



## City Council Work Session Meeting Agenda

August 19, 2025 at 5:00 PM

Jefferson City Municipal Building

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### 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/Presentations

a. TCRS Hazardous Duty Benefit Report - **Andy Dossett**

### 5. Items for Discussion

a. Request to apply for the TNECD Downtown Improvements Grant - **Sarah Anderson (ETDD)/James Gallup**

b. Proposal for Engineering Services for TNECD 2024 Infrastructure Planning Grant - **Jamie Carden (McGill Associates)/James Gallup**

c. Request to apply for GameTime Playground Grant - **Kevin Bolden**

d. Request authorization to pursue completion of Recreation Master Plan - **James Gallup**

e. Review and receive bids for RFB 26-04: 2025 Street Paving Project - **Brian Rhodes, Street Supervisor**

f. Review and Rejection of Bids for RFB 26-05: Resurfacing & Striping of Senior Center Lot - **James Gallup**

g. Continued discussion of the City Manager's Evaluation - **Mayor Cain**

### 6. Appointments

There are no appointments for consideration.

### 7. Calendar/Upcoming Events

a. The August HZC/Regional Planning Commission/BZA meeting will not be held due to lack of items for discussion.

b. The September City Council Meeting will be on Tuesday, September 2, 2025.

- c. The September Work Session will be on Tuesday, September 16, 2025.
- d. The September HZC/Regional Planning Commission/BZA meeting will be on Monday, September 22, 2025.

**8. Announcements**

- a. The City Offices will be closed on Monday, September 1, 2025, for Labor Day.
- b. The deadlines for Bids 26-02 and 26-03 have been extended to September 11, 2025.

**9. Adjourn**



## Jefferson City Police Department AGENDA ITEM REPORT

**TO:** Mr. James Gallup, City Manager  
**FROM:** Andy Dossett, Chief of Police  
**DATE:** July 29, 2025  
**SUBJECT:** TCRS Hazardous Duty Benefit Report from Justin Ball (TCRS)

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### BACKGROUND:

- Description: TCRS hazardous Duty Benefit for Police and Fire
- Impact

### FISCAL IMPACT:

- Budget:
- Cost: \$574,236 lump sum or 10-year amortization

### REQUEST/RECOMMENDATION:

The council approved the study required by TCRS to determine the cost to opt into the TCRS hazardous duty benefit for police and fire members who serve a minimum of 20 years with the city. This benefit would provide an additional retirement stipend for those who meet the criteria. Please see attached results of the study.

### ATTACHMENTS:

- (1) Email from Justin Ball (TCRS) detailing the cost of the project
- (2) TCRS info brochure

Chief Dossett,

The actuarial study results are in for the Hazardous Duty Benefit. Essentially there are three options for paying the liability if you choose to move forward:

Lump sum	1-Year Amortization	10-Year amortization
Legacy \$574,236 and ADC increase of 0.48%	27.26% ADC increase	4.01% ADC increase

Please let me know if you have any questions or if you would like a resolution to adopt this plan provision.

**Justin Ball**

Regional Outreach Specialist, East TN Region

Tennessee Department of Treasury

**Office** 800-922-7772

**Mobile** 423-356-1518

**Email** [Justin.Ball@tn.gov](mailto:Justin.Ball@tn.gov)

[RetireReadyTN.gov](https://www.RetireReadyTN.gov)



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**State of Tennessee**  
**PUBLIC CHAPTER NO. 919**

**HOUSE BILL NO. 2683**

**By Representatives Doggett, Davis, Boyd, Alexander, Russell, Burkhart, Sherrell**

**Substituted for: Senate Bill No. 2902**

**By Senators Bailey, Gardenhire, Haile, Hensley, Jackson, Massey, Southerland, Rose, Yager**

AN ACT to amend Tennessee Code Annotated, Title 4, Chapter 24; Title 8, Chapter 34; Title 8, Chapter 35; Title 8, Chapter 36 and Title 8, Chapter 37, relative to retirement benefits.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Title 8, Chapter 36, Part 2, is amended by adding the following as a new section:

(a) Notwithstanding another law to the contrary, members employed as public safety officers are eligible to receive a hazardous duty supplemental benefit in addition to the member's retirement allowance if:

- (1) The member meets the eligibility requirements for retirement;
- (2) The member has at least twenty (20) years of creditable service in the retirement system as a public safety officer;
- (3) The member retires on a service retirement allowance or early service retirement allowance pursuant to this chapter, and does not retire under disability retirement pursuant to part 5 of this chapter;
- (4) The chief governing body of the political subdivision passes a resolution authorizing an actuarial study to determine the liability associated with providing the hazardous duty supplemental benefit and accepting responsibility for the costs of the study;
- (5) Following receipt of the actuarial study, the governing body of the political subdivision passes a resolution authorizing the supplemental benefit and accepting the liability for the benefit; provided, however, the political subdivision shall not establish the supplemental benefit unless the political subdivision's funded status in the retirement system will be at least seventy percent (70%) after implementation of the supplemental benefit as defined and otherwise provided for in § 8-35-206(i)(1). All costs associated with providing the supplemental benefit must be paid by the political subdivision and not the state; and
- (6) After authorizing the supplemental benefit, the political subdivision pays the estimated increased pension liability through one (1) of the following methods:
  - (A) A lump sum;
  - (B) An increase in the employer's contribution rate over the course of the fiscal year (July 1-June 30) following the adoption of the authorizing resolution; or
  - (C) Amortizing the unfunded accrued liability over a period of time not to exceed ten (10) years from the date of the adoption of the resolution.

(b) The hazardous duty supplemental benefit is calculated as follows:

HB2683

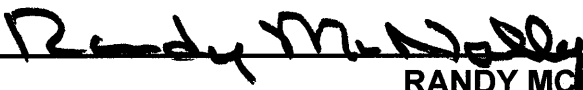
- (1) For any such member retiring on a service retirement allowance, the hazardous duty supplemental benefit is equal to three-eighths of one percent (0.375%) of the member's average final compensation multiplied by the member's years of creditable service as a public safety officer with a political subdivision that has adopted the hazardous duty supplemental benefit;
- (2) For any such member participating in the legacy plan retiring on an early service retirement allowance pursuant to § 8-36-301, the hazardous duty supplemental benefit is computed in accordance with subdivision (b)(1), but is reduced by four-tenths of one percent (0.4%) for each month by which the member's date of early service retirement precedes the member's service retirement date; and
- (3) For any such member participating in the alternate defined benefit plan pursuant to § 8-35-255, hybrid plan pursuant to § 8-35-256, or the hybrid retirement plan for state employees and teachers pursuant to chapter 36, part 9 of this title retiring on an early service retirement allowance, the hazardous duty supplemental benefit is computed in accordance with subdivision (b)(1), but is reduced by an actuarially determined factor as set by the board from time to time.
- (c) A retired member covered by this section is entitled to receive an adjustment in the retiree's hazardous duty supplemental benefit pursuant to § 8-36-701, except as otherwise provided in § 8-36-922. Any such adjustment to the hazardous duty supplemental benefit is computed separately from the member's service retirement allowance.
- (d) Sections 8-36-102, 8-36-208(a), 8-35-225(h), 8-35-256(h), and 8-36-908 do not reduce or eliminate the supplemental benefit provided by this section, and the supplemental benefit must not be reduced as a result of any optional retirement allowance selected by the member pursuant to § 8-36-601.
- (e) The hazardous duty supplemental benefit begins on the member's effective date of retirement or on the first day of the month following the month the member reaches age sixty (60), whichever is later.
- (f) The hazardous duty supplemental benefit, including any cost-of-living adjustments attributable to that benefit, ceases on the first day of the month following the month in which the member dies, or on the first day of the month following the month in which the member reaches full retirement age for receipt of old age and survivors benefits under Title II of the Social Security Act (42 U.S.C. §§ 401-425).
- (g) The hazardous duty supplemental benefit provided by this section applies to all current and future retired members who meet the eligibility criteria for the supplemental benefit; provided, that the benefit must not be paid retroactively.
- (h) For the purposes of this section, the term "public safety officer" means a full-time, salaried employee of a political subdivision who is a sheriff, sheriff's deputy, police officer, chief of police, or any other law enforcement officer with the political subdivision whose primary responsibility is the prevention and detection of crime and apprehension of offenders. The term "public safety officer" for purposes of this section also means a full-time, salaried employee of a political subdivision who is a correctional officer or firefighter.

SECTION 2. This act takes effect January 1, 2025, the public welfare requiring it.

HOUSE BILL NO. 2683

PASSED: April 17, 2024

  
CAMERON SEXTON, SPEAKER  
HOUSE OF REPRESENTATIVES

  
RANDY MCNALLY  
SPEAKER OF THE SENATE

APPROVED this 3<sup>rd</sup> day of May 2024

  
BILL LEE, GOVERNOR



## Hazardous Duty Supplemental Benefit for Public Safety Officers

*(Public Chapter 919)*

There is a new law taking effect January 1, 2025, that provides a hazardous duty supplemental benefit for public safety officers in addition to the member's regular retirement allowance. "Public Safety Officer" means either (1) a full-time, salaried employee of a political subdivision who is a sheriff, sheriff's deputy, police officer, chief of police, or any other law enforcement officer whose primary responsibility is the prevention and detection of crime and apprehension of offenders, or (2) a full-time, salaried employee of a political subdivision who is a correctional officer or firefighter.



### Local government requirements

The chief governing body of the political subdivision must pass a resolution authorizing an actuarial study to determine the liability and accepting responsibility for the costs of the study. After receipt of the actuarial study, the political subdivision must pass a resolution authorizing the supplemental benefit and accept the liability for the benefit. Political subdivisions may establish the supplemental benefit only if the political subdivision's funded status in the retirement system is at least 70% after implementation of the supplemental benefit. Political subdivisions can pay the increased pension liability through either a lump sum, an increase in the employer's contribution rate, or by amortizing the unfunded accrued liability over a period not to exceed ten (10) years. The effective date of the hazardous duty supplement is the date when the chief governing body of the political subdivision passes a resolution authorizing the supplemental benefit. It applies to current and future retired members who meet the eligibility criteria for the supplemental benefit.

### Creditable service requirement

In order to qualify for the hazardous duty supplemental benefit, the member must have at least twenty (20) years of creditable service in TCRS as a Public Safety Officer, and the member must have creditable service as a Public Safety Officer with a political subdivision that has adopted the hazardous duty supplemental benefit. The member must retire on service retirement or early retirement only. For example, if a member has 15 years of service as a Public Safety Officer

with a political subdivision that adopted the resolution and 5 years in a public safety officer position with a political subdivision that did not adopt the resolution, the member is eligible for the supplemental benefit because the member has a total of 20 years as a Public Safety Officer. The amount of the hazardous duty supplemental benefit will be calculated and based on the 15 years of public safety officer service with the political subdivision that adopted the resolution. For the member who is retiring on a service retirement allowance, the hazardous duty supplemental benefit is equal to 0.375% of the member's average final compensation (AFC) multiplied by the member's years of creditable service as a Public Safety Officer with a political subdivision that has adopted the hazardous duty supplemental benefit. The hazardous duty supplemental benefit is not affected by any other benefits, such as bridge benefits, and is not eliminated or reduced due to any other benefits or payment options. The hazardous duty supplemental benefit is subject to a Cost of Living Allowance (COLA).

## Benefit start date

The hazardous duty supplemental benefit begins on the member's effective date of retirement or on the first day of the month following the month when the member reaches age 60, whichever is later. The hazardous duty supplemental benefit ends on the earlier of the first day of the month following the month in which the member dies, or on the first day of the month following the month in which the member reaches Social Security full retirement age.

### Contact Us

Call (800) 922-7772 Monday through Friday 8:00 a.m. to 7:00 p.m. CT

Call (800) 253-9981 Retiree Insurance (Benefits Administration)

Website: [www.RetireReadyTN.gov](http://www.RetireReadyTN.gov)



@RetireReadyTN

Please include your Member ID and your current address on any correspondence.

Resolution #XXXX

**A Resolution of the Jefferson City Council Authorizing Participation in the 2025 Downtown Improvement Grant Program Administered by the Tennessee Department of Economic and Community Development.**

**WHEREAS**, 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 Jefferson City's strategic goals for economic development, quality of life improvements, and community revitalization; and

**WHEREAS**, the City deems it necessary and 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 JEFFERSON CITY, TENNESSEE:**

1. The City is hereby authorized and directed to submit an application through East Tennessee Development District, 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. That the City of Jefferson City shall serve as the pass-thru agency for grant monies awarded to downtown businesses.
3. 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: September 2nd, 2025**

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Bettina Chandler, City Recorder

Mitch Cain, Mayor

# HISTORIC MOSSY CREEK DISTRICT PROPERTY/BUSINESS OWNER MEETING JULY 28, 2025



DOWNTOWN IMPROVEMENT GRANT

SARAH ANDERSON

HISTORIC PRESERVATION PLANNER

EAST TENNESSEE DEVELOPMENT DISTRICT



## TENNESSEE DOWNTOWNS / TENNESSEE MAIN STREET PROGRAM

- **Jefferson City is a Tennessee Downtowns alumni**
- Main Street is a proven strategy for revitalization, a powerful network of linked communities, and a national support program that leads the field
- Four Point Approach
  - **Design** – creating a safe, inviting environment
  - **Economic Restructuring** – strengthen existing economic assets
  - **Promotion** – rekindle community pride and improve investor confidence
  - **Organization** – building partnerships between stakeholders





# JEFFERSON CITY: TENNESSEE DOWNTOWNS ALUMNUS

- The City applied to the Tennessee Downtowns program in 2010
  - The City sponsored the program
  - City Council appointed the downtown steering committee
  - Jefferson County Chamber of Commerce provided administrative support
  - Address revitalization of the Central Business District
- Results of Tennessee Downtowns program?
  - Historic Zoning Commission (HZC) established in 2013
  - Mossy Creek Foundation established in 2014
  - Historic Zoning Overlay adopted in 2015







## DOWNTOWN IMPROVEMENT GRANT (DIG)

- Tennessee Department of Economic and Community Development (TNECD)
- Up to \$500,000 maximum (\$50,000 minimum) with 25% match
- **At least 50% of the grant project must be for building façade improvements**
  - **Must be for-profit or nonprofit commercial business**
  - **Building must be at least 50 years old to qualify for façade improvements**
- Designed to encourage property and business owners to:
  - Enhance the exterior appearance of their building
  - Preserve historic nature of building and streetscape
  - Drive economic success and increase commercial viability



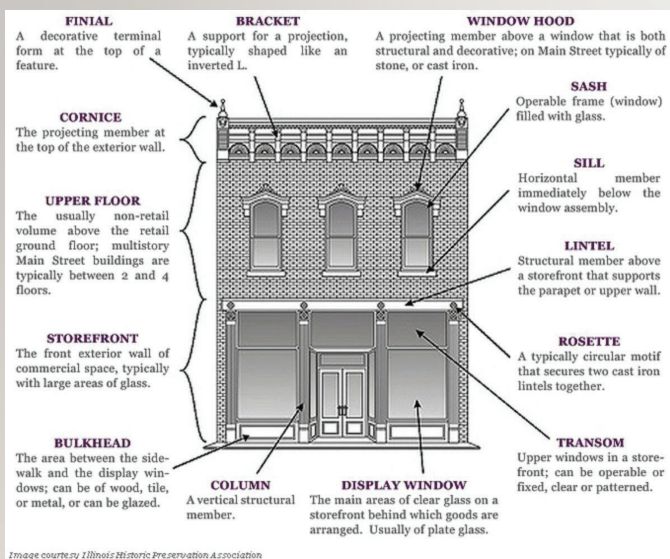
## DIG DESIGN GUIDELINES

- Projects must follow the Historic Mossy Creek District Design Guidelines
- Property owners must obtain a Certificate of Appropriateness (COA) from HZC
- Find historic photos of the building if possible
- Some small-scale exploratory demolition may be needed
- Remove inappropriate materials covering the original façade
- Retain original designs, materials, and features original to building



## EXAMPLES OF ELIGIBLE PROJECTS: EXTERIOR IMPROVEMENTS ONLY

- Signage
- Painting (NOT unpainted brick)
- Awnings
- Lighting
- Removing vinyl or aluminum siding
- Window and door restoration or replacement (following historic guidelines)
- Storefront restoration or replacement (following historic guidelines)
- Improving visible back and side entrances
- Restoration or replication of historical architectural elements previously lost
- Brick cleaning, repair, and repointing



## BENEFITS TO FAÇADE IMPROVEMENTS

- National Main Street research shows façade improvements:
  - Increase in sales the year after
  - Sales increases maintained for several years
  - Sales increases exceeded increases in local taxes
  - Improvements attract new businesses and shoppers to downtown
  - Participants often motivated to make more improvements outside program
  - Neighbors inspired to make improvements to neglected buildings



## DIG: FINE PRINT

- Application: interested property owners will have to apply for funding (“subgrantees”)
- Reimbursable: property owner must pay 100% of project expenses upfront and will be reimbursed
- Match: reimbursement will be up to 75% of project cost; 25% to be paid by property owner (“match”)
- Clawback Agreement: deed restriction (5 years) to prevent selling and profiting from the grant-funded improvements
- Eligibility: please confirm your desired project is eligible under the DIG
- Paperwork: required to submit thorough documentation

## INTERESTED?

- Write “soft support letters” showing interest in the program
- Confirm your desired project is eligible
- Take before photographs showing need for proposed improvement
- Gather estimates for project work
- Get property owner approval (if tenant)



## DIG TIMELINE

- Today – Ask questions!
- August 11<sup>th</sup> – Confirm interest
- September 2<sup>nd</sup> – Submit details
- September 12<sup>th</sup> – DIG application due to ECD
- October 2025 – Grantees announced
- ~ January 2026 - Contracts begin



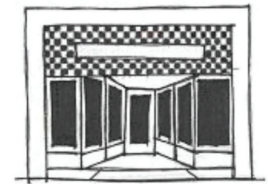
Early to Mid 1800's  
Post and Beam Frame  
Divided Display Windows  
Simple Decoration



Mid to Late 1800's  
Boldly Decorated Cornice  
Cast Iron Columns  
Large Display Windows



Late 1800's to Early 1900  
Simple Cornice  
Transom Windows  
Recessed Entrance



Early 1900's to 1930's  
Metal Window Frames  
Structural Glass  
Recessed Entrance



## QUESTIONS?

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Sarah Anderson  
Historic Preservation Planner  
East Tennessee Development District  
865-273-6003 ext. 114  
[sanderson@etdd.org](mailto:sanderson@etdd.org)





## OFFICE OF THE CITY MANAGER

### AGENDA ITEM REPORT

**TO:** Honorable City Council

**FROM:** James A. Gallup, City Manager

**DATE:** August 15, 2025

**SUBJECT:** Request acceptance of McGill Associate's Proposal for Infrastructure Planning Grant

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#### BACKGROUND:

- The City of Jefferson City, TN was awarded the TNECD Infrastructure Planning Grant with contract signed and executed November 2024.
- McGill Associates has worked diligently on other recent projects with the City, e.g. CDBG Sewer Project, the North Hills Water Tank Project, utility portions of the TDOT Chucky Pike Project, etc.
- The IPG will be applied towards water system mapping/modeling, water system analysis, and asset management plan, with a deadline of October 31, 2027.

#### FISCAL IMPACT:

- The Infrastructure Planning Grant is for \$200,000 with 5% match (\$10,000).

#### REQUEST/RECOMMENDATION:

- Staff recommends acceptance of McGill Associate's proposal for engineering & field work for \$210,000.

#### ATTACHMENTS:

- Proposal for Engineering Services (McGill Associates, 18 July 2025)

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



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## 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



**PARKS AND RECREATION DEPARTMENT**  
**AGENDA ITEM REPORT**

**TO:** Mayor and City Council  
**FROM:** Kevin Bolden, Director  
**DATE:** August 14, 2025  
**SUBJECT:** GameTime Playground Grant

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**BACKGROUND:**

- GameTime has announced a grant that is a 100% match for purchasing new playground.
- Applying for this grant would allow the City to get twice as much playground equipment for same price. This would have a huge impact on getting a playground installed at Roy Harmon Park.

**FISCAL IMPACT:**

- This grant wasn't announced until after the FY 2025-2026 budget was passed.
- The cost to the City would be around \$150,000.00. This would include all equipment and installation.

**REQUEST/RECOMMENDATION:**

I'm requesting the council's approval to consider taking advantage of this grant for the construction of a new playground for the city. The deadline for purchasing the playground expires on October 17<sup>th</sup>.

**ATTACHMENTS:**



## OFFICE OF THE CITY MANAGER

### AGENDA ITEM REPORT

**TO:** Honorable City Council

**FROM:** James A. Gallup, City Manager

**DATE:** August 15, 2025

**SUBJECT:** Request authorization to pursue completion of Recreation Master Plan

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#### BACKGROUND:

- For FY25, \$50,000 was budgeted to begin work on a recreation master plan. The City contracted with CanOpy Landscape Design, a certified landscape architectural firm, for initial designs on 5 parks. Designs for other city facilities and amenities must be accomplished in order to complete a master plan.
- Parks and Recreation applied for the TDEC Outdoor Recreation 80/20 Planning Grant to complete the master plan but was unsuccessful.
- In order for the city to apply for the TN Local Parks & Recreation Funding Grant, consultants from the TDEC Outdoor Recreation office have advised that we must have a completed master plan in order to be eligible for application.

#### FISCAL IMPACT:

- This will require a budget amendment for the amount needed to complete the plan.

#### REQUEST/RECOMMENDATION:

- First, staff requests authorization to pursue completion of the recreation master plan.
- Second, staff also recommends moving forward with CanOpy Landscape Design as a continuation of service and consistency with previously worked designs.

#### ATTACHMENTS:

- Screenshot of 2026 Public Recreation Grants and Planning Grants Cycle
- Previous CanOpy Landscape Design Proposal (May 17, 2024)

## 2026 Public Recreation Grants and Planning Grants Cycle

### Workshop, Deadlines and Application Date

- **December 4, 2025** - 2026 Intent to Apply/Pre-Application Workshop
- **January 14, 2026** - 2026 Intent to Apply Application Deadline
- **January 29, 2026 at 10:00 AM CST** - 2026 Application Type Workshop (LPRF/RTP/LWCF/Planning Grant) and Full Application Opens
- **April 1, 2026** - 2026 Deadline for Full Application to be Submitted

## Grants Offered by Office of Outdoor Recreation (ORec)

### ✓ Local Parks and Recreation Fund (LPRF)

The LPRF program is a state funded program that provides grants to eligible local government entities for the purchase of lands for parks, natural areas, greenways, and recreation facilities. The funds may also be used for trail development and capital projects in parks, natural areas, and greenways. At least 60 percent of the funds allocated will go to municipal governments as authorized by TCA 67-4-409. All land associated with the funded projects must be owned by a government entity. LPRF grant require an equal match. The Office of Outdoor Recreation administers the LPRF grants.

May 17, 2024



James Gallup, City Manager  
Jefferson City, Tennessee  
112 City Center Dr., Jefferson City, TN 37760  
(423) 744-2780

RE: **Jefferson City** - Park Concept Plans

Dear James,

Thanks for reaching out to discuss ideas and tour the existing park sites in Jefferson City. As communicated in several meetings with your City Council and Park and Recreation Board (Downtown Parade Committee), the park spaces within the City can be improved to offer more opportunities for trails, passive seating and dining, ADA access, landscape, parking in addition to traditional athletic programming that would greatly benefit the downtown businesses and help make Jefferson City a more vibrant space to live, work and play.

If this proposal is acceptable and meets the program and deliverable needs of your community, please provide your signature on the space provided at the end of the document and return one signed copy to the address listed at the bottom of the page. Once the agreement is received, a fully executed contract will be provided for your files.

Sincerely,

**Daniel Boutte**, ASLA, PLA  
Owner / Landscape Architect  
CanOpy Land Design, LLC.  
[canopylanddesign@gmail.com](mailto:canopylanddesign@gmail.com)

**Attachments:**

Professional Service Agreement

- Scope of Services
- Fee Outline
- Terms and Conditions
- Hourly Rate Schedule
- Signature Page

## **PROFESSIONAL SERVICES AGREEMENT** SCOPE OF SERVICES

### **Jefferson City Park Concepts – Jefferson City, Tennessee**

#### **Project Description**

Canopy Land Design (Canopy Design) understands that Jefferson City, Tennessee would like design services to establish initial Concept Plans for the parks listed below, with recommendations for both soft landscape plantings and hardscape improvements such as parking, plazas and required structures to facilitate additional park programs and rec recreational offerings for the residents of the community. Canopy Land Design will utilize a site survey provided by Jefferson City (Client) if available or combined aerial photography and online GIS information to create two (2) initial hand sketch options for each park site desired and a high level preliminary opinion of probable cost. Based on feedback from the Client and community stakeholders, a Final Concept Plan will be prepared for the client's use in coordination with future parks and recreation planning goals and improvements.

#### **Task 1 – Project Management / Meetings / Travel**

This task will consist of the following:

- Coordinate and attend an initial kickoff / site visit (**Meeting 1**) to review scope and desired deliverables required to facilitate internal Jefferson City conversations and approval.
- Coordinate and attend up to (2) additional client review meetings. (**Meeting 2** - to discuss initial alternative sketches and **Meeting 3** – presentation of Final Concept Plan and site recommendations.
- Meeting Minutes for all meetings and correspondence
- Project management for Tasks 1 – 4.

#### **Task 2 – Site Inventory**

This task will consist of the following:

- Coordinate and visit each park site in the City of Jefferson City and photo document the existing conditions of the park facility including but not limited to Parking, Restroom and Picnic Structures, ADA accessibility, Entry Signage, Drainage Swales and landscape improvements.
- Prepare a graphic illustration for each park to coordinate photos with the existing site condition in regards to potential opportunities and constraints.
- Compile a list of proposed design recommendations and priorities for site and landscape enhancements.

### **Task 3 – Concept Plans**

This task will consist of the following:

- Create a digital base map required for initial hand sketch alternatives using client provided surveys, aerial photography, GIS mapping and additional client provided site utility plan information if available.
- Prepare (2) initial concept alternatives (hand plan graphics) for review meeting (**Meeting 2**) with community stakeholders and City Staff.
- Compile applicable precedent images for illustration of proposed design recommendations, site materials, structures and landscape enhancements.
- Create a Final (hand generated) Colored Concept Plan using feedback from review meeting 2 (non-sealed) for each park site desired with design recommendations for the future site improvements.
- Prepare high level opinion of probable cost (OPC) for each park site desired to establish rough order of magnitude for future grant applications and Infrastructure improvement coordination.
- Present Final Concept Plans at a meeting (**Meeting 3**) with City Council, community stakeholders and City Staff.

#### **Park spaces to be included:**

Exhibit A – Mossy Creek Sports Complex

Exhibit B – Dog Park and Animal Shelter Site

Exhibit C – Centennial Park Trails and Amphitheater

Exhibit D – Roy Harmon Youth Field, Outdoor Pool and Splash Pad

### **Task 4 – Additional Park Concept Planning Services**

This task will consist of any additional professional services other than those listed in the above scope of work:

- Additional Park Concept plans and OPC to be included per Task 3 scope if desired for the following:

E – Nelson Merry Pickleball and Playground

F – Jefferson City Community Center

G – Mossy Creek Nature Center / Trailhead

F – Greenway Masterplan and Trailheads

### **Task 5 – Additional Services**

This task will consist of any additional professional services other than those listed in the above scope of work:

- Professional Services other than those listed in the above scope of services.
- Additional meetings (including travel time and preparation of meeting

presentation material).

- Grant applications, processing or management of online document submittals
- Detailed Line Item Cost Estimating / Opinion of Probable Cost (OPC).
- Site Analysis graphic
- Grading / Drainage Plans
- Construction Details
- Planting Installation Details
- Additional Revisions beyond those listed in the above scope of work.
- Federal / State / Local Permit coordination or submittals

### **Exclusions**

The following tasks can be included in the scope of work and deliverables through sub-consultant agreements with current licenses and qualifications if desired:

- Surveying
- Engineering (Civil, Mechanical Plumbing and Electrical ((MP&E)), Structural)
- Environmental survey and services (Wetland delineation, Jurisdictional water determination, buffer and easement identification, etc).
- Utility Design

### **Client Responsibilities**

The following tasks items to be provided by the owner / client to facilitate scope of work outlined above:

- General Conditions of this Professional Service Agreement
- Procurement of additional consultant services
- Providing current site survey for design area required (see Exhibit A – attached).
- Providing access to the site for initial site visit (Meeting 1) and follow up reconnaissance trips if necessary to provide the scope of work above.
- Coordination with City or affiliate Utility, Engineering, Public Works and Permitting Agencies required for additional review or approval of the proposed scope of work.



**Fees**

The services described will be provided Lump Sum (LS) or hourly fee basis as follows:

<b><u>Description of Services</u></b>	<b><u>Fee Amount*</u></b>
1 - Project Management, Meetings, Travel.....	\$3,600
2 - Site Inventory / Analysis.....	\$7,800
3 - <u>Concept Plans</u>	
A - Mossy Creek Sports Complex.....	\$6,300.00
B - Dog Park and Animal Shelter Site.....	\$9,600.00
C - Centennial Park Trails and Amphitheater.....	\$9,600.00
D - Roy Harmon Youth Field, Outdoor Pool and Splash Pad.....	\$9,600.00
4 - <u>Additional Park Conceptual Design Services</u> .....	\$9,600 ea
E - Nelson Merry Pickleball and Playground	
F - Jefferson City Community Center	
G - Mossy Creek Nature Center / Trailhead	
F - Greenway Masterplan and Trailheads	
5 - <u>Additional Services</u> .....	Hourly, as requested

**Notes:**

*\*Expense amounts are not included in these fees and are inclusive of reasonable out-of-pocket expenses for project deliverables incurred on behalf of the client. Expenses include travel and subsistence, plotting and drawing reproductions, deliveries and mileage for work related travel (based on standard federal wages). Expenses shall be billed in accordance with Attachment A.*

**Remit Payment To:**

Daniel Boutte / CanOpy Land Design, LLC.  
1522 Branson Ave.  
Knoxville, Tennessee 37917

TERMS AND CONDITIONS

**Payment Schedule and Terms** - Progress payments for the fees described previously will be due monthly, based on the design professional’s estimate of the percentage of completed work. If payment is not received by the Design Professional by the due date on the invoice, the client shall pay as interest an additional charge of 1.5% of the past due amount per month. Payment thereafter shall first be applied to any accrued interest and then to the unpaid principal. Failure to make payments when due shall be a cause for suspension of design services and the filing of a lien against the client assets.

**Current Hourly Rates** – An attached table (Attachment A) outlines current hourly rates and reimbursable expenses. These rates are current for the year of the executed agreement at which they may be adjusted by the Design Professional.

**Additional Services** – Only items of work specifically called out under the Professional Services Agreement are to be performed for the specified fees. The Design Professional will consider any items not specified or included in the scope of work to be “Additional Services”. Additional services are provided upon request on an hourly fee basis as outlined on the attached Hourly Rate Schedule. If Additional Services are requested, the Design Professional shall be reimbursed for associated out of pocket expenses as reflected on the attached Hourly Rate Schedule.

**Term of Proposal** – It is understood that this document outlines proposed Services and Fees to be provided in relation to the Client’s project. The offered proposal remains open for **sixty (60)** days from the proposal documents date. If the Client does not indicate acceptance by signing and returning one copy to the Design Professional within sixty (60) days, this document becomes null and void.

**Fee Adjustment** – It is understood that in the event this project extends over a period of more than one (1) year from the date of this agreement, the fees for any remaining services will be adjusted proportionately to the “all items” group of the U.S. Department of Labor’s Bureau of Labor Statistics Consumer Index.

**Ownership of Documents** – All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by the Design Professional as instruments of service shall remain the property of the Design Professional. The Design Professional shall retain all common law, statutory and other reserved rights, including copyright thereto. Reuse for extensions of the project or for new projects shall require written permission of the Design Professional and further compensation at a rate agreed upon by both parties. Any changes made to the construction documents by the Client, or by the Client’s representatives are strictly prohibited without the knowledge and written consent

of the Design Professional. The Design Professional shall be released from any liability resulting from the unauthorized alteration of construction documents. The Design Professional grants the Client the right to use the drawings for their use in publications, public meetings, planning efforts, award submittals and the right to reproduce the drawing as needed for stated uses without requesting authorization from the Design Professional.

**Jobsite Safety** – The Design Professional is not responsible for job site safety during the master planning process. The owner retains sole responsibility and liability associated with securing the site and maintaining job site safety during the planning or construction observation phase.

**Applicable Law** – Unless otherwise provided, this Agreement shall be governed by Tennessee state law.

**Dispute Resolution** – All claims, counterclaims, disputes and other matters in question between the parties hereto arising out of / or relating to this Agreement or breach thereof shall be presented to non-binding mediation subject to the parties agreeing to a mediator.

**Termination of Services** – This Agreement may be terminated by either party upon not less than (7) days written notice should the other party fail to perform substantially in accordance with the terms of this Agreement through no fault of the party initiating termination. If this Agreement through by the Client, the Design Professional shall be paid for services performed to the termination notice date, including reimbursables expenses due plus termination expenses. Termination expenses are defined as reimbursable expenses directly attributable to termination plus fifteen (15%) percent of the total compensation earned to the time of termination to account for the Design Professional's rescheduling adjustments, assignment of personnel and related cost of project termination.

**Opinion of Probable Cost** – In providing opinions of probable construction cost (OPC), the Client understands that the Design Professional has no control over costs or the price of labor, equipment or materials, or the contractor's method of pricing. Opinions of probable construction cost are to be made based on the Design Professional's qualifications and experience with similar projects and estimates. The Design Professional makes no warranty, expressed or implied as to the accuracy of such opinions as compared to bid or actual construction cost.

**Limit of Liability** – In recognition of the relative risks and benefits of the project to both the Client and the Design Professional, the risks have been allocated such that the Client agrees to the fullest extent permitted by law to limit the liability of the Design Professional and subconsultants to the Client for any and all claims, losses, costs, damages of any nature whatsoever or claim expenses from any

cause or causes, so that the total aggregate liability of the Design Professional and it's subconsultants to all those named shall not exceed **\$15,000** or half of the Design Professional's total fee, whichever is greater. Such claims and causes include but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

In addition, the Client agrees to indemnify and hold the Design Professional harmless for any damage, liability or cost, including reasonable attorney's fees and defense costs arising from any errors and omissions contained in the plans, specifications or other contract documents prepared by others. The Client agrees to extend any and all liability limitations and indemnifications provided by the Client to the Design Professional to those individuals and entities the Design Professional retains for performance of the services under this Agreement, including but not limited to the Design Professional's subconsultants and their officers, employees, heirs and assigns. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

**Betterment** – If, due to the Design Professional's error, any required item or component of the project is omitted from the Design Professional's construction documents, the Design Professional shall not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the project or otherwise adds value or betterment to the project. In no event will the Design Professional be responsible for any cost or expense that provides betterment, upgrade or enhancement of the project.

**Attachment A – Hourly Rate Schedule**  
*For all hourly agreements and Additional Services*

January 2024

**Professional Services Hourly Rates**

Principal / Senior Landscape Architect.....	\$200.00
Landscape Architect / Project Manager.....	\$150.00
Landscape Architect Intern / Land Planner / Designer.....	\$125.00
Proposal Coordinator / Grant Application / Grant Manager.....	\$110.00

**Reimbursable Expenses**

Consultants Services.....	Cost + 10%
Prints.....	Cost + 10%
Postage and Shipping.....	Cost + 10%
Mileage and Travel Expenses.....	Cost + 10%
Copies and Scans.....	Cost + 10%
Project Review / Permitting or agency Fees.....	Cost + 10%

**Note:** All the above stated fees and expenses are to be billed monthly and the invoices are due by dates provided on the invoice. Other reimbursable expenses not shown heron will be invoiced at our cost plus 10%. These rates are current until January 2025 at which time they may be adjusted by the Design Professional to align with increases in inflation or cost escalation.

SIGNATURE PAGE

This is an agreement made as of \_\_\_\_\_, 2024 between the **Jefferson City, Tennessee** (herein called the CLIENT) and **CanOpy Land Design, LLC.** (herein called CanOpy Land Design or CanOpy Design).

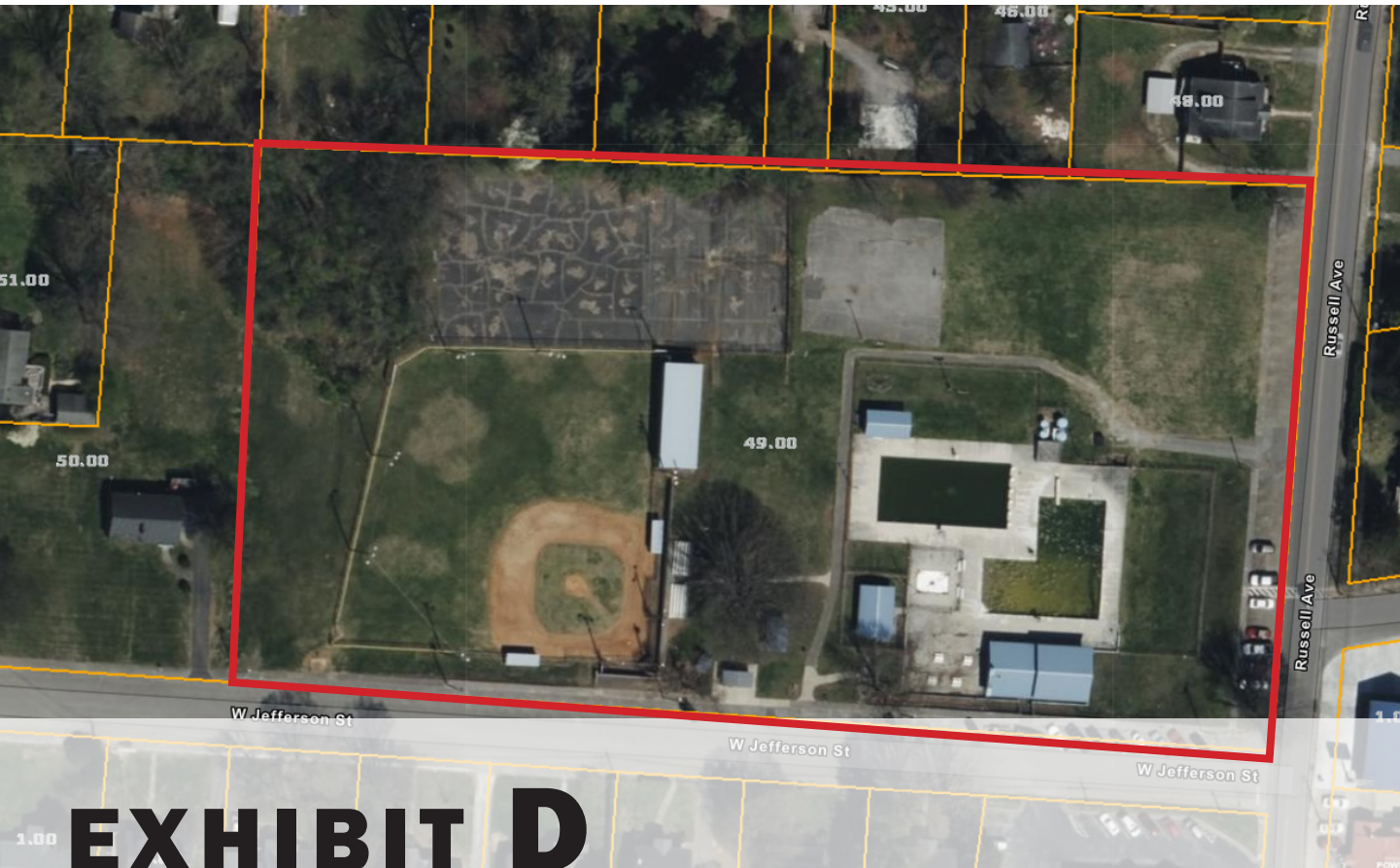
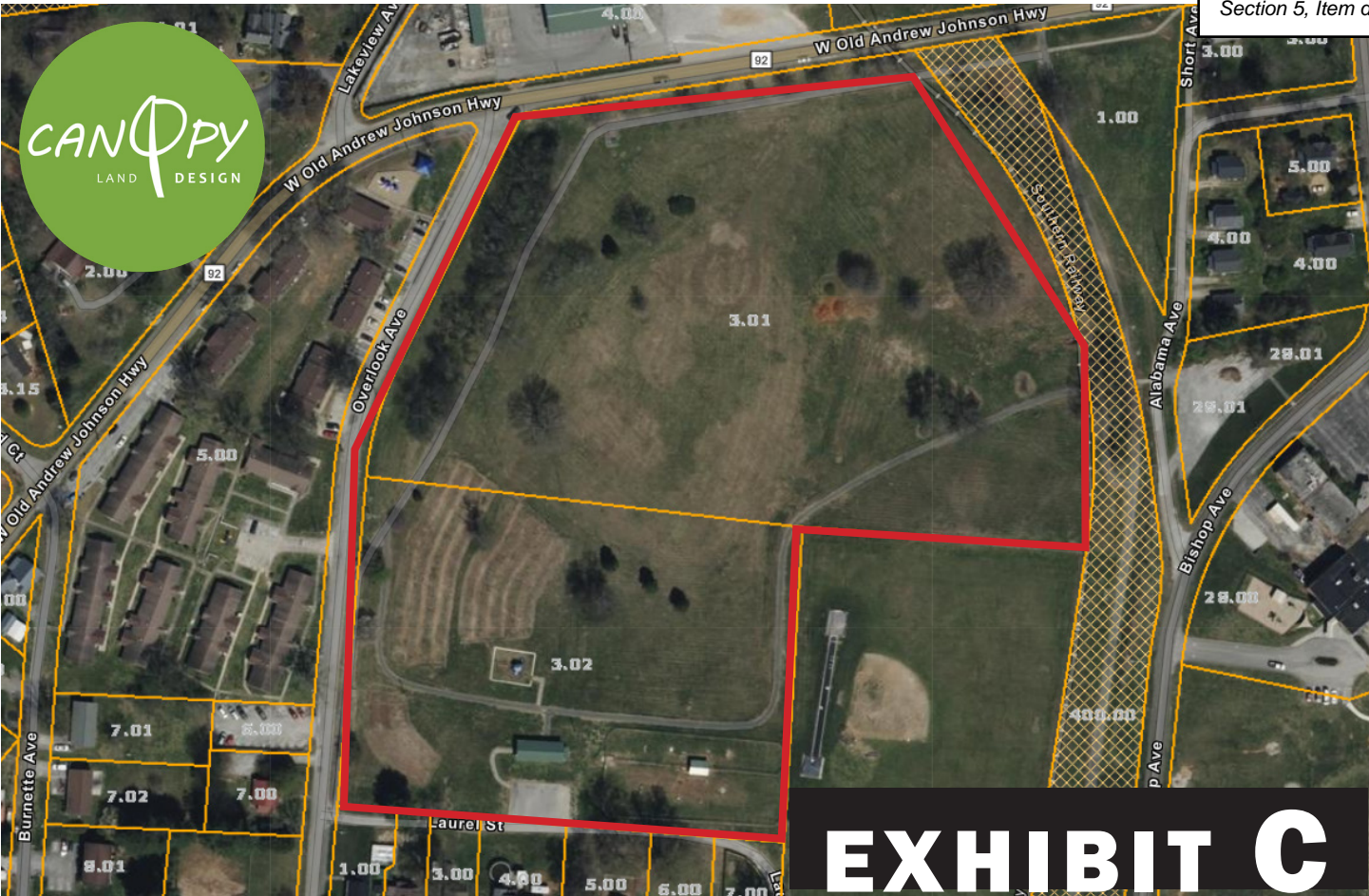
- I. Client and CanOpy Land Design, LLC., for the mutual considerations herein after set forth agree that the services for project number **2404 – Jefferson City Park Concept Planning, in Jefferson City, Tennessee**, shall conform to the Scope of Services.
- II. Client agrees to pay CanOpy Land Design, as compensation for services in accordance with the Fee Section in the proposal. Fees and other charges will be in voiced monthly by CanOpy Land Design.
- III. The person signing this Agreement warrants they have authority to sign as or on behalf of the Client. If such person does not have such authority, they agree that they are personally liable for all breaches of this contract, and that in any action against them for breach of such warranty. A reasonable attorney’s fee shall be included in any judgement rendered.
- IV. When signed by both parties, this Professional Service Agreement, including the attached Scope of Services, Fees, Terms and Conditions, and Hourly Rate Schedule attached to this document, constitutes a final written expression of all terms of this agreement and is a complete and exclusive statement of those terms. Any and all prior representations, promises, warranties, or statements by CanOpy Land Design that differ in any way from the terms of this written Agreement shall be given no force or effect. The terms of this Agreement can be modified only in writing which must be signed by both parties.

Agreed to: \_\_\_\_\_  
Client Name  
  
\_\_\_\_\_  
Signer Name (Typed or Printed)  
  
\_\_\_\_\_  
By: Authorized Signature  
  
Date: \_\_\_\_\_  
  
Title: \_\_\_\_\_

Agreed to:  
  
Canopy Land Design, LLC. \_\_\_\_\_  
Company Name  
  
Daniel Boutte \_\_\_\_\_  
CanOpy Land Design, LLC.  
  
\_\_\_\_\_  
By: Authorized Signature  
  
Date: \_\_\_\_\_  
  
Title: Owner / Landscape Architect \_\_\_\_\_









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

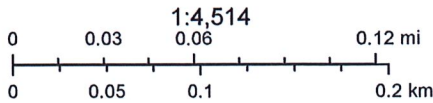
VENDOR INFORMATION					
Vendor	Company Name	Contact Person	Phone	Email	Date/Time Bid Received
A	APAC-Atlantic	Kody Harris	(865) 310-6132	Kody.Harrison@com	On-Time
B	Duracap Asphalt Paving Co.	Brian D. Smith	(865) 524-3365	Briansmith@duracapasphalt.com	On-Time
C	Junior Hommel Excavating	Guy Hommel Jr.	(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

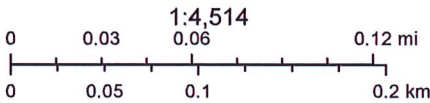


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Item 2 - Ridgewood Dr. from Bethel Church Rd to City Limits

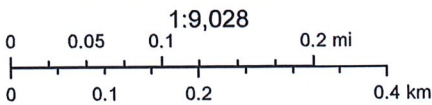
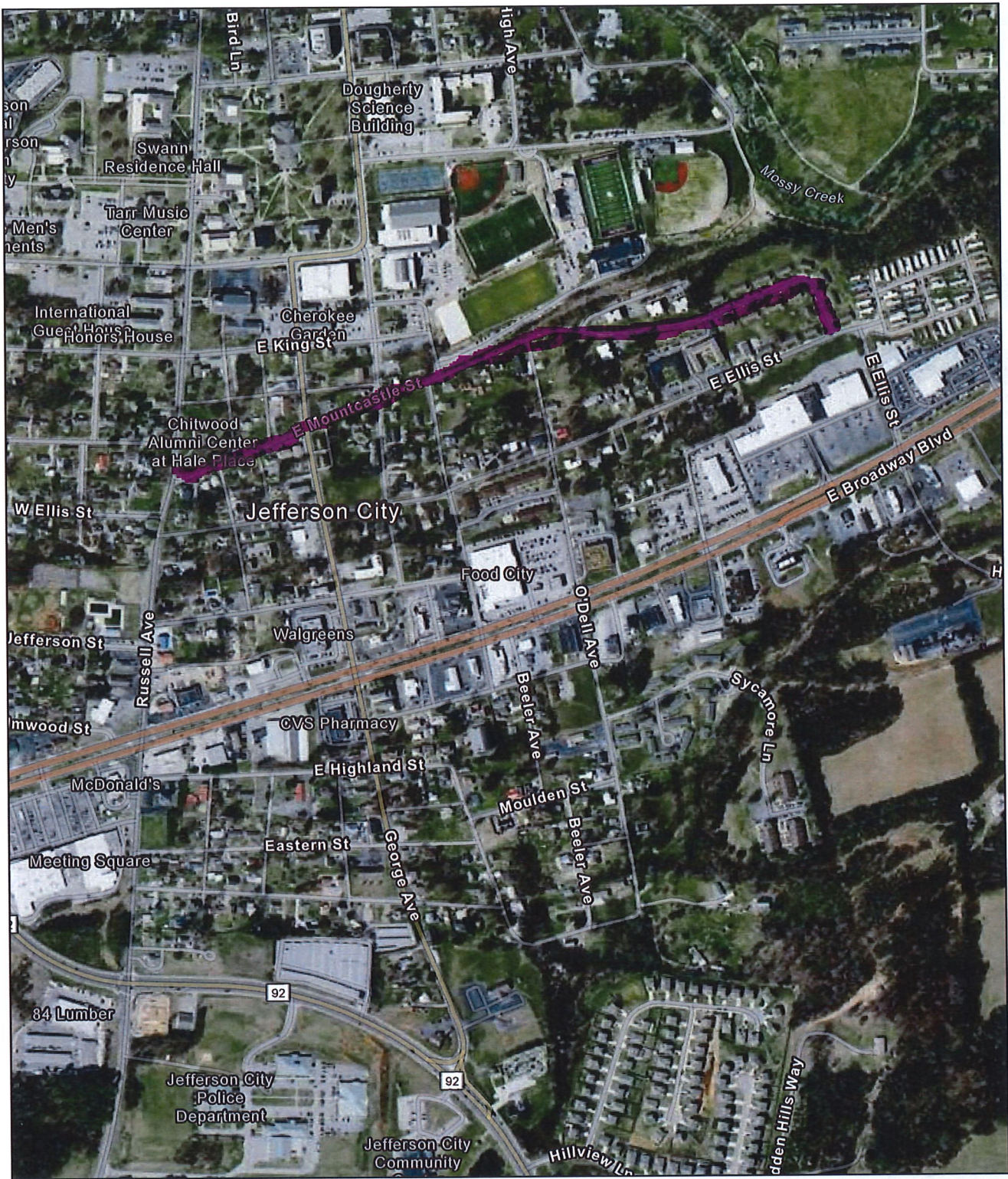


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Item 3: E. Mountcastle St. from Russell Avenue to E. Ellis St.

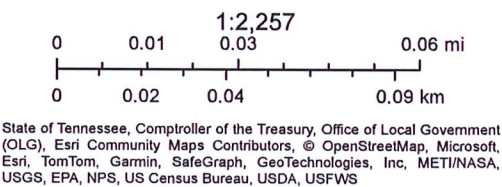
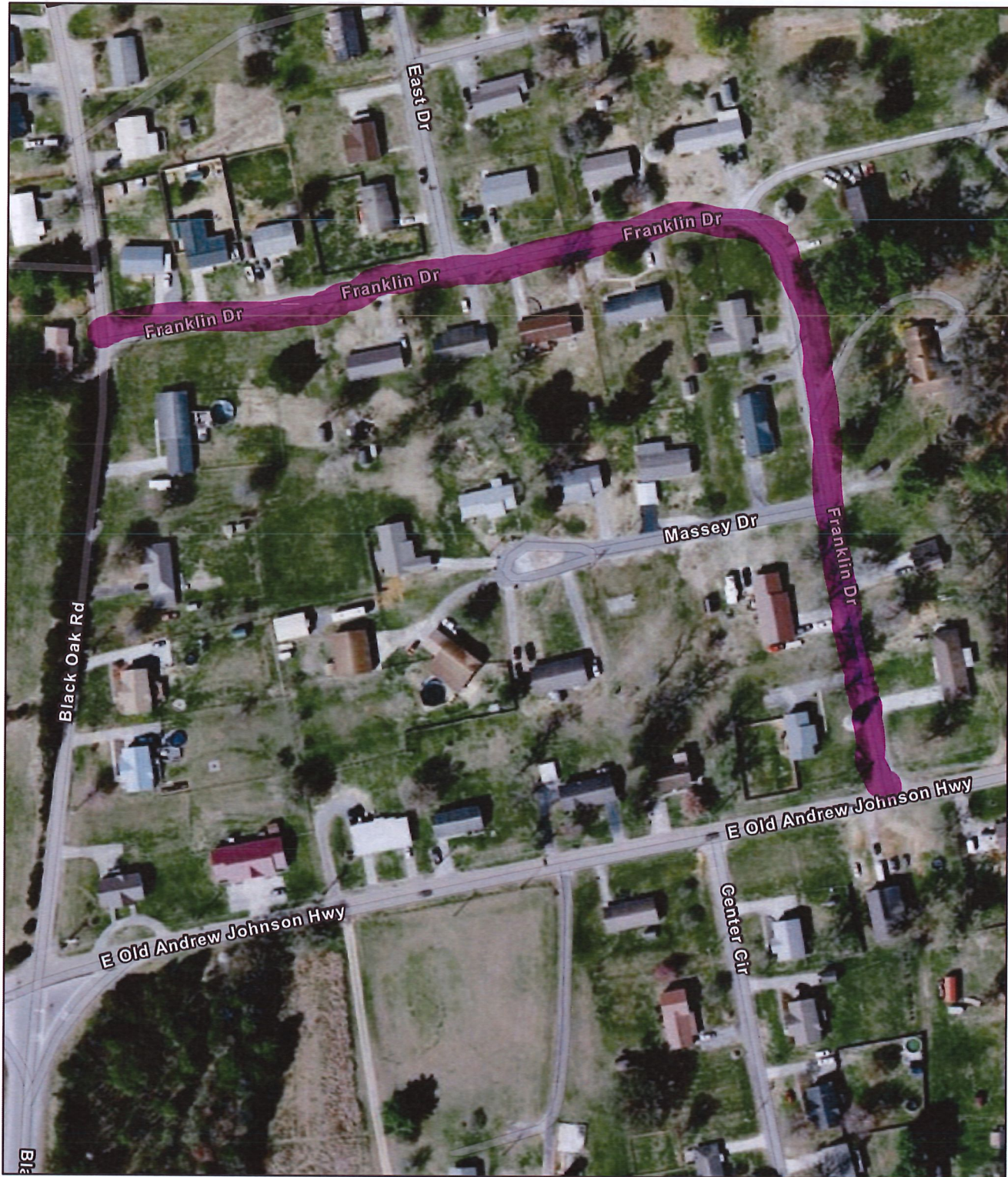


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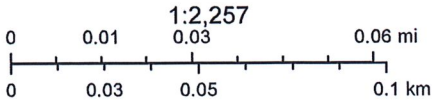
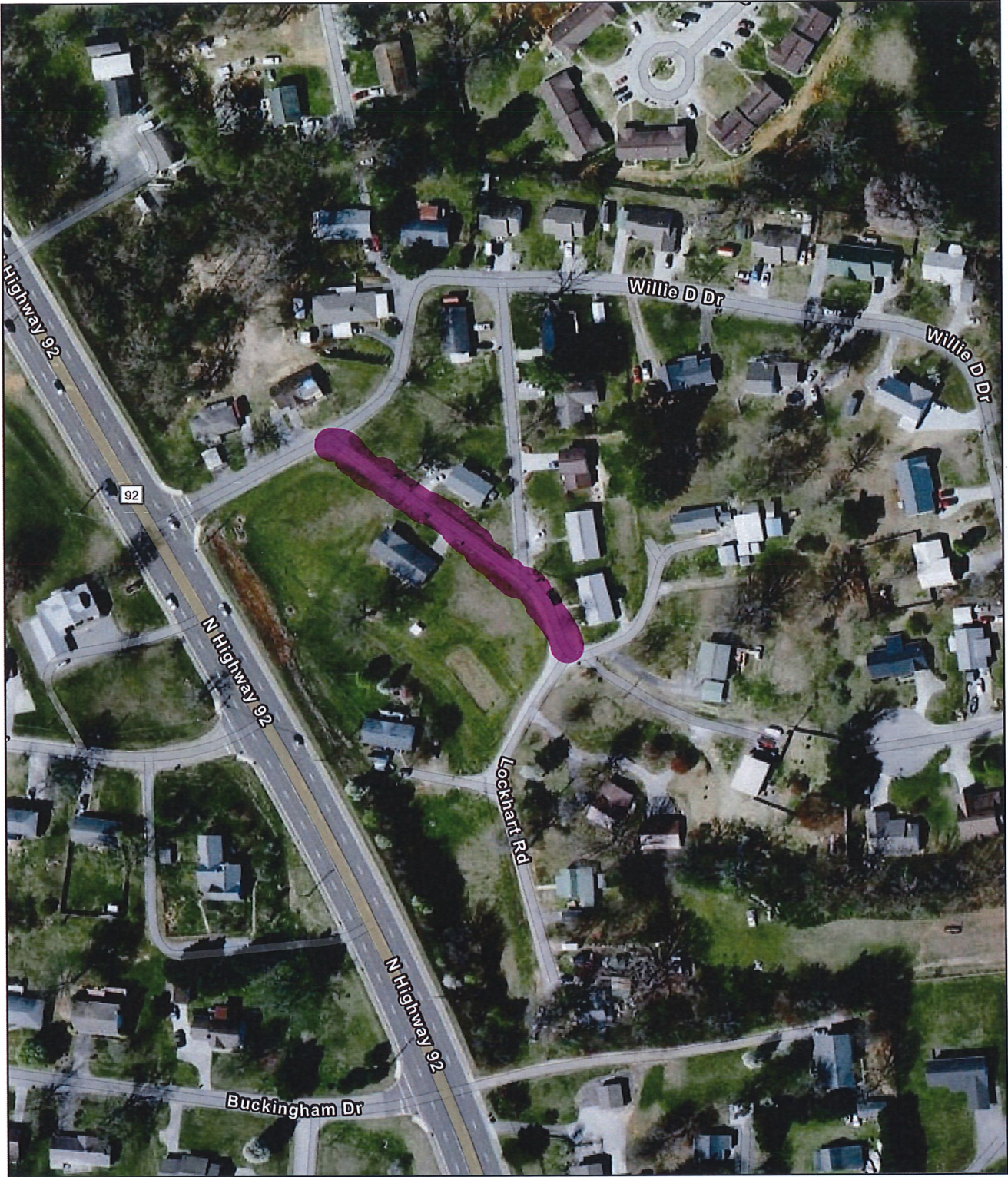
Item 4 - Franklin Drive



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

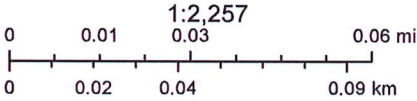
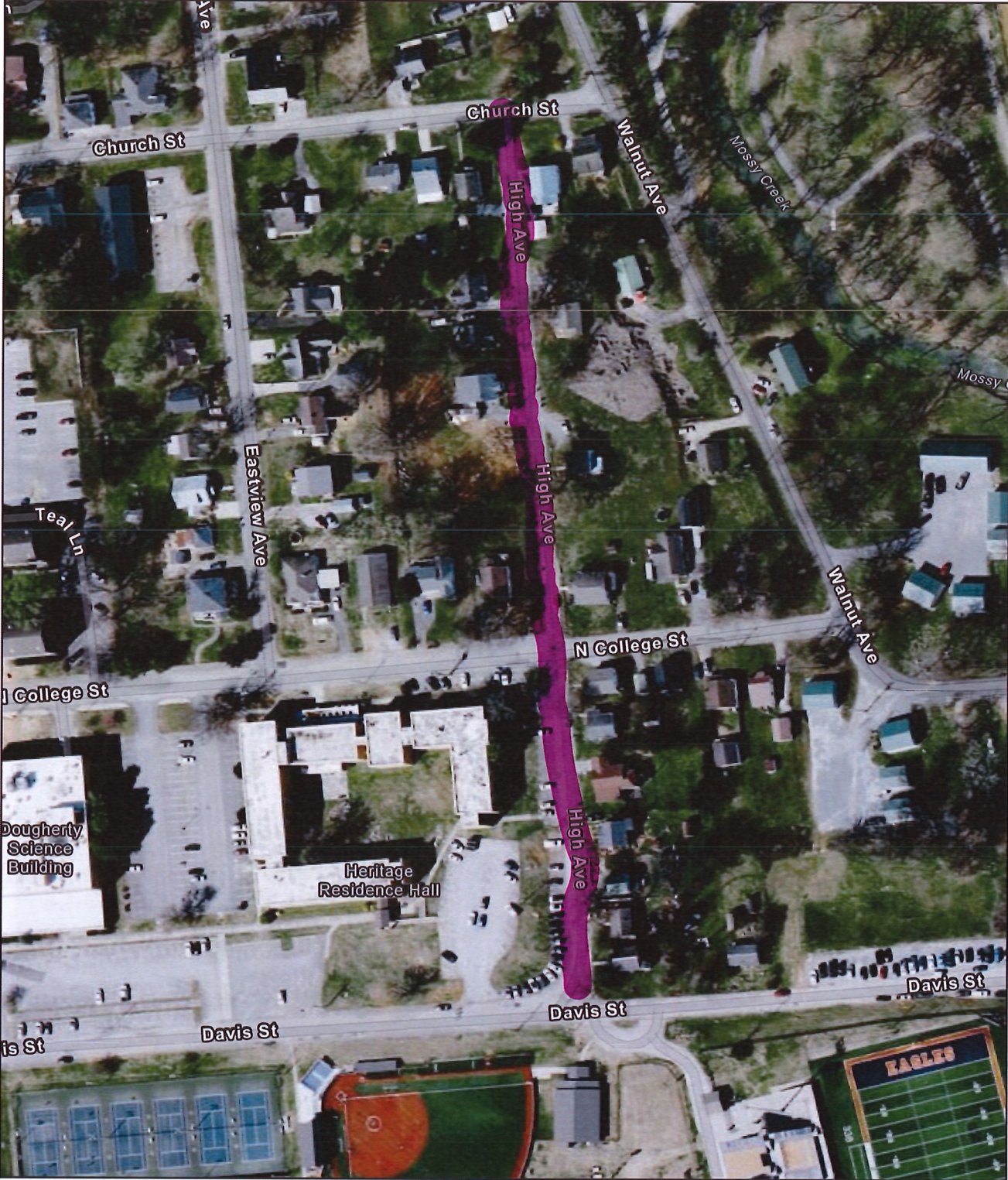


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Item 6 - High Avenue



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**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:

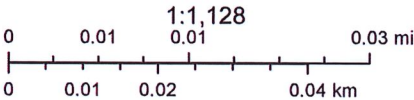
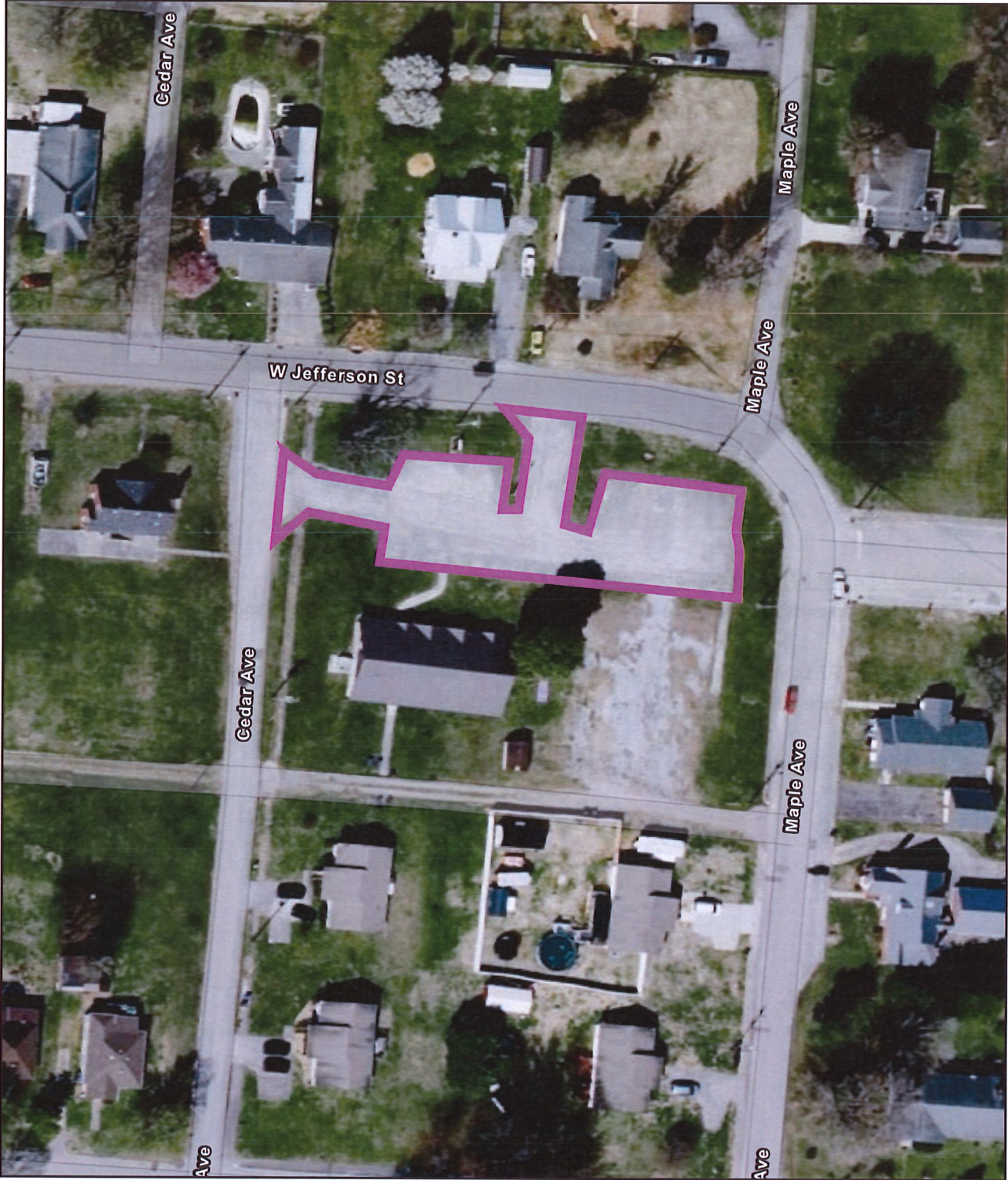
**Additional Alternate #1: Senior Center Parking Lot Resurfacing and Striping**

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



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## 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 14<sup>th</sup>, 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



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

# BID TABULATION SHEET

**Project Number:** 26-05

**Date Bids Advertised:** August 07, 2025

**Project Name:** Resurfacing & Paving of Senior Center Lot

**Bid Deadline (Date/Time):** August 14, 2025 @ 4PM

**Requesting Department:** BUILDING/CODES DEPARTMENT

**# of Addendums Issued:** None

## VENDOR INFORMATION

<u>Vendor</u>	<u>Company Name</u>	<u>Contact Person</u>	<u>Phone</u>	<u>Email</u>	<u>Date/Time Bid Received</u>
A	Paveway Asphalt, LLC	Staniel Scott	(865) 333-8792	<a href="mailto:staniel@pavewayllc.com">staniel@pavewayllc.com</a>	On-Time
B					
C					
D					

## BID SUMMARIES

<u>Item Description</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
BASE BID SUBMITTAL					
Senior Center Parking Lot \$	31,220.00				
ADDITIONAL ALTERNATES					
Neighborhood Center Lot \$	47,350.00				