



City Council Regular Meeting Agenda

September 02, 2025 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 August 4, 2025, Meeting

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

5. Communications from the Mayor

a. Proclamation of Appreciation to Dale and Teresa Gentry

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

a. **Building/Codes/Planning Department Monthly Report.** Receive a report from Jeff Houston, Building Inspector, concerning a summary of the department's activity for August 2025.

b. **Fire Department Monthly Report.** Receive a report from Lee Turner, Fire Chief, concerning a summary of the department's activity for August 2025.

c. **Parks and Recreation Monthly Report.** Receive a report from Kevin Bolden, Parks & Recreation Director, concerning a summary of the department's activity of August 2025.

d. **Police Department/City Court Monthly Report.** Receive a report from Andy Dossett, Police Chief, concerning a summary of the department's activity for August 2025.

e. **Public Works Monthly Report.** Receive a report from Porter Massengill, Public Works Director, concerning a summary of the department's activity for August 2025.

f. **City Manager Monthly Report.** Receive a report from James Gallup, City Manager, concerning a summary of his activity for August 2025.

7. Appointments

There are no appointments to be considered.

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

- a.** a. **Approve** Proposal for Engineering Services for TNECD 2024 Infrastructure Planning Grant
- b.** b. **Approve** bids received for Bid 26-04: 2025 Street Paving Project, Proposals 1 and 4
- c.** c. **Reject** bids for RFB 26-05: Resurfacing & Striping of Senior Center Lot
- d.** d. **Approve** Addendum to City Manager's Contract
- e.** **Approve** one-time Bonus for City Manager

9. Old Business

10. New Business

- a.** a. **Approve** Resolution 2025-23 Authorizing Participation in the 2025 TNECD Downtown Improvements Grant
- b.** b. **Approve** Resolution 2025-24 Authorization to apply for GameTime Playground Grant

11. Adjourn

Minutes of Regular Meeting

August 4, 2025

The City Council of Jefferson City, Tennessee, met in regular session on Monday, August 4, 2025, 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	Present
Councilwoman Purkey	Present

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

Upon motion of Councilman Melton, seconded by Vice Mayor Bunch, the City Council minutes of July 7, 2025, were unanimously approved as written.

Upon request from Mayor Cain for citizen comments, Christie Sandifur of 859 Rebecca Lane spoke on behalf of eight families residing on Rebecca Lane about growing safety and quality of life concerns due to the unauthorized commercial activity of a newly opened event center on agricultural land resulting in large volumes of traffic including semi-trucks/trailers carrying heavy equipment. She commented that the road was not designed for commercial use and is dangerously overrun. The land is in the county, and she has spoken with the county zoning office but has not received help from them. The residents are asking city council for help. John Fleming of 851 Rebecca Lane also spoke about his concerns, including speeding as an additional concern.

In communications from the Mayor, he commented that sales tax collections for the FY 24-25 exceeded projections by \$100,000; National Night Out is August 5th from 6:00 p.m. to 8:00 p.m. He thanked Mossy Creek Mini Golf for hosting a mini golf night and said over 160 families participated. He also thanked Kevin Bolden and the Parks and Recreation Department for hosting a free pool day at the outdoor pool and a back-to-school bash at the community center. Mayor Cain announced to council that he will place on the August 19th work session agenda the continued review of the city manager’s contract as a follow up to the strong review Mr. Gallup received during the first quarter.

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.

Page 2
Minutes of Regular Meeting
August 4, 2025

James Gallup, City Manager, announced the following: National Night Out is at the City Center on August 5th from 6 p.m. to 8 p.m.; administrative offices will be closed September 1st in observance of Labor Day; the regular city council meeting will be on Tuesday, September 2nd; tentative bids for Senior Center parking lot paving, Community Center sand filtration system, Community Center Dectron Unit replacement, and 2025 street paving are being advertised next week for consideration at the August work session; the August calendar and newsletter for the Jefferson City Public Library is attached to the agenda; and the Senior Citizens Center calendar has been handed out.

Upon motion of Vice Mayor Bunch, seconded by Councilwoman Purkey, Tony Pettit was unanimously appointed to the Jefferson Healthcare Foundation for a three-year term.

Upon motion of Vice Mayor Bunch, seconded by Councilman Melton, the purchase of a single axle dump truck for the Water Sewer department from Worldwide Equipment Enterprises, Inc. in the amount of \$134,714.00, was unanimously approved.

Upon motion of Councilwoman Purkey, seconded by Councilwoman Combs, the purchase and installation of a gas detection system replacement from SecuFire in the amount of \$9,169.40, was unanimously approved.

Upon motion of Councilwoman Combs, seconded by Councilwoman Purkey, the purchase of proposed items through the Hazardous Materials Education Program (HMEP) Grant in the amount of up to \$81,000.00 with a \$16,200.00 match, was unanimously approved.

Upon motion of Vice Mayor Bunch, seconded by Councilman Melton, the installation of fire alarm system replacements from SecuFire for Jefferson City Public Library in the amount of \$26,370.50, for City Hall in the amount of \$19,713.50, for Police Department in the amount of \$19,787.10, and for Fire Department in the amount of \$19,692.50, was unanimously approved.

Upon motion of Councilwoman Purkey, seconded by Councilwoman Combs, a split award for Bid 26-01 for the on-call mowing and property cleanup program to both Full Service Property, LLC (as the primary vendor and Total Property Management, LLC (as back up in case the primary vendor is unavailable), was unanimously approved.

Upon motion of Councilman Melton, seconded by Councilwoman Combs, the base bid for the TDEC ARP SWIG Wastewater System Improvements from Morgan Contracting, Inc. in the amount of \$1,070,300.00 and the additional alternate in the amount of \$219,050.00 for a total of \$1,289,350.00, was unanimously approved.

Page 3
Minutes of Regular Meeting
August 4, 2025

Upon motion of Vice Mayor Bunch, seconded by Councilwoman Purkey, Resolution 2025-22, a resolution calling for a public hearing on the proposed annexation of territory into the City of Jefferson City by owner consent and approving a plan of services (Exhibit A Pages 1-3), The Mossy Creek Farms LLC Property located off Crooke Road (map 023, parcel 049.00), was unanimously adopted.

Mayor Cain addressed the following two items: Porter Massengill, Public Works Director, stated that TDOT informed him the Chucky Pike intersection project would not be completed by August 31st and that it would likely run over by thirty days; and the city has made the first deposit of Class 3 and Class 4 waste outside of the county due to the county closing the landfill for these classes. Mr. Cain stated that it comes at a higher cost to the city, and Mr. Massengill has worked to get a \$47 per ton price quote which will be in effect until January. After January, the price will probably increase and if the county does not have a new permitted location by January council will have to find a way to budget money for the additional costs to keep providing this service to the citizens of Jefferson City.

The meeting was adjourned at 5:26 p.m.

Mitch Cain, Mayor

Bettina Chandler, City Recorder



PROCLAMATION

Expressing Appreciation to Dale and Teresa Gentry

Whereas, local media is an important part of the growth and community spirit in small towns throughout our country; and

Whereas, the information shared by our local newspaper has highlighted local accomplishments, promoted local sporting teams, informed the community of events, monitored local governments' activities, and provided important information; and

Whereas, the Gentry Family has owned and operated the Standard-Banner for almost 60 years; and

Whereas, the commitment shown by the family and by the newspaper to our local citizens has been constant in building a community throughout their ownership of the newspaper.

Now, therefore, I, Mitch Cain as Mayor of the City of Jefferson City, do hereby express the City's appreciation to Dale and Teresa Gentry for their continued support of the Jefferson City community and wish the best to them as they begin a new chapter in life.

Signed this 2nd day of September, 2025.

Mitch Cain, Mayor

BUILDING/CODES ENFORCEMENT/PLANNING DEPARTMENT

MONTHLY REPORT FOR AUGUST 2025



Permits and Inspections

Number of Permits Issued:

Building: 4

Sign: 0

Demo: 1

Floodplain: 0

Inspections Performed: 28

Certificates of Occupancy Issued: 2

Plan Reviews Performed: 2

Active Permits: 112

Code Enforcement

Complaints Received: 10

Violations Found: 9

Notices of Violation Issued: 9 Citations Issued: 0

Cases Closed: 5

Total Open Cases: 16

(NPDES) Stormwater

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

Stormwater Inspections Performed: 9

Violations Found: Multiple Minor Violations

Enforcement Actions Taken: Minor Violations Corrected on Site

Plan Reviews: 1

City Planning

August 25th Agenda

Regional Planning Commission: No Meeting for the Month of August



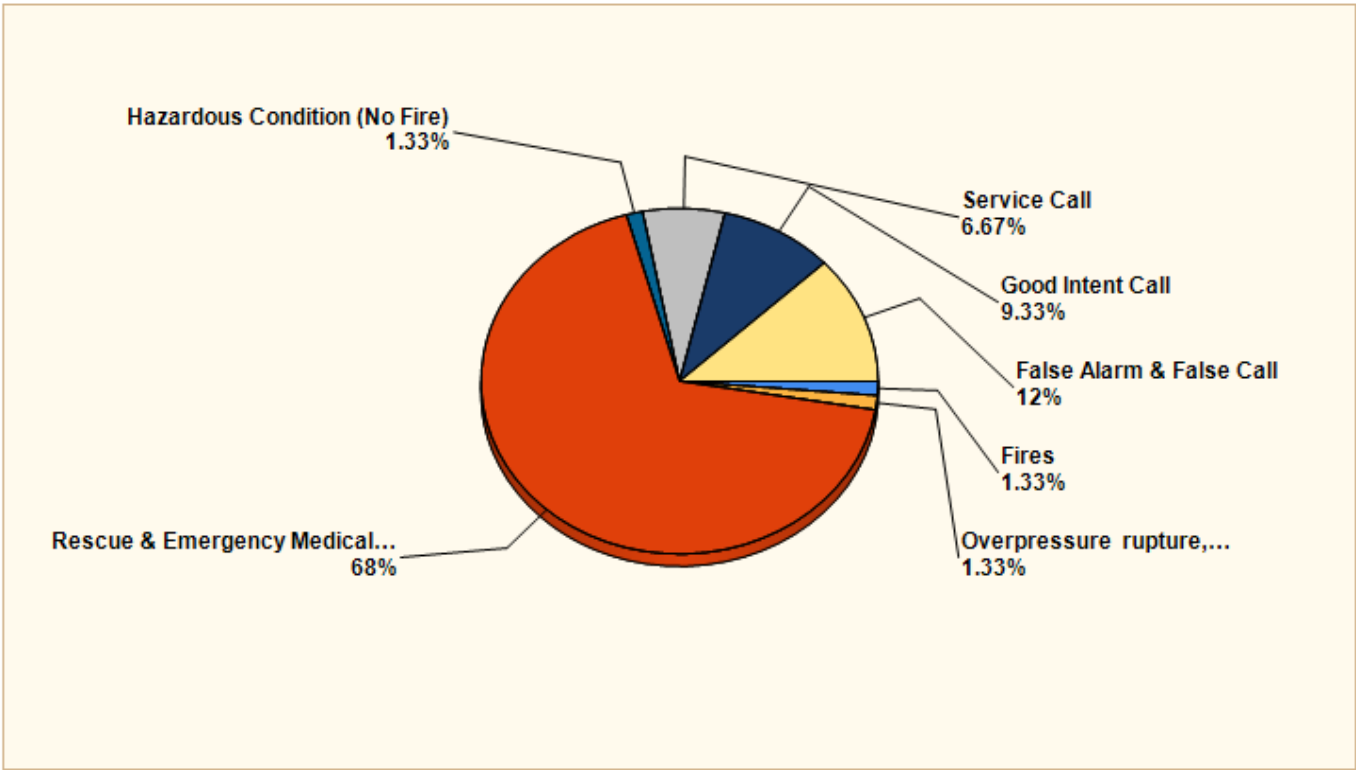
JEFFERSON CITY FIRE DEPARTMENT

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

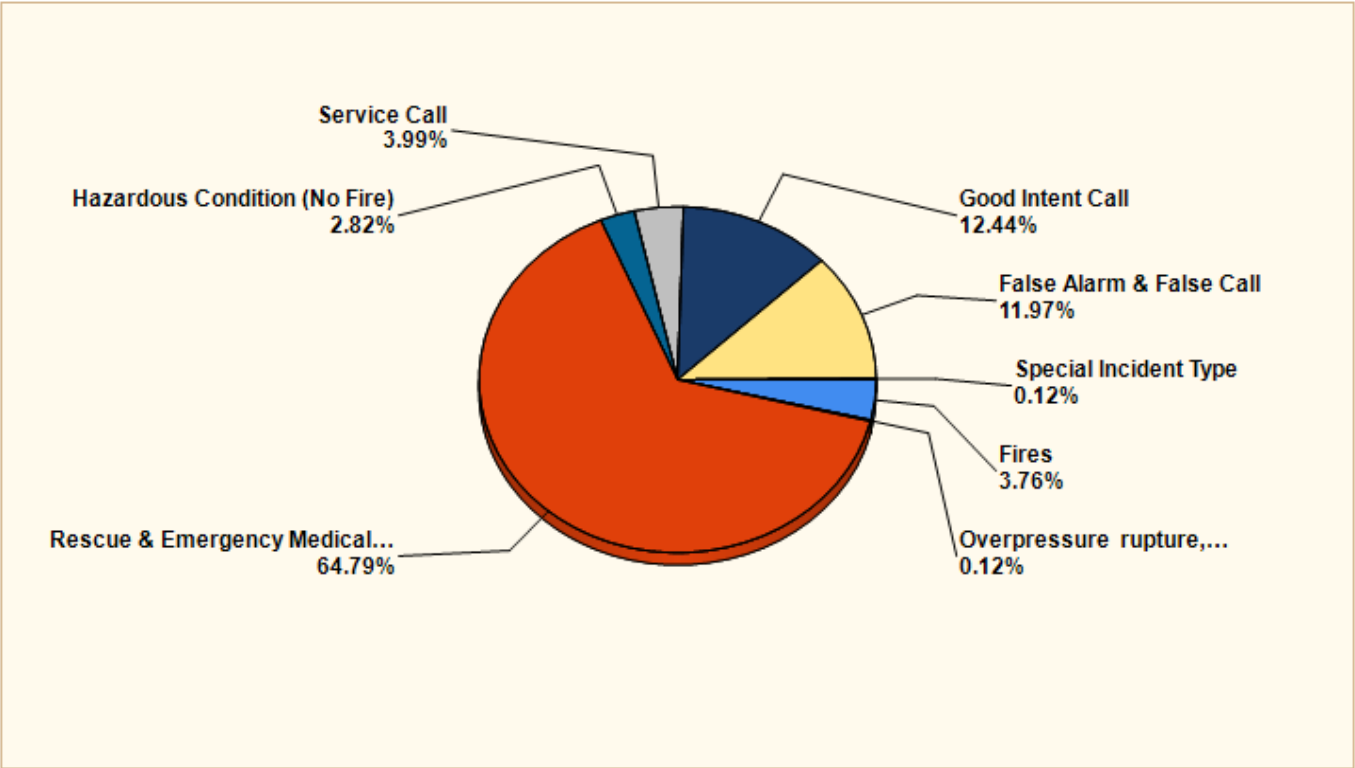
August 2025 (as of 8/28/2025)

Operations



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	1.33%
Overpressure rupture, explosion, overheating - no fire	1	1.33%
Rescue & Emergency Medical Service	51	68%
Hazardous Condition (No Fire)	1	1.33%
Service Call	5	6.67%
Good Intent Call	7	9.33%
False Alarm & False Call	9	12%
TOTAL	75	100%

Calls (Year to Date)



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	32	3.76%
Overpressure rupture, explosion, overhear - no fire	1	0.12%
Rescue & Emergency Medical Service	552	64.79%
Hazardous Condition (No Fire)	24	2.82%
Service Call	34	3.99%
Good Intent Call	106	12.44%
False Alarm & False Call	102	11.97%
Special Incident Type	1	0.12%
TOTAL	852	100%

Overlapping Incidents 6 (8%)

Fire Prevention/Public Education

Company Inspections/Pre-Planning Visits	13
Station Tours/Visits	2
Public Education Deliveries/Classes	3
Smoke Alarms Installed	5
Child Car Seats Installed/Inspected	0

Average Monthly Response Time:

6:25 minutes

90% Percentile Response

Fire: 7:36 minutes
EMS: 7:16 minutes

Other Items of Interest:

The Fire Department participated in the Library Back to School Bash on 8/3/2025.

JCFD Firefighters Eli Blazer and Cory Solomon attended and successfully completed the two week Pumper Operator course hosted by Morristown Fire Department in August.

The JCFD participated with JCPS in the Annual Neighborhood Night Out on 8/5/2025.

Our annual fall Rookie School for reserve firefighter candidates started on 8/9/2025. Reserve candidates must first complete this rookie school prior to becoming reserve firefighters with the JCFD.

Career Firefighters Bruce Moss and Jacob Coldwell have begun attendance at the Northeast Tennessee Regional Fire Training Academy and will be in attendance for the next 13 weeks of classes.

Firefighters who also hold fire inspector certifications (11 total) attended an eight-hour course on inspecting food trucks and professional development at the Station in 8/12/2025.

Fire Investigators Scott Maples, Bradley Spoone, Steve Williams and Colton Nugent attended the 40-hour International Association of Arson Investigators' Conference in Pigeon Forge in August.

Recruit Firefighters have continued to work toward credit for their 240 hours of initial required recruit training. In August, they completed 24 hours of Engine, Truck and Rescue Company Operations. Finishing these requires to become Reserve Firefighters with the Department.

Jefferson City Firefighters conducted fire prevention and evacuation training for Resident Advisors at Carson-Newman University on August 19th. Firefighters covered smoke alarm use and evacuation for fires in campus housing.

Firefighters delivered a fire prevention lesson with the Department's Fire Safety House to Cub Scouts at First Baptist Church on 8/23/2025.

JCFD Reserve Firefighters Jaden Purkey and Austin Skerlak successfully passed their State Fire Commission Firefighter I Exam.

Parks and Recreation Monthly Report
August 2025

Weekly Attendance

Sat. August 2 nd - Fri. August 8 th	901
Sat. August 9 th - Fri. August 15 th	845
Sat. August 16 th - Fri. August 22 nd	918
Sat. August 23 rd - Fri. August 29 th	855

Monthly staff meeting with maintenance and front desk staff.

I attended weekly department head team meetings.

All parks have undergone their safety inspections.

The city received the Project Diabetes Grant.

Attended the Jefferson County Health Council meeting.

Our Outdoor pool had several night swims that went well.

We have repainted the parking spaces at the Community Center.

Rubber mulch has been ordered for the playground at Nelson Merry Gym.

We had our 3rd movie night downtown with 102 patrons.

The Outdoor Pool is closed for the summer.



Jefferson City Police Department

"Integrity, Service & Dedication"

Andy Dossett, Chief of Police



Section 6, Item d.

Monthly Report August 2025

Training

Officer(s)	Training/Location	Hours
Sgt. Bunch, PO Carter	Crisis Intervention (CIT)	40
Sgt. Hager, Sgt. Hammer	Armored Vehicle Tactical Operator	16
PO Carter, PO Peterson	THP Interdiction Plus (drug interdiction)	24

Community Outreach

Officer(s)	Event/Project/Meeting	Hours
Department-wide	National Night Out	2

Municipal Court Report

Citations Heard	73	Docket Count	111	Fines/Costs Imposed	9412.00
Fines/Costs Collected	17604.25	Fines/Costs Referred	4061.50	Fail to Appear	54
Guilty	24	Not Guilty	3	Charges Dismissed	6
Referred to Driving School	12				

Patrol Activity

911 Calls for Service	1038	Vehicle Crash	27	Miles Patrolled	18786
Reports Filed	69	Citations	332	Property Checks	6020
Drug Violations	15	Vehicle Stops	430	DUI	3
Misd. Arrests	49	Felony Arrests	5	Directed Foot Patrol	2

Announcements/Updates/Employee Recognition

- Current police officer vacancies: 2 *update: contingent offers made

Crime Report

All Other Offenses	18
Assault Offenses - Simple Assault	9
Drug Narcotic Offenses - Drug/Narcotic Violations	9
Larceny/Theft Offenses - All Other Larceny	9
Larceny/Theft Offenses - Shoplifting	7
Drug Narcotic Offenses - Drug Equipment Violations	6
Fraud Offenses - False Pretenses/Swindle/Confidence Game/Flimflam/Scam	5
Incident	3
Driving Under the Influence	3
Assault Offenses - Intimidation	2
Fraud Offenses - Wire Fraud	2
Warrant Service Other Agency	2
Trespass of Real Property	2
Counterfeiting/Forgery	1
Burglary/Breaking and Entering	1
Larceny/Theft Offenses - Theft From Motor Vehicle	1
Motor Vehicle - Motor Vehicle Theft	1
Drunkenness	1
Identity Theft	1
Fraud Offenses - Impersonation	1

Incident Distribution



Major Projects Status

- ❖ Wastewater Plant Improvement Project – New process is online.
- ❖ CDBG funded sewer line replace/rehab in Spring 2024. Awaiting closeout.
- ❖ 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 Summer of 2025.
- ❖ Chucky Pike Safety Improvements is going 30 days over schedule.

Task – July 2025

Water & Sewer

Water Taps: 3
Sewer Taps: 1
Water Treated: 156.93 million gallons
Water leaks: 26
Wastewater Treated: 34.73 million gallons.
Wastewater effluent violation: 0
Overflow: 0

Streets & Sanitation

Brush Hauled – 47 loads.
Junk Hauled – 24 loads.
Recycle Hauled – 30.82 tons.



OFFICE OF THE CITY MANAGER

City Manager Report

September 2nd, 2025

Activities:

- Hosted kick-off meeting with American Legion to make plans for Veterans Day event
- Conducted solicitations for 2025 Street Paving Project and Senior Center Paving Project
- Met with representatives of Martha Davis Church and Springwell Foundation with proposals
- Met with recreation consultant regarding Project Diabetes initiative at Roy Harmon Park
- Attended 2-day orientation sessions for 2025 Leadership Jefferson County Program
- Attended Jefferson City Public Library's check presentation from Sec. of State Tre Hargett
- Participated in the ICMA Veteran Advisory Committee's 4th Quarter Meeting (virtual)
- Attended informal VFW meeting and discussed plans for Veterans Day event
- Coordinated meeting with Full-Service Property Management regarding future mow schedule

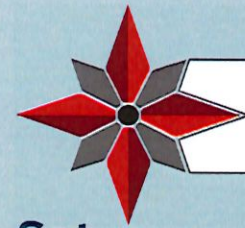
Announcements/Events:

- 1 September – Administrative Offices/Community Center Closed in observance of Labor Day
- 2 September – Regular Council meeting on the Tuesday following Labor Day
- 6 September – Paws in the Pool – Bring Your Dogs For A Swim 11AM-2PM @ Outdoor Pool
- 8 September – PARADE Committee Meeting @ 5:30 PM
- 19 September – Childhood Development Lab Dedication Ceremony @ 1PM
- 19 September – Mossy Creek Movie Night @ 8PM. Feature Film: Ferris Bueller's Day Off
- 23-26 September – City Manager attending Fall TCMA Conference in Kingsport
- 26 September - Jefferson County Health Fair @ Community Center from 9AM to 1PM
- 4 October – Annual Mossy Creek Festival from 9AM to 2PM

Attachments:

- Jefferson City Public Library September Calendar/Newsletter
- Jefferson City Senior Center September Calendar

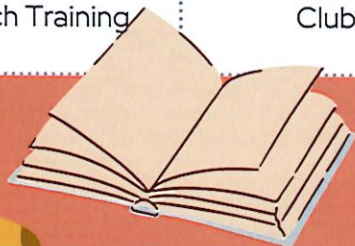
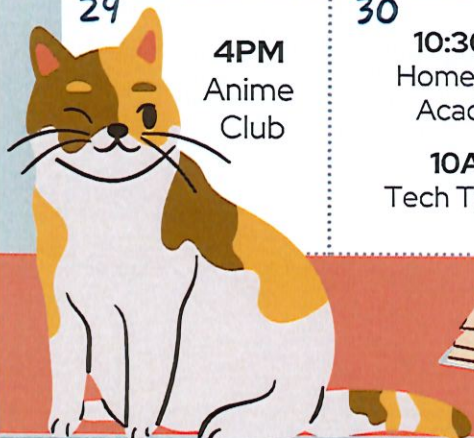
September



Section 6, Item f.

JCPL
JEFFERSON CITY
PUBLIC LIBRARY

Mon	Tues	Wed	Thurs	Fri	Sat
1 Library Closed for Labor Day	2 10:30 AM Homeschool Academy 4:30PM Book Social	3 10:30 AM Storytime Go! 4PM Watercolor Club	4 10:30 AM Little Listeners 6PM Open Mic	5 3:30 PM Scribble Society	6 11AM Poetry Perspectives
8 4PM Remembering 9/11 Arthur Bohanan	9 10:30 AM Homeschool Academy 4PM 13+ Rock Painting	10 10:30 AM Storytime Go! 4PM Watercolor Club	11 10:30 AM Little Listeners	12 3:30 PM Scribble Society	13 11AM Poetry Perspectives
15	16 10:30 AM Homeschool Academy 4PM Adult Arts & Crafts	17 10:30 AM Storytime Go! 3PM Movie Night 4PM Watercolor Club	18 10:30 AM Little Listeners 4PM Lego Builders	19 3:30 PM Scribble Society	20 11AM Poetry Perspectives
22	23 10:30 AM Homeschool Academy	24 10:30 AM Storytime Go! 4PM Watercolor Club	25 10:30 AM Little Listeners	26 3:30 PM Scribble Society	27 11AM Poetry Perspectives
29 4PM Anime Club	30 10:30 AM Homeschool Academy 10AM Tech Training	31 10:30 AM Storytime Go! 4PM Watercolor Club	<div data-bbox="903 1079 1428 1567" data-label="Complex-Block"> <p>Special Events</p> <p>Monday, Sept. 1 Library CLOSED</p> <p>Monday, Sept. 8 Remembering 9/11</p> <p>Wednesday, Sept. 17 Movie Night</p> <p>Monday, Sept. 29 Anime Club</p> </div>		



Additional Events

Anime Club: Monday, September 29

4:00-5:30pm

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

Movie Night:

Thursday, September 14

3:00-5:00pm

Join us for popcorn and refreshments as we watch the 2007 film National Treasure 2: Book of Secrets. Everyone is welcome, and as always, it's FREE!



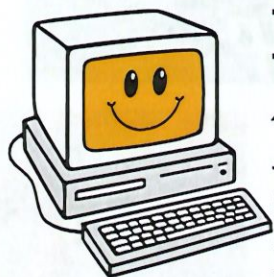
Technology Training Classes:

Tuesday, September 30

4:00-5:30pm

Join Cade Norris as he teaches Computer Basics and Windows Overview classes. **Class size is limited - registration is required!**

Sign up sheet is at the circulation desk.



Save the Date! Saturday, October 4

We're planning a children's literacy event that you won't want to miss! Stay tuned to our Facebook and Instagram pages for more information.

September at JCP

Section 6, Item f.

*What's happening
at the library*

LEST WE FORGET

REMEMBERING 9/11

*With Special Guest
Arthur Bohanan*

**Monday, September 8
4:00-6:00**

Closings/ Holidays

Jefferson City Public Library will be closed
Monday, September 1, 2025
in observance of Labor Day



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! For the month of September, we will be visiting Ancient Greece.

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, September 18 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.

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

Adults

Section 6, Item f.



Mixed Media Arts & Crafts:

Tuesday, September 16 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, September 2 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 4:00pm

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, September 9 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























JEFFERSON CITY SENIOR CENTER

SEPTEMBER 2025

Section 6, Item f.

ALL ARE WELCOME,
ALL ARE LOVED.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 CLOSED FOR ★ LABOR ★ ★ DAY ★ 	2 9 - 12 CARDS  1:00 HEALTH TALK	3 9:30 BREAKFAST  10-12 LINE DANCING 	4 9 - 12 CARDS 12 - 1 LUNCH & LEARN	5 9:00 PINOCHLE 10: 00 DOMINOES
8 10 - 11 BINGO 11 - 12 CHAIR YOGA 1:00 BIRTHDAY BASH 	9 9:00 ROOK 11:00 CANASTA	10 9:30 BREAKFAST  10-12 LINE DANCING 	11 9 - 12 CARDS 12 - 1 BUSINESS MEETING 2 - 3 VINE AND BRANCHES 	12 9:00 PINOCHLE 10:00 DOMINOES 12:00 VET TO VET 
15 10 - 11 BINGO 1:00 AROUND THE WORLD 	16 9 - 12 CARDS  1 - 2 PENNY AUCTION	17 9:30 BREAKFAST  10-12 LINE DANCING 	18 9 - 12 CARDS 12 - 1 LUNCH	19 VAN TRIP AMERICA'S THRIFT STORE 
22 10 - 11 BINGO 11 - 12 CHAIR YOGA	23 9 - 12 CARDS  1 - 2 PENNY AUCTION	24 9:30 BREAKFAST  10-12 LINE DANCING 	25 9 - 12 CARDS 12 - 1 BUSINESS MEETING 2 - 3 VINE AND BRANCHES 	26 CLOSED FOR JEFF COUNTY HEALTH FAIR
29 10 - 11 BINGO   11 - 12 CHAIR YOGA	30 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

GUESTS

- 09/04 CONNECTED NATION
- 09/16 NATASHA COLLINS
- 09/23 NORMA HOLLIFIELD

July 18, 2025

Mr. James Gallup, MPPA
City of Jefferson City, City Manager
112 City Center Drive
Jefferson City, Tennessee 37760

RE: Proposal for Engineering Services
TNECD 2024 Infrastructure Planning Grant
Water System Mapping/Modeling, Analysis, and Asset Management Plan

James:

McGill Associates is pleased to submit this proposal for professional engineering services to City of Jefferson City (Owner) related to the assessment of the water system. The City has secured a grant from the Tennessee Department of Economic & Community Development (TNECD) for this work. It is our understanding that this project generally consists of the assessment of the overall distribution system with installation(s) of zone meters and compared to historical and/or recorded data from existing assets, such as pressure reducing valves, water storage tanks, booster pumps, SCADA, hydrants, other interconnections, etc.

Based on the project described herein, McGill Associates proposes the following scope of work:

1. Project Kickoff Meeting – Meet with staff for a project kickoff meeting to meet the team members, review the project plan and approach, and coordinate activity schedules.
2. Distribution System Mapping Review – This task includes meeting with staff (preferably in combination with Item #1) to document any known deficiencies related to water loss based on staff knowledge. During this meeting, hydraulic zones will be identified for initial zone meter installations as well as possible secondary locations (due to possible conflicts).
3. Hydraulic Zone Mapping of Key Assets – After completing the map review in Item #2, McGill will develop a limited system map showing approximate hydraulic zones and critical assets. The purpose of this map will be to track the various deployments of zone meters and field information collected during the project. Additionally, this map will be used to record engineering data collected and existing water usage information from water storage tanks, booster pumps, fire hydrants, blow-offs, large services, and residential usage, where possible. Strategic assets in this step will be recorded with a GPS unit to aid in the overall system evaluation. Additionally, a basic (skeletonized) hydraulic model of the items above will be developed to confirm assumptions and discussions regarding observations and physical operations of the water system. The information of the model will be used in conjunction with field-collected data to better develop a summary of findings and capital improvement recommendations. Note: the procurement and installation of up to 6 (six) zone meters is included in the funding amount.
4. Identification of Deficiencies and Capital Improvement Recommendations Following the assessment of existing facilities, a listing of deficiencies will be prepared, along with recommendations for system improvements that will improve the longevity and functionality of the distribution system.

5. Cost Opinions of Proposed Improvements – Preparation of preliminary opinions of probable cost for the recommended improvements, along with maps showing the locations of the proposed improvements.
6. Review Meeting – If requested, attend a meeting to review the findings of the condition assessment with staff.
7. Deliverables – Provide a summary of findings of distribution system infrastructure, including a brief narrative of deficiencies, capital improvements project and associated preliminary opinions of probable cost. The grant deadline for all work to be completed is October 31, 2027 but we intend to complete the work well in advance of this date.

McGill Associates proposes to complete the scope of work described above for a lump sum fee of **\$210,000** in accordance with the grant amount (\$200,000) and local match (\$10,000). We will submit monthly invoices to the Owner based on the percentage of work completed, with payment due within 30 days of receipt of invoice.

Please note that this fee does not include field surveying, system-wide zone metering, any buried utility leak detection, detailed water storage tank or booster station assessments, excavation necessary for observation of buried facilities, water quality or materials sampling, laboratory testing, review of water rates or fees, system modeling, or detailed financial analysis of budgets. These services may be added for an additional fee, if requested.

Sincerely,
MCGILL ASSOCIATES, P.A.



JAMIE CARDEN, PE
Principal/Office Manager

SCOPE OF SERVICES – SUMMARY OF PROFESSIONAL SERVICES

PROJECT: City of Jefferson City – 2024 Infrastructure Planning Grant (for water)
LOCATIONS: Various Locations in service area

ENGINEERING & FIELD WORK

\$ 210,000

[Lump Sum]

Note: TNECD grant of \$200,000 with a match by the City of \$10,000 = \$210,000

This proposal represents the entire understanding between McGill Associates and the City of Jefferson City with respect to this project and may only be modified in writing, signed by both parties. Additional approval will be sought should any other related services be required or requested by changing site, regulatory conditions, or client needs. If you find this scope and fee acceptable, please indicate acceptance by signing and returning one copy for our files.

ACCEPTED

CITY OF JEFFERSON CITY

McGILL ASSOCIATES, P.A.

BY: _____

(Signature)

BY: _____



(Signature)

(Print Name/Title)

Jamie Carden, Principal
(Print Name/Title)

Date: _____

Date: _____

July 18, 2025

Memorandum

To: City Council, James Gallup, Bettina Chandler
From: Porter Massengill
Date: August 15, 2025

Re: Paving of Various City Streets

On August 14, 2025, sealed bids for paving various City streets were opened and read aloud in Council chambers. The bids were reviewed for consistency and equity. The apparent low bid was from Junior Hommel Excavating, with a bid of \$360,185.00 on six City streets. The City has \$250,000.00 currently budgeted for paving streets. Staff reviewed the bids on individual streets and arrived at the following options:

1. Overlook Ave., from Old AJ to W. Mountcastle	\$61,875.00	Item 1
E. Mountcastle St., from Russell Ave. to E. Ellis	\$107,500.00	Item 3
Franklin Dr., from Old AJ to Black Oak Rd.	\$ 42,255.00	Item 4
Lockhart Dr.	\$ 16,660.00	Item 5
High Ave.	<u>\$ 30,645.00</u>	Item 6
Total	\$258,935.00	

This option would require a budget amendment of \$8,935.00

2. Overlook Ave., from Old AJ to W. Mountcastle	\$61,875.00	Item 1
E. Mountcastle St., from Russell Ave. to E. Ellis	\$107,500.00	Item 3
Franklin Dr., from Old AJ to Black Oak Rd.	\$42,255.00	Item 4
High Ave.	<u>\$30,645.00</u>	Item 6
Total	\$242,275.00	

This option would require no budget amendment.

3. Overlook Ave., from Old AJ to W. Mountcastle	\$61,875.00	Item 1
Ridgewood Dr., from Bethel Church to City Limit	\$101,250.00	Item 2
E. Mountcastle St., from Russell Ave. to E. Ellis	\$107,500.00	Item 3
Franklin Dr., from Old AJ to Black Oak Rd.	\$ 42,255.00	Item 4
Lockhart Dr.	\$ 16,660.00	Item 5
High Ave.	<u>\$ 30,645.00</u>	Item 6
Total	\$360,185.00	

This option would require a budget amendment of \$110,185.00

4. Junior Hommel Excavating was also low bidder on paving the Senior Center parking lot with a bid of \$32,125.00. This bid is under the amount budgeted by \$12,875.00. With Council approval these extra funds could be moved to cover the overage if option #1 for street paving is chosen. This would negate the necessity of a budget amendment.



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

BID TABULATION SHEET

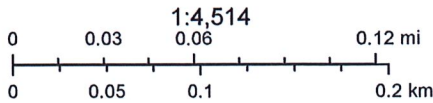
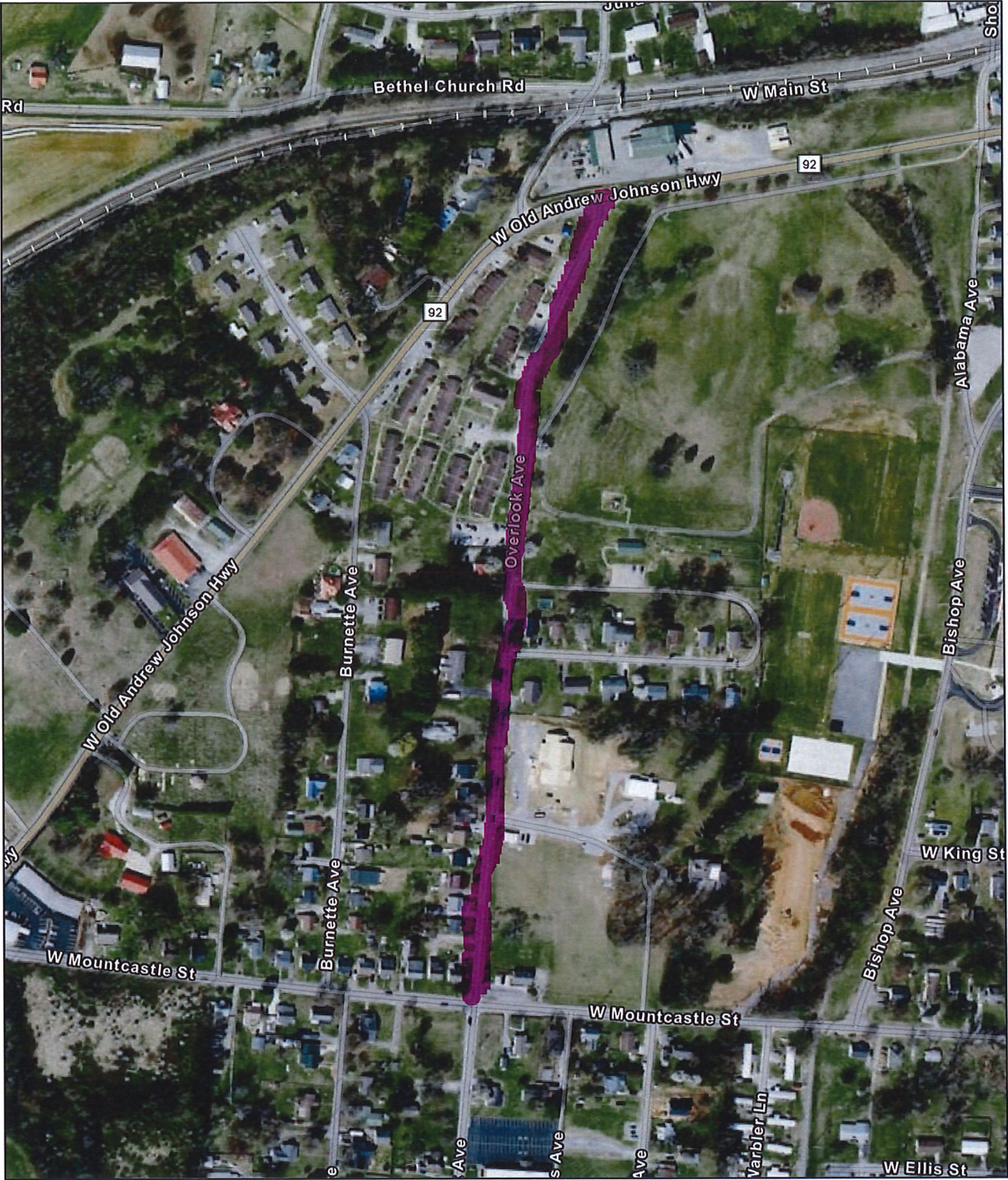
Project Number: 26-04
Project Name: 2025 Street Paving Project
Requesting Department: PUBLIC WORKS
Date Bids Advertised: August 07, 2025
Bid Deadline (Date/Time): August 14, 2025 @ 3PM
of Addendums Issued: None

VENDOR INFORMATION					
Vendor	Company Name	Contact Person	Phone	Email	Date/Time Bid Received
A	APAC-Atlantic	Kody Harris	(865) 310-6132	Kody.Harrison@com	On-Time
B	Duracap Asphalt Paving Co.	Brian D. Smith	(865) 524-3365	Briansmith@duracapasphalt.com	On-Time
C	Junior Hommel Excavating	Guy Hommel Jr.	(423) 721-0625	HommelConcrete@gmail.com	On-Time
D	SOS Paving, LLC	Dan Bradley	(865) 339-8327	SOSDANBRADLEY@GMAIL.COM	On-Time
E	PRI of East Tennessee	Jim Kreuger	(865) 765-1704	jkreuger@prio.net	On-Time
F	Paveway Asphalt, LLC	Stanley F. Scott	(865) 333-8792	stanley@pavewayllc.com	On-Time

BID SUMMARIES

Item Description	A.	B.	C.	D.	E.	F.				
BASE BID SUBMITTALS										
Item 1: Overlook Ave.	\$ 77,700.00	\$ 94,721.00	\$ 61,875.00	\$ 126,000.00	\$ 101,000.00	omit - milling requirement				
Item 2: Ridgewood Dr.	\$ 106,500.00	\$ 134,180.00	\$ 101,250.00	\$ 173,000.00	\$ 132,000.00	\$ 130,265.00				
Item 3: E. Mountcastle ST.	\$ 121,800.00	\$ 149,192.00	\$ 107,500.00	\$ 265,000.00	\$ 158,000.00	omit - milling requirement				
Item 4: Franklin Dr.	\$ 48,300.00	\$ 65,848.00	\$ 42,255.00	\$ 78,000.00	\$ 53,000.00	\$ 50,510.00				
Item 5: Lockhart Dr.	\$ 23,600.00	\$ 40,366.00	\$ 16,660.00	\$ 46,000.00	\$ 22,800.00	\$ 18,405.00				
Item 6: High Ave.	\$ 38,900.00	\$ 52,095.00	\$ 30,645.00	\$ 52,000.00	\$ 40,000.00	\$ 34,970.00				
Total:	\$ 416,800.00	\$ 536,402.00	\$ 360,185.00	\$ 740,000.00	\$ 506,800.00	\$ 234,150.00				
ADDITIONAL ALTERNATES										
AA1: Senior Center Parking Lot	\$ 41,000.00	\$ 41,114.00	\$ 32,125.00	\$ 47,000.00	\$ 32,000.00	\$ 29,675.00				
AA2: Neighborhood Center Lot	\$ 72,000.00	\$ 65,280.00	\$ 30,750.00	\$ 58,000.00	\$ 55,000.00	\$ 45,710.00				

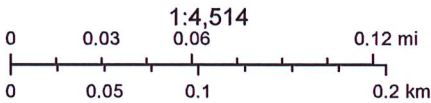
Item 1 - Overlook Ave. from Old AJ Hwy to W. Mountcastle St



State of Tennessee, Comptroller of the Treasury, Office of Local Government (OLG), Esri Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

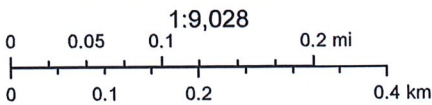
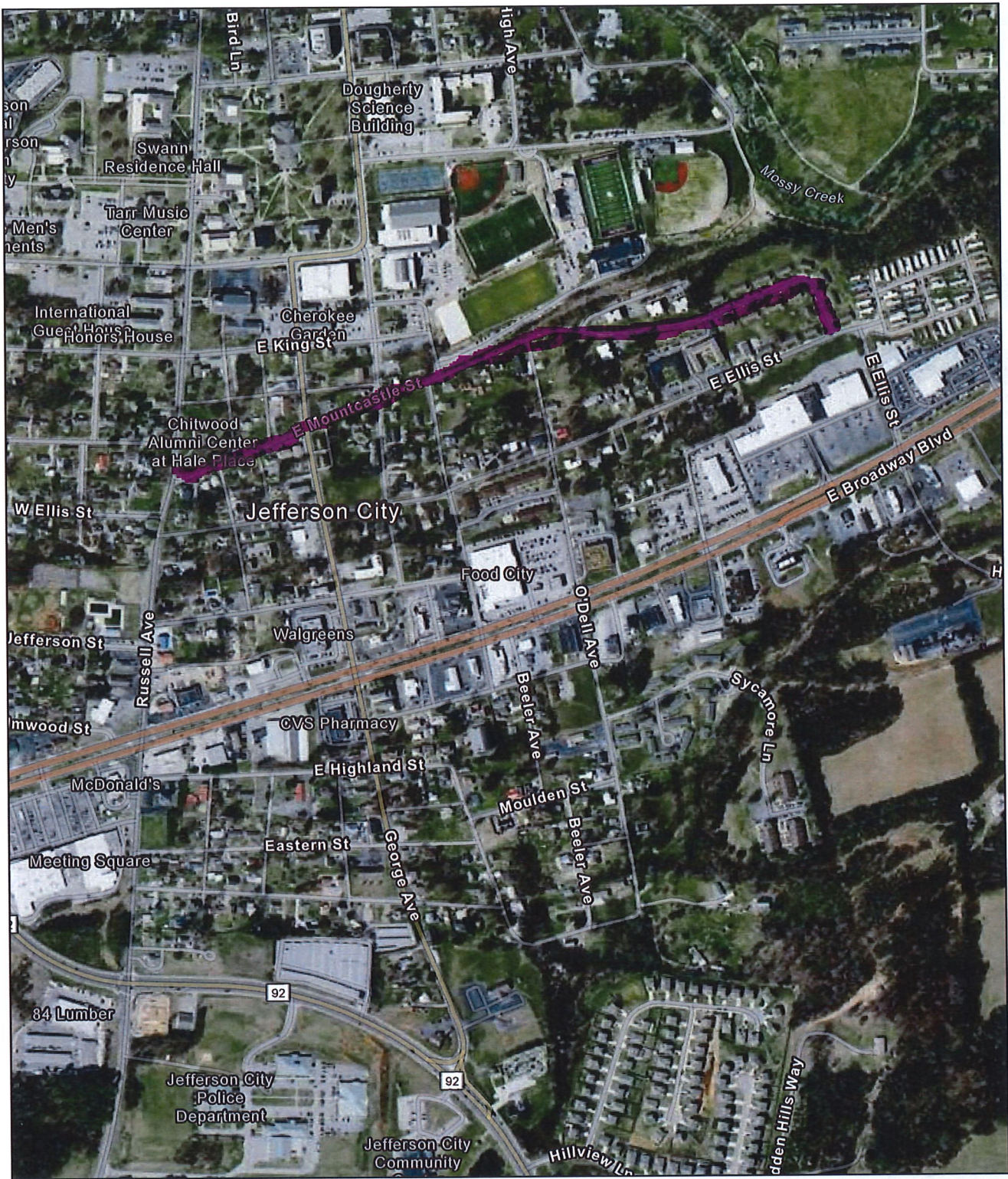
Item 2 - Ridgewood Dr. from Bethel Church Rd to City Limits



State of Tennessee, Comptroller of the Treasury, Office of Local Government (OLG), Esri Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

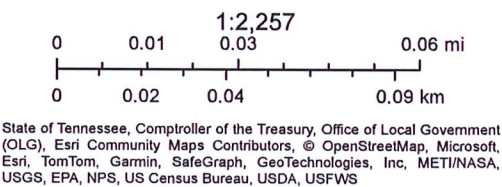
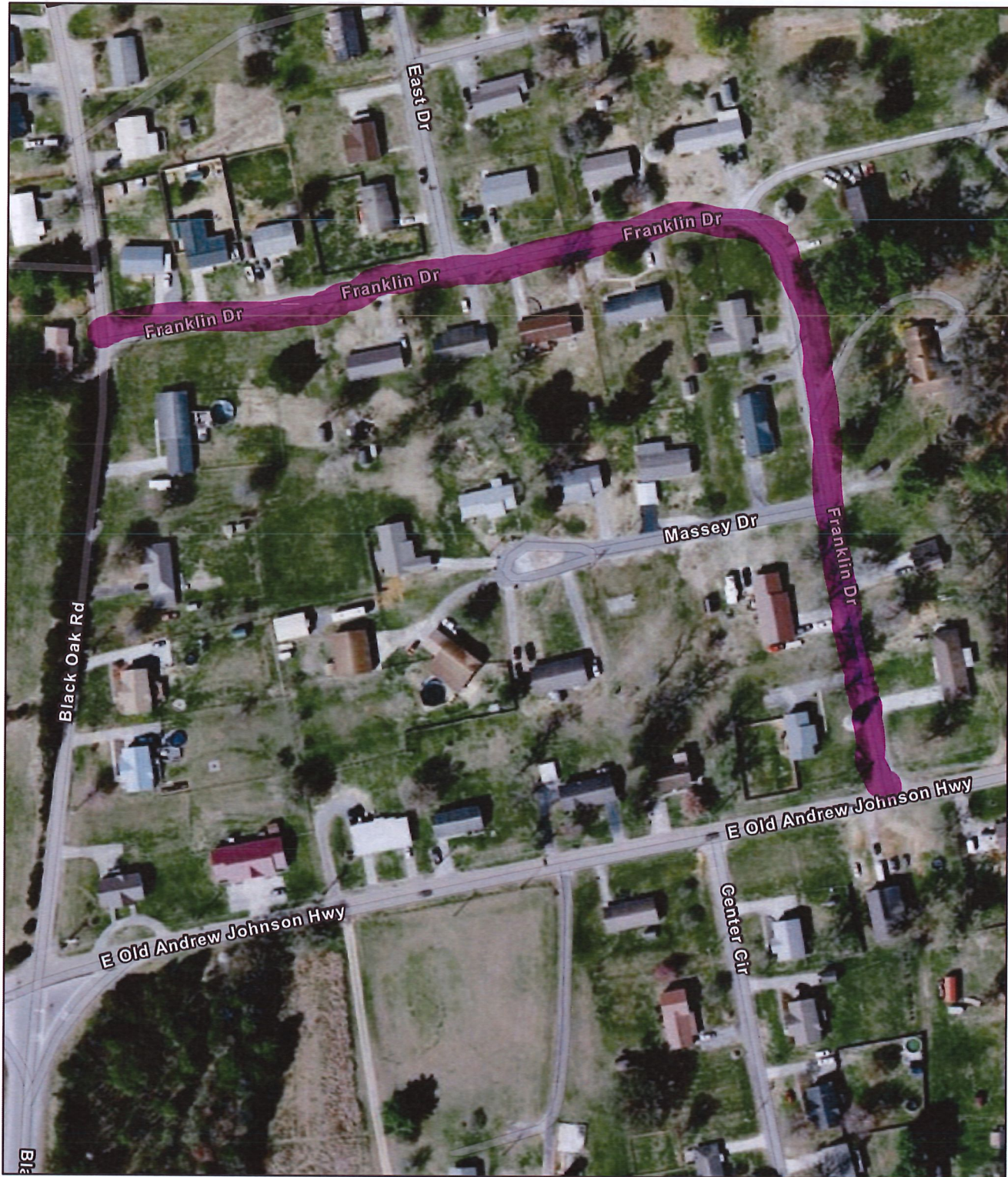
Item 3: E. Mountcastle St. from Russell Avenue to E. Ellis St.



State of Tennessee, Comptroller of the Treasury, Office of Local Government (OLG), Esri Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc. METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

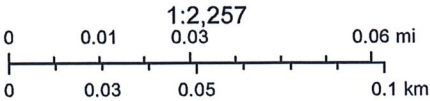
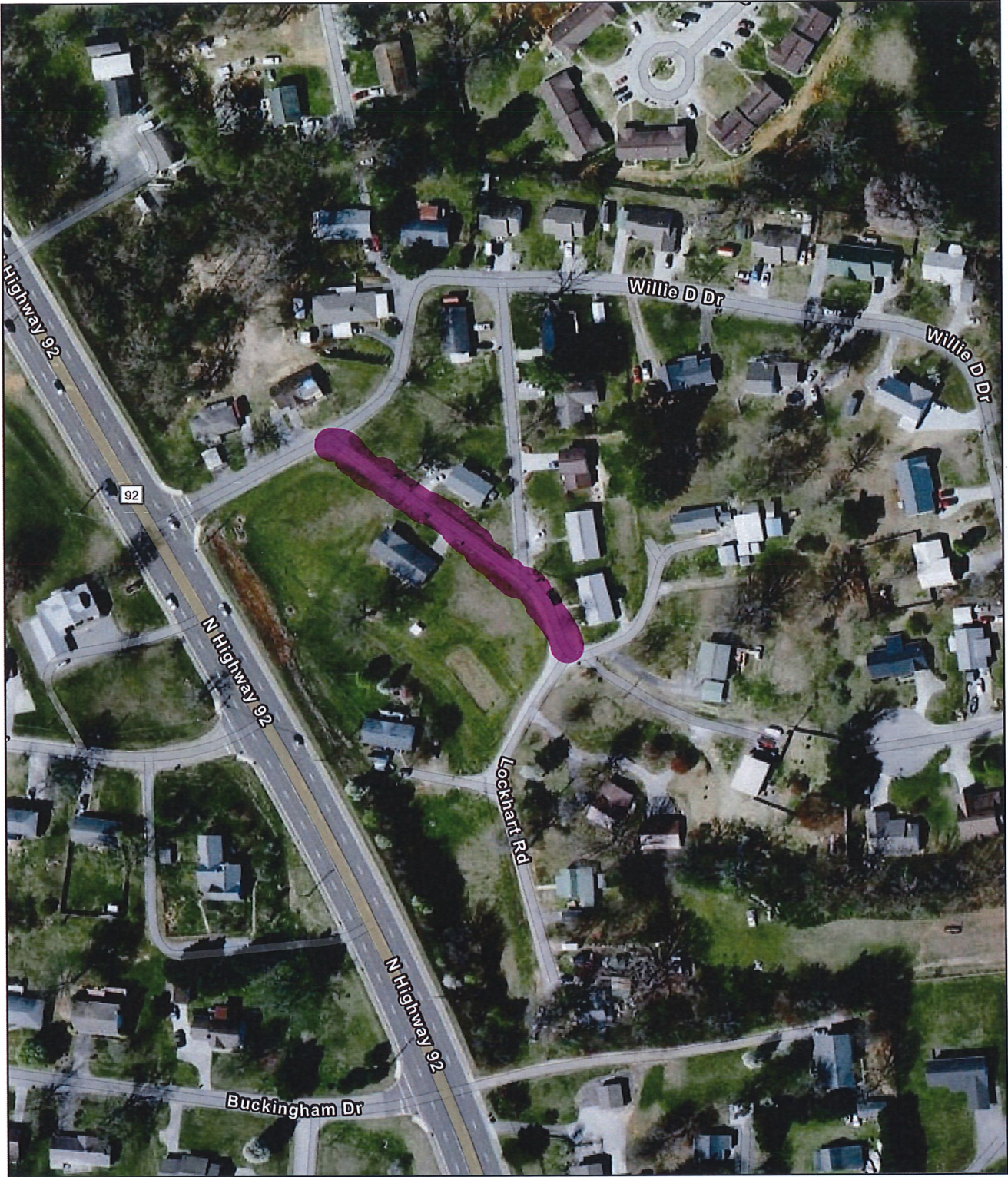
The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

Item 4 - Franklin Drive



The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

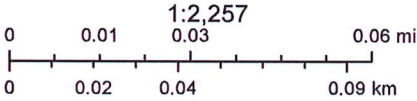
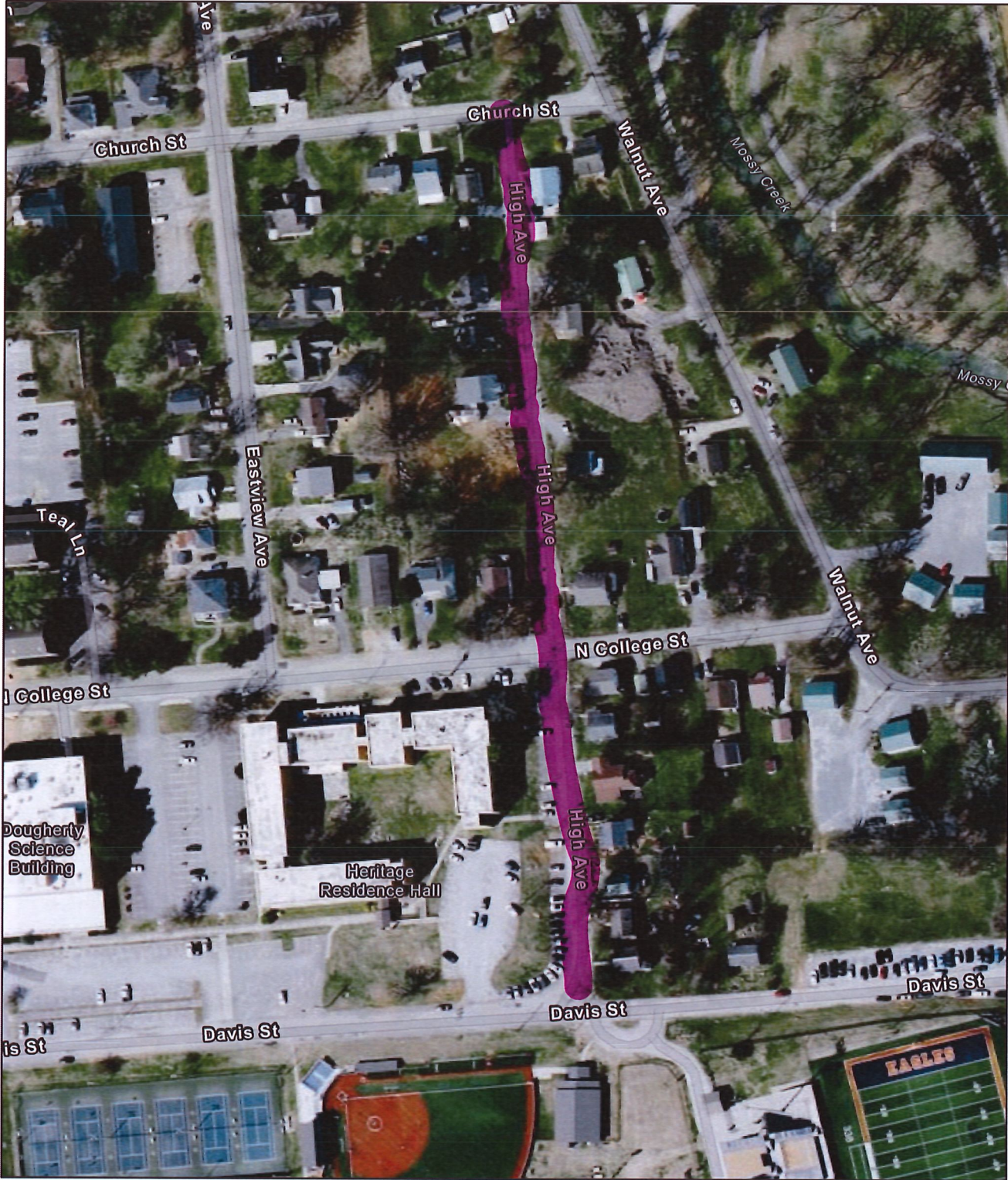
Item 5 - Lockhart Rd



State of Tennessee, Comptroller of the Treasury, Office of Local Government (OLG), Esri Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

Item 6 - High Avenue



State of Tennessee, Comptroller of the Treasury, Office of Local Government (OLG), Esri Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

BID ALTERNATE SPECIFICATIONS

RFB 26-04

2025 Street Paving Project

The following scope of work is requested for two separate lots located at the Jefferson City Senior Center (807 W. Jefferson Steet) to be submitted for consideration in addition to the base bid while mobilized:

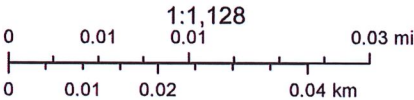
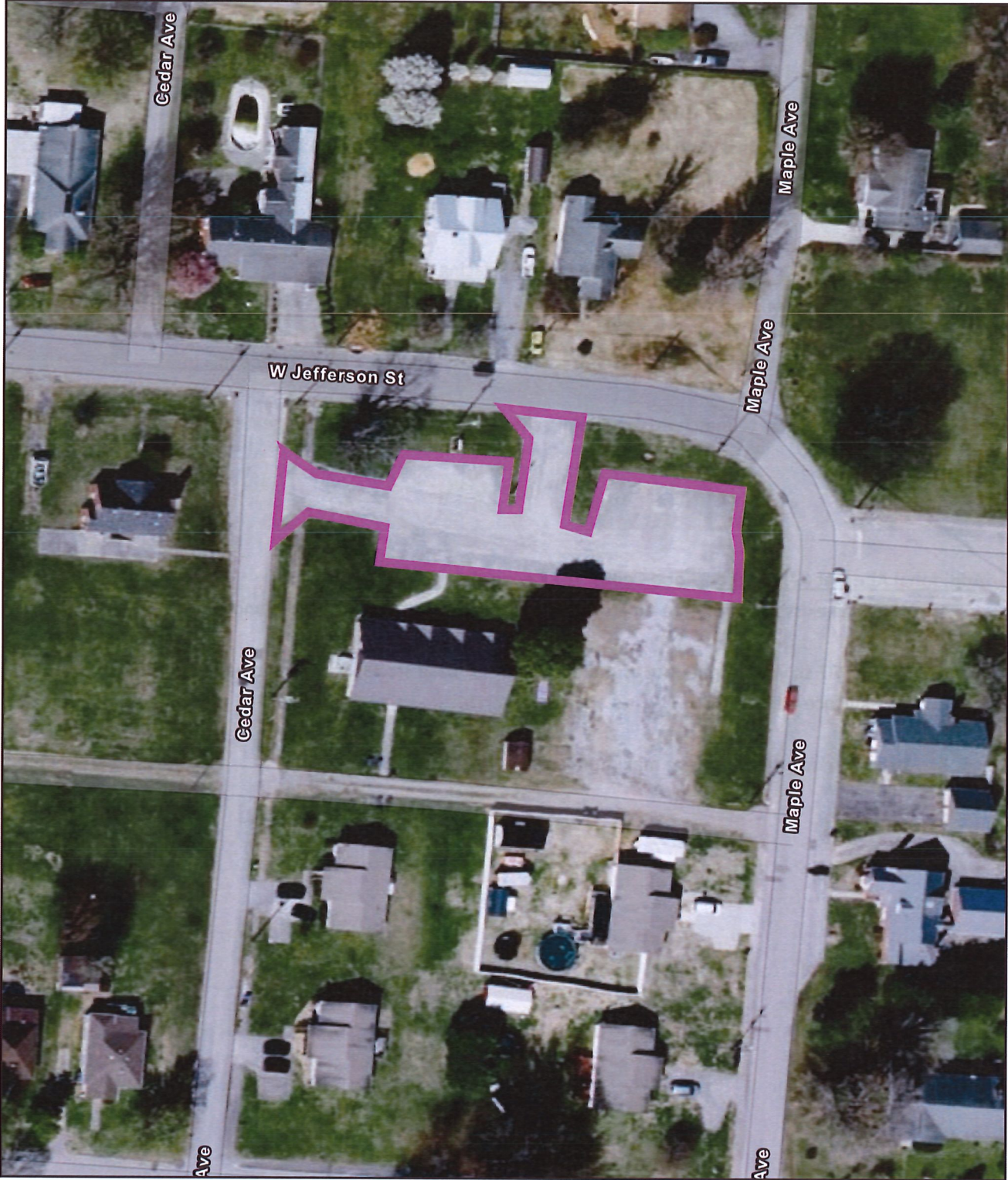
Additional Alternate #1: Senior Center Parking Lot Resurfacing and Striping

1. Weed kill existing vegetation on existing lot, remove vegetation from site
2. Install 1720 sq yds of asphalt surfacing paving -- tack coat and 1 ½" E surface mix
3. Stripe parking lot to match existing paint scheme (lot includes ADA designated spaces)

Additional Alternat #2: Neighborhood Center Lot Paving (Current Gravel Lot)

1. Weed kill existing vegetation on gravel lot and remove vegetation, grade, and recompact stone.
2. Install 987 sq yds of light duty asphalt paving --- 3" base stone, 2" B-mod binder, tack coat and 1 ½" E surface mix
3. Stripe parking lot to achieve maximum amount of spaces

Additional Alternate 1 - Senior Center Parking Lot



State of Tennessee, Comptroller of the Treasury, Office of Local Government (OLG), Esri Community Maps Contributors, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.



OFFICE OF THE CITY MANAGER

AGENDA ITEM REPORT

TO: Honorable City Council

FROM: James A. Gallup, City Manager

DATE: August 15, 2025

SUBJECT: Rejection of Bids for RFB 26-05: Resurfacing and Striping of Senior Center Lot

BACKGROUND:

- On August 14th, bids were opened for RFB 26-05: Resurfacing and Striping of Senior Center Lot. This bid was set apart from RFB 26-04: 2025 Street Paving Bid to allow opportunities for smaller paving companies that did not have the means or the interest in paving streets to be able to bid on just paving the Senior Center Lot and to quote the Neighborhood Lot.
- Only one vendor submitted for the project but was deemed ineligible in accordance with bid rules to be considered.

FISCAL IMPACT:

- The City budgeted \$45,000 towards resurfacing the Senior Center Lot.

REQUEST/RECOMMENDATION:

- Staff recommends rejection of bids for RFB 26-05 in favor of covering the resurfacing and striping project as an additional alternate for RFB 26-04.
- Staff also recommends a budget amendment to move the budgeted \$45,000 from the Senior Center maintenance line to the Streets (General Fund) budget line for paving as part of this initiative.

ATTACHMENTS:

- Bid Tab 26-05

JEFFERSON CITY, TENNESSEE

ADDENDUM “A”

To the

**Employment Agreement between
the City of Jefferson City and Mr. James Gallup
dated December 5, 2022**

WHEREAS, the City Council has been pleased with the manner in which Mr. Gallup has performed his duties as City Manager; and

WHEREAS, the City Council has given Mr. Gallup positive feedback during his recent annual evaluation; and

WHEREAS, the City Council would like to ensure Mr. Gallup’s continuous and harmonious management of the City;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City Jefferson City that Section 14, Item (a)(2) be changed to allow a twelve months’ salary severance pay rather than a six months’ salary:

- BE IT FUTHER RESOLVED** that the new paragraph shall read as follows:
- (2) After the City Manager has successfully served three years in office, the severance pay period shall be increased to **twelve (12) months’** salary. This will be paid in a lump sum unless otherwise agreed by the City and the City Manager.

ADOPTED this 2nd day of September, 2025.

APPROVED:

Mitch Cain, Mayor

Attest: _____
Bettina Chandler, City Recorder

JEFFERSON CITY, TENNESSEE

Resolution 2025 - 23

**A RESOLUTION AUTHORIZING PARTICIPATION
IN THE 2025 DOWNTOWN IMPROVEMENT GRANT
PROGRAM ADMINISTERED BY THE TENNESSEE DEPARTMENT
OF ECONOMIC AND COMMUNITY DEVELOPMENT**

WHEREAS, the City of Jefferson City seeks to improve its downtown district by making capital investments in public spaces, infrastructure, and amenities that support local businesses and attract visitors; and

WHEREAS, participation in the Downtown Improvement Grant Program aligns with the City of Jefferson City's strategic goals for economic development, quality of life improvements, and community revitalization; and

WHEREAS, the City deems it necessary appropriate to apply for funding to support local businesses under this program for the 2025 grant cycle; and

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

1. The City is hereby authorized and directed to submit an application through East Tennessee Development District (ETDD) on behalf of Jefferson City and downtown businesses for the 2025 Downtown Improvement Grant Program for a total amount not to exceed \$500,000.
2. The City of Jefferson City shall serve as a pass-thru agency for grant monies awarded to downtown businesses.
3. The City of Jefferson City hereby expresses its commitment to comply with all guidelines, regulations, and requirements of the program established by the Tennessee Department of Economic and Community Development
4. This Resolution shall become effective immediately upon its adoption.

ADOPTED this 2nd day of September, 2025.

APPROVED:

Mitch Cain, Mayor

Attest: _____
Bettina Chandler, City Recorder

JEFFERSON CITY, TENNESSEE

Resolution 2025 - 24

**A RESOLUTION AUTHORIZING THE PARKS AND
RECREATION DEPARTMENT TO APPLY FOR
A PLAYGROUND GRANT FROM GAMETIME**

WHEREAS, the Parks and Recreation Department requests to apply for a playground grant from GameTime; and

WHEREAS, the Grant is a matching grant to purchase and install playground equipment; and

WHEREAS, the City of Jefferson City would like to provide playground facilities at Roy Harmon Park; and

WHEREAS, the Grant does require a 50% match from the City for a possible match of \$150,000 required from the City of Jefferson City.

NOW THEREFORE, BE IT RESOLVED by the City Council of Jefferson City authorizes and supports the Parks and Recreation Department's application for the Recreation Planning Grant for up to \$150,000 with a 50% match from the City of Jefferson City.

ADOPTED this 2nd day of September, 2025.

APPROVED:

Mitch Cain, Mayor

Attest: _____
Bettina Chandler, City Recorder



Roy Harmon Park Jefferson City, Tennessee

Design • Build • PLAY!



Rear View



Color palette:
Bloom Bay