445 East Broadway Blvd
Jefferson City TN 37760

Solutions by SET is happy to quote you the following equipment.

4500 GAL TANK VERT NAT HDPE
102" x 142" - 1/2" 1.9SG 24" MNWY no vent

Inlet : 1" FITTING DBL FLG S CPVC VIT GSKT ENCAP TITANIUM BOLTS
1" FLANGE ADAPTER SLIP CPVC SCH 80 INCL 6" PIPE FOR BOLTED

Outlet : 2" FITTING DBL FLG S CPVC VIT GSKT ENCAP TITANIUM BOLTS
2" FLANGE ADAPTER SLIP CPVC SCH 80 FOR BOLTED FTG

Overflow : pipe supplied by other
2" FITTING DBL FLG S CPVC VIT GSKT ENCAP TITANIUM BOLTS
2" FLANGE ADAPTER SLIP CPVC SCH 80 FOR BOLTED FTG

Drain : 2" FITTING DBL FLG S CPVC VIT GSKT ENCAP TITANIUM BOLTS
2" FLANGE ADAPTER SLIP CPVC SCH 80 FOR BOLTED FTG

Level Transmitter fitting only : 2" FITTING BKHD S x T CPVC VIT GSKT
Vent Fitting only : 4" FITTING BKHD S x T CPVC VIT
Sight Gauge Assembly : ASSEMBLY SIGHT GLASS BKHD FTG T VIT W/O VLV

Heat Trace delta 60F
INSULATION FOAM 2" THK FACTORY INSTL w/2 COATS GRY LATEX VSTS
Delivered to Jefferson City - \$28,500.00 each tank

If you have any questions you may reach me by cell at 931.993.0881 or by calling our office at 931.853.8265.

Thank you,

Jason McGee
VP, Solutions
Solutions by SET
914 North Main Street
Loretto, TN 38469



WE TREAT YOUR CONCERNS



MB&R Contractors, Inc.

PO Box 540 • Morristown, TN 37815 • Phone: 423-709-8989

Jefferson City Public Works- Chris Smith

Phone: 865-475-6617

PO Box 530

Jefferson City, TN 37760

Print Date: 10-15-2025

Proposal for Jeff City Pub. Works- Wall & Tank Remove & Replace

BID PROPOSAL

MB&R Contractors feel it is very important to listen carefully to a customer's project agenda. At our initial meeting, we discussed many of your goals and plans for your project. The purpose of this proposal is to translate that agenda into a working document that will accurately transition into working specifications.

Scope of work to be completed

All labor, equipment, and material to remove back wall & support column and repair front wall. Removal of old tanks & plumbing. Installation of new plumbing on bottom and top of new tanks, plus ladder installation on tanks

Items	Description	Section 5, Item b.
Labor Equipment Fuel 4802 Labor, Equipment, Fuel	-Remove back wall & support column and repair front wall. -Removal of old tanks & plumbing. -Installation of new plumbing on bottom and top of new tanks, plus ladder installation on tanks - Telehandler, man lift, dumpster	\$28,649.00

Total Price: \$28,649.00

MB&R's price does *not* include any drawings or required permits. These items can be completed upon request. MB&R's price to pull jurisdictional permits is based on the determined sq. ft price plus + 10% \$65 an hour with a 4-hour minium for management to obtain permits. If a jurisdiction requires MB&R to hold a performance bond, it will be bond costs + (up to) 20%.

This proposal's pricing is valid for a period of 30 days from the date of issuance.

**** Upon completion of the project, invoice terms are NET 15. A 15% late fee will be applied after 30 days past due. Then 25% after 60 days. After 90 days, legal actions may be taken****



BUILDING/CODES ENFORCEMENT/PLANNING DEPARTMENT
AGENDA ITEM REPORT

TO: Mayor and City Council

FROM: Jeff Houston, Building Official

DATE: October 16, 2025

SUBJECT: Amendment to the Regional Planning Commission and Board of Zoning Appeals Fee Schedule

BACKGROUND:

- The Planning Department has developed an updated “Regional Planning Commission and Board of Zoning Appeals Fee Schedule” to offset the costs associated with the planning department and to bring the fee schedule into comparison with municipalities of similar size.
- The amended fee schedule was presented to the Jefferson City Regional Planning Commission at the September 22nd meeting to keep the members updated and informed on proposed changes. The Commission members were in approval of this update and proposed a motion to vote on the update. The amended fee schedule was approved unanimously

FISCAL IMPACT:

- This will increase revenue to the City to offset time and expenses incurred by Planning Department staff. The exact increase is unknown.

REQUEST/RECOMMENDATION:

We request City Council consideration in passing the proposed resolution adopting the new fee schedule.

ATTACHMENTS:

Proposed resolution
Fee schedules from other similar sized Cities

Jefferson City, Tennessee

Resolution No. 2025 - _____

RESOLUTION AMENDING APPLICATION FEES FOR THE JEFFERSON CITY REGIONAL PLANNING COMMISSION AND THE BOARD OF ZONING APPEALS

WHEREAS, The City of Jefferson City Regional Planning Commission and Board of Zoning Appeals charge certain application fees to cover the administrative costs and the notification costs of processing such applications; and

WHEREAS, it has been determined that the application fees charged by the City of Jefferson City are inadequate to cover these costs, and

WHEREAS, the fees charged by the City of Jefferson City are generally less than other similar cities in the area, and

WHEREAS, the following revised fee schedule has been developed and is proposed for adoption:

Application Fees

Annexation – up to and including 20 acres Anything greater than 20 acres	\$100 (Plan of Services Review/ Comments) \$100 + \$10 per acre
Shifting lot lines	\$25
Rezoning Request	\$100
Variance Request	\$25
Site Plan Review	\$100
Site Plan Revisions	\$25
Stormwater Plan Review	\$50
Planned Unit Development (PUD)	\$150
Preliminary Subdivision Plat	1-2 lots \$50 3-10 lots \$100 11-30 lots \$150 31-50 lots \$200 Over 50 lots - \$300
Subdivision Bond Extension Fee	\$50
Final Subdivision Plat	1-25 lots \$25 26-50 lots \$100 Over 50 lots \$100 + \$5 per lot
Conditional Use Permit (Special Exception)	\$100
Special Called Meeting	\$500

Notes:

- 1. Historic Zoning Commission Application Fee - \$25.00

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Jefferson City, Tennessee that the Regional Planning Commission and Board of Zoning Appeals application fees listed above are approved.

BE IT FURTHER RESOLVED, that the fees shall take effect upon adoption of this resolution. This resolution is adopted this the 3rd day of November 2025.

_____ Date: _____

Mitch Cain, Mayor

Bettina Chandler, City Recorder

Approved as to Form and Legality this ____ day of _____, 20__

City Attorney



CITY OF JEFFERSON CITY

Section 5, Item c.

Building Dept. - Codes Dept. - Planning Dept. - Phone: 865-475-9071

Proposed

Jefferson City Regional Planning Commission Fee Schedule

Annexation – up to and including 20 acres Anything greater than 20 acres	\$100 (Plan of Services Review/ Comments) \$100 + \$10 per acre
Shifting lot lines	\$25
Rezoning Request	\$100
Variance Request	\$25
Site Plan Review	\$100
Site Plan Revisions	\$25
Stormwater Plan Review	\$50
Planned Unit Development (PUD)	\$150
Preliminary Subdivision Plat	1-2 lots \$50 3-10 lots \$100 11-30 lots \$150 31-50 lots \$200 Over 50 lots - \$300
Subdivision Bond Extension Fee	\$50
Final Subdivision Plat	1-25 lots \$25 26-50 lots \$100 Over 50 lots \$100 + \$5 per lot
Conditional Use Permit (Special Exception)	\$100
Special Called Meeting	\$500
Notes: 1. Historic Zoning Commission Application Fee - \$25.00	

Current



Jefferson City Tennessee

Application to Appear - Planning Commission /
Board of Zoning Appeals / Historic Planning Commission

Application to Appear – Meeting Date _____

Date of Application _____

Name & Phone Number _____

- ☐ Planning Commission - \$10.00 Fee
- ☐ Board of Zoning Appeals - \$10.00 Fee
- ☐ Historic Planning Commission - \$25.00 Fee

Describe your request and attach documents :

Sign and submit this form with your fee to the Jefferson City Building Official at City Hall in Jefferson City.

Applicant Signature

Those interested in subdividing property , developing property, or changing the zoning of a property within the Jefferson City Limit or the Jefferson City Growth Boundary must appear before the Planning Commission, the Board of Zoning Appeals or the Historic Planning

Fees:

Planning Commission	Fee
Annexation	\$300
Rezoning	\$150
Site Plan Review	\$100
Site Plan Review w/ Drainage Plan	\$300
Preliminary Subdivision Plat	\$100 + \$10/lot
Minor Division	\$30
Final Subdivision Plat	\$150 + \$5/lot
Prelim/Final Subdivision Plat (Six lots or less w/ street frontage and utilities in place (no drainage plan)	\$100 + 50/lot
Rezoning Request of Site Within Two (2) Years of Previous Zoning Action	\$750
Special Called Meeting	\$300

Fee Schedule from Winchester Tn. Population of 9700 per 2020 census

Population of
12,288 per 2020
Census

SCHEDULE OF FEES FOR THE CITY OF LEWISBURG		
Zoning Fees		
Amendments	\$250.00	
Appeal	\$250.00	
Request Variance	\$250.00	
Special Call Meeting Request	\$400.00	
Conditional Use Permit (Special Exception)	\$250.00	
Annexation Request	\$250.00	
Plat Review Fees		
Sketch Plat	\$0.00	
Site Plan Review	\$200.00	
Construction Plan Review	\$400.00	
Minor Plat (Two lots or less)	\$75.00	
Preliminary Plat	\$50.00 per Lot	
Final Plat	\$100.00 per Lot	
Cell Tower	\$400.00	
Junk Yard	\$500.00	
Land Disturbance Permit		
Disturbed Acreage	From	To
0.01 -- 0.99	\$50.00	\$50.00
1.00 -- 5.00	\$50.00	\$250.00
5.00 -- 10.00	\$250.00	\$500.00
10.00 -- 20.00	\$500.00	\$1,000.00
20.00 -- 30.00	\$1,000.00	\$1,500.00
30.00 -- 100.00	\$1,500.00	\$5,000.00
>100.00	\$5,200.00	
General Administrative Fees		
Zoning Verification Letters	\$10.00	
Zoning Compliance Fee	\$10.00	
Accessory Structure Applications	\$25.00	
Sign Permit	\$50.00	
Yard Sale	\$0.00	
Demo Permit	\$100.00	
Fireworks (per location)	\$750.00 Summer Season	
	\$375.00 Winter Season	
	\$950.00 Combined Seasons	
Traveling Shows, Carnivals, Circus	\$400.00	
Temporary Use Permits		
Christmas Tree Sales	\$55.00	
Temporary Buildings & Use Permit	\$100.00	
Religious Tent Meeting	\$0.00	
Transient Vendor	\$55.00	
Taxicab Permit	\$10 Annually Plus \$10 for each Taxicab Operated, Business License Required	

Population Approx 600



**PLANNING COMMISSION
FEE SCHEDULE**

Annexation

- | | |
|---|--|
| • Annexation, Contiguous | Less than 10 acres: \$ 100
Less than 50 acres: \$ 250
50 acres of more: \$ 500 |
| • Annexation, Non-Contiguous | Less than 10 acres: \$ 250
Less than 50 acres: \$ 400
50 acres of more: \$ 650 |
| • Annexation, Non-Contiguous, Outside UGB | \$2,500 |

Zoning

- | | |
|-------------------------------|--------|
| • Rezoning | \$ 500 |
| • Zoning Text Amendment | \$ 250 |
| • Zoning Certification Letter | \$ 50 |

Site Plan

- | | |
|---|--|
| • Site Plan Residential* | Residential: \$ 400, plus \$10/lot
Non-residential: \$ 400, plus \$0.02/sf |
| • Site Plan Major Modification | Residential: \$ 400, plus \$10/incl lot
Non-residential: \$ 400, plus \$0.02/sf |
| • Site Plan - Cellular /Communication Tower | \$1,000; or \$100/DAS |

Subdivision Plat

- | | |
|--|-----------------------|
| • Preliminary Plat / Engineering Plan* | \$ 350, plus \$20/LOT |
| • Final Plat Administrative Review (Lot Split) | \$ 250 |
| • Final Plat Minor Subdivision Review | \$ 350 |
| • Final Plat | \$ 350, plus \$20/LOT |

Planned Development

- | | |
|----------------------------|--|
| • Development Plan | Residential: \$1,000, plus \$10/lot
Non-residential: \$1,000, plus \$0.02/sf |
| • Development Modification | Residential: \$1,000, plus \$10/incl lot
Non-residential: \$1,000, plus \$0.02/sf |

Miscellaneous

- | | |
|-------------------------------------|--------|
| • Special Use | \$ 300 |
| • Variance | \$ 300 |
| • Appeal of Administrative Decision | \$ 250 |

* Professional Review Fees may be charged in addition to the fees noted above.



PARKS & RECREATION DEPARTMENT
AGENDA ITEM REPORT

TO: Mayor and City Council

FROM: Kevin Bolden, Director

DATE: October 15, 2025

SUBJECT: Fire Sprinkler System Repair – Jefferson City Community Center

BACKGROUND:

- This project involves the repair and partial replacement of the fire sprinkler system at the Jefferson City Community Center, specifically focusing on the areas surrounding the indoor pool and throughout the building on the existing sprinkler system. The work is being performed due to observed corrosion on existing fire sprinkler mains and the age-related degradation of sprinkler heads throughout the facility.
- This will help with the safety of the building if a fire should ever occur. It will also eliminate the old, corroded piping that could crack or burst at any time.

FISCAL IMPACT:

- This is included in the 2025-2026 budget. The total amount budgeted for the project was \$169,000.00.
- The cost for the completion of this project is \$98,755.00. It comes in \$70,245.00 under budget.

REQUEST/RECOMMENDATION:

I’m requesting that the council waive the bid process and use Secufire, as they already cover all the other city buildings.

ATTACHMENTS:

Quote from SecuFire



Secufire, LLC

9111 Cross Park Dr STE D200
Knoxville, Tennessee 37923

SCOPE OF WORK

Fire Sprinkler System Repair – Jefferson City Community Center Jefferson City, Tennessee

1. Project Overview

This project involves the repair and partial replacement of the fire sprinkler system at the Jefferson City Community Center, specifically focusing on the areas surrounding the indoor pool, and throughout the building on the existing sprinkler system. The work is being performed due to observed corrosion on existing fire sprinkler mains and the age-related degradation of sprinkler heads throughout the facility.

2. Scope of Services

The contractor will perform the following services:

A. Demolition & Removal

- Safely disconnect and remove the existing corroded sprinkler mains located at both ends of the pool area.
- Remove all existing sprinkler heads throughout the facility.
- Fire Sprinkler Mains Replacement:
Install new fire sprinkler main piping at both ends of the pool, replacing sections that show heavy corrosion. All piping materials will meet applicable NFPA standards and be rated for use in wet environments.
- Connection to Existing Branch Lines:
New mains will be connected to the existing overhead branch lines using approved union fittings to allow for secure, serviceable joints.
- Sprinkler Head Replacement:
Replace all sprinkler heads within the facility. This action is necessary due to the age of the existing heads and the environmental conditions around the indoor pool, which may contribute to corrosion and decreased performance.

C. Equipment Rental

- A 40-foot outreach boom lift will be rented and utilized for a duration of four (4) weeks to allow safe and effective access to overhead piping and sprinkler systems.

3. Total Project Cost

Total Estimated Cost: **\$98,755**

4. Standards and Compliance

All work will be performed in accordance with:

- NFPA 13 – Standard for the Installation of Sprinkler Systems
- NFPA 25 – Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
- Applicable local fire codes and building regulations in Jefferson City, Tennessee
- OSHA safety standards for confined space, lift operation, and overhead work

5. Project Schedule

- Estimated Duration: 4–6 weeks
- Start Date: [To be determined in agreement with Jefferson City Community Center]
- Completion Date: [To be established based on final start date]

6. Exclusions

This scope does not include:

- Modifications to existing fire alarm or detection systems
- Structural repairs or ceiling restoration
- After-hours work unless specified in contract
- Work on other existing sprinkler lines

Secufire Bid (Total)	\$98,755.00	Total SQ	N/A

-ACCEPTANCE CLAUSE-

By signing below, we hereby agree, accept, and authorize Secufire, LLC to proceed with the work described above under the terms upon the conditions described herein

By: _____

Name: _____

Title: _____

Company Name: _____

Date: _____



PARKS AND RECREATION DEPARTMENT AGENDA ITEM REPORT

TO: Honorable Council

FROM: Kevin Bolden, Director of Parks and Recreation

DATE: October 17, 2025

SUBJECT: Naming of Walking Track at Community Center in Honor of Dr. Zirkle

BACKGROUND:

- Dr. John Zirkle, 80, was a long-standing member of the Jefferson City community who recently passed away on September 15th, 2025. He was a longtime patron and supporter of the Jefferson City Community Center facility and programs and was a consistent regular of our indoor walking track.

FISCAL IMPACT:

- None

REQUEST/RECOMMENDATION:

- Staff requests that the City Council consider commemorating the indoor walking track to Dr. Zirkle, in honor of his commitment and lifelong service to our community.

ATTACHMENTS:

1. Draft Resolution naming the Jefferson City Community Center Indoor Walking Track after Dr. John W. Zirkle.

RESOLUTION 2025-XX

A RESOLUTION NAMING THE INDOOR WALKING
TRACK AT THE JEFFERSON CITY COMMUNITY
CENTER AFTER DR. JOHN W. ZIRKLE, M.D.

WHEREAS, Dr. John W. Zirkle, M.D., a well-respected and cherished member of the Jefferson City community, a native of Mossy Creek, Eagle Scout, Jefferson County High School and Carson-Newman College graduate, and US Navy veteran, passed away recently on September 15th, 2025; and,

WHEREAS, Dr. Zirkle was an active member of various medical organizations, serving as President of Lakeway Medical Society, Chief of Staff at Jefferson Memorial Hospital, Director of Jefferson County Nursing Home, board member of Mercy Health System Board in Knoxville, TN, and as Medical Director of Tennessee Nursing Hospice; and,

WHEREAS, Dr. Zirkle was actively engaged in the community, as a lifelong member, Elder, and Sunday School teacher at First Presbyterian Church of Jefferson City, a volunteer at Jefferson Rural Clinic, serving also as a local board member of First American Bank, and later First Bank, Chairman of the Jefferson County Chamber of Commerce Board, and later named Jefferson Countian of the Year in 2018; and

WHEREAS, Dr. Zirkle is remembered for his wisdom, compassion, dedication, and impact on the Jefferson City community and surrounding region; and

WHEREAS, Dr. Zirkle and wife, Eva, were consistent, long-time supportive patrons of the Jefferson City Community Center facility and programs, with Dr. Zirkle a consistent regular on the indoor track.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Jefferson City, Tennessee, in honor of Dr. Zirkle, that the indoor walking track be commemorated and named the:

Dr. John W. Zirkle Walking Track

Adopted this 3rd day of November 2025.

Bettina Chandler, City Recorder

Mitch Cain , Mayor