



# City Council Regular Meeting Agenda

May 04, 2026 at 5:00 PM

Jefferson City Municipal Building

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**1. Call to Order**

Opening Prayer

Pledge of Allegiance

**2. Roll Call**

**3. Approval of Minutes from Previous Meetings**

a. Minutes from April 6, 2026 Regular Meeting

b. Minutes from April 27, 2026 Special Meeting

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

**5. Communications from the Mayor**

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

a. **Building/Codes/Planning Department Monthly Report.** Receive a report from Jeff Houston, Building Inspector, concerning a summary of the department's activity for April 2026.

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

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

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

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

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

**7. Appointments**

There are no appointments to be considered.

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

- a.** **Approve** the installation of Two HVAC Units at the Community Center
- b.** **Approve** the purchase of Zero Turn Mower
- c.** **Approve** the Fire Access Control for the Water Plant
- d.** **Approve** Change Order #8 for Fire Station #2
- e.** **Approve** use of JCFD Fire Station 2 Contingency Fund for IT/Low Voltage Needs
- f.** **Approve** ETDD Planning Services Contract for (FY27)
- g.** **Approve** ETDD Contract for Administration for Downtown Improvement Grant

## **9. Old Business**

- a.** **Second Reading** of Ordinance 2026-02 Establishing a "No Parking" Zone within Founder's Point Subdivision

## **10. New Business**

- a.** **First Reading** of Ordinance 2026-05 Amending and Updating the Stormwater Management Regulations for the City of Jefferson City
- b.** **Approve** Resolution 2026-11 to Authorize and Appropriate Funds for an Actuarial Study of the Cost Associated with a Hazardous Duty Supplemental Benefit Pursuant to Tennessee Code Annotate, Section 9-36-212

## **11. Adjourn**

Minutes of Regular Meeting  
April 6, 2026

The City Council of Jefferson City, Tennessee, met in regular session on Monday, April 6, 2026, at 5:00 p.m., at City Hall, 112 City Center Drive, with Mayor Mitch Cain presiding.

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

Roll Call by the City Recorder was as follows:

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

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

Upon motion of Councilwoman Combs, seconded by Vice Mayor Bunch, the Beer Board minutes of March 2, 2026, were unanimously approved as written.

Upon motion of Councilman Melton, seconded by Vice Mayor Bunch, the Regular Meeting minutes of March 2, 2026, were unanimously approved as written.

Upon motion of Councilman Melton, seconded by Councilwoman Combs, the Special Meeting minutes of March 30, 2026, were unanimously approved as written.

Upon request from Mayor Cain for citizen comments, there were none.

In communications from the mayor, he presented a Mayoral Proclamation for Arbor Day, declaring April 28, 2026, Jefferson City Arbor Day Celebration. He announced clean up week for Jefferson City is April 6th – 10th.

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.

James Gallup, City Manager, announced the following: the Jefferson City team continues to monitor membranes at the Water Plant and the second membrane is scheduled to arrive by the end of next week; he attended a meeting with TDOT regarding future safety signalization on the eastern end of town where 11E meets Old A.J. Highway; he thanked council for holding the special called meeting on March 30 which allowed the city to submit the application for the 2026 L.P.R.F. Grant for Roy Harmon Park; Clean-Up Week in Jefferson City is April 6 to April 10; the deadline to submit to Jefferson City’s Beautification Award Program is April 11; the kickoff presentation for the Downtown Improvement Grant Letter of Intent is April 14; the budget proposal for City Council’s consideration is April 21; JCPL Program Celebration of America’s 250th is April 25 from 9:30 a.m. to 2:00 p.m.; the Scouts of America

and Veterans Flag Retirement Ceremony is at 3:00 p.m. on April 25; there is a special called meeting for the first reading of the FY 26-27 Budget at 5:00 p.m. on April 27; the Arbor/Earth Day celebration will be at 10:30 a.m. on April 28 at the Jefferson City Public Library; the April calendar and newsletter for the Jefferson City Public Library is attached to the city manager's report; and the April calendar for the Senior Citizens Center is attached to the city manager's report.

Mayor Cain stated he is thankful for the community partners who are making Jefferson City look more attractive. He also stated that he appreciates the new street banners and that he has received several positive comments.

Upon motion of Councilwoman Combs, seconded by Councilwoman Purkey, Amber Moore was unanimously appointed to the Parks and Recreation Committee by council appointment for a two-year term.

Upon motion of Councilman Melton, seconded by Vice Mayor Bunch, Bobby Rogers was unanimously appointed to the Jefferson County Equalization Board by council appointment for a two-year term.

Mayor Cain announced that there is a seat open on the Jefferson City Housing Authority Board to fill the unexpired term of a director who has decided to retire. The mayor is appointing Eric Davidson of Jefferson City to fill the unexpired term which will run through March 2027.

Upon motion of Vice Mayor Bunch, seconded by Councilman Melton, the purchase of a grit auger in the amount of \$11,897.00 from MB&R for the Wastewater Treatment Plant, was unanimously approved.

Upon motion of Councilwoman Purkey, seconded by Councilwoman Combs, the request to clean two (2) sedimentation basins at the Water Plant by Superior Environmental Solutions, LLC in the amount of \$19,140.90 each (total of \$32,281.80), was unanimously approved.

Upon motion of Councilwoman Combs, seconded by Councilwoman Purkey, the request to approve the Design and Construction Services of McGill & Associates for Project Diabetes in the amount of \$50,000.00, was unanimously approved.

Upon motion of Councilman Melton, seconded by Vice Mayor Bunch, a one-time bonus of \$3,500.00 for the City Manager, James Gallup, was unanimously approved.

Upon motion of Councilman Melton, seconded by Vice Mayor Bunch, Ordinance 2026-02, an ordinance establishing a "No Parking" Zone within Founders Point Subdivision, was unanimously adopted on first reading.

Upon motion of Councilwoman Purkey, seconded by Councilwoman Combs, Resolution 2026-08, a resolution authorizing the use of funds for the Fire Department to purchase equipment through a CDBG Grant, was unanimously adopted.

Upon motion of Councilman Melton, seconded by Vice Mayor Bunch, Resolution 2026-09, a resolution declaring certain property as surplus property, was unanimously adopted.

Upon motion of Councilwoman Combs, seconded by Councilwoman Purkey, Resolution 2026-10, a resolution authorizing an extension of auditing and compliance services from Brown Jake and McDaniel PC, for FY 2025-2026 in the amount of \$41,800.00, was unanimously adopted.

The meeting was adjourned at 5:22 p.m.

\_\_\_\_\_  
Mitch Cain, Mayor

\_\_\_\_\_  
Bettina Chandler, City Recorder

Minutes of Special Meeting  
April 27, 2026

The City Council of Jefferson City, Tennessee, met in special called session on Monday, April 27, 2026, at 5:00 p.m., at City Hall, 112 City Center Drive, with Mayor Mitch Cain presiding.

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 request from Mayor Cain for citizen comments, there were none.

Upon motion of Councilman Melton, seconded by Vice Mayor Bunch, Ordinance 2026-03, an ordinance to levy a tax on all taxable property within the corporate limits of Jefferson City, was approved with a four to one vote on first reading.

James Gallup, City Manager, and Bettina Chandler, City Recorder, reviewed the budgets and fund balances for the General, Sanitation, Street Aid, Drug, and Water Sewer Funds. Mr. Gallup mentioned that there is still a budgetary question that was discussed at the April 21 Work Session should things go awry with the Police Services Agreement with Carson Newman University which could potentially create a budget shortfall for the city and how to recover revenue without reimbursement from the university. Robert Key, Senior Vice President for Financial and University Operations at Carson Newman University, spoke on behalf of the university.

Upon motion of Vice Mayor Bunch, seconded by Councilwoman Combs, Ordinance 2026-04, an ordinance adopting the annual budget for the fiscal year beginning July 1, 2026, and ending June 30, 2027, was unanimously approved on first reading.

The meeting was adjourned at 5:40 p.m.

\_\_\_\_\_  
Mitch Cain, Mayor

\_\_\_\_\_  
Bettina Chandler, City Recorder

# BUILDING/CODES ENFORCEMENT/PLANNING DEPARTMENT MONTHLY REPORT FOR APRIL 2026



## Permits and Inspections

Number of Permits Issued:

Building: 9

Sign: 2

Demo: 0

Floodplain: 0

Inspections Performed: 20

Certificates of Occupancy Issued: 4

Plan Reviews Performed: 2

Active Permits: 103

## Code Enforcement

Complaints Received: 6

Violations Found: 5

Notices of Violation Issued: 5 Citations Issued: 0

Cases Closed: 5

Total Open Cases: 13

## (NPDES) Stormwater

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

Stormwater Inspections Performed: 11

Violations Found: Multiple Minor Violations / Illicit Discharge Eliminated

Enforcement Actions Taken: Minor Violations Corrected on Site

Plan Reviews: 1

## City Planning

April 27<sup>th</sup> Agenda

Historic Zoning Commission

- a. Tommy Clapp - Consider Certificate of Appropriateness for Facade Alteration - Located at 106 E. Old A.J. Highway – **Certificate of Appropriateness Granted**

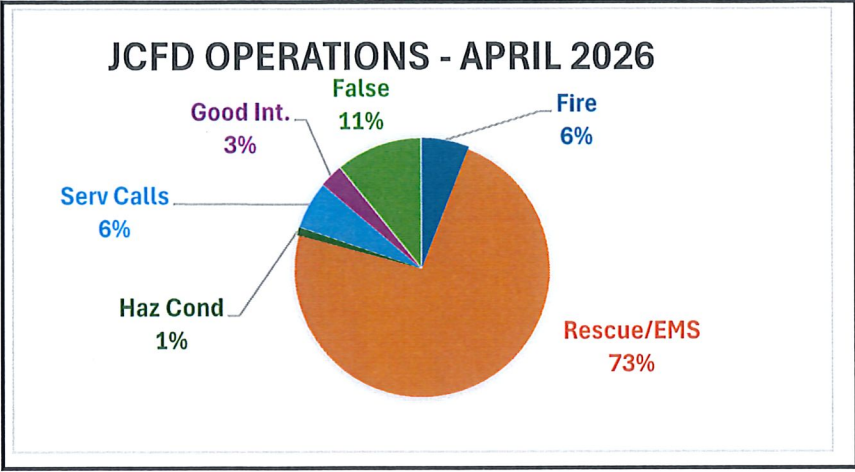
**BUILDING/CODES ENFORCEMENT/PLANNING DEPARTMENT**  
**MONTHLY REPORT FOR APRIL 2026**

Regional Planning Commission

- a. Kevin Lamb - Consider Site Plan Revision for Outdoor Storage Facility - Located off N. Chucky Pike – **Approved with Contingency**
- b. Jeannine Hurt - Consider Site Plan Revision for “To Go” Sandwich Shop in Existing Building - Located off E. Broadway Blvd. – **Approved with Contingency**

**Jefferson City Fire Department Monthly Activity Report - April 2026**

**OPERATIONS**  
**Calls for Service - April 2026**  
 Fires - 6  
 Rescue/Emergency Medical - 74  
 Hazardous Conditions - 1  
 Service Calls - 6  
 Good Intent - 3  
 False Alarms/Calls - 11  
  
 Total - 101



**JCFD OPERATIONAL BENCHMARKS - MARCH 2026**  
 Turn-Out Time (<60 sec on Medicals, <80 seconds on Fires) - Average: \_\_\_\_\_ 90%: \_\_\_\_\_  
 Response Time (Time from Notification to Arrival) - Average: \_\_\_\_\_ 90%: \_\_\_\_\_  
 Overlapping Incidents - \_\_\_\_\_

**OPERATIONS**  
**EMS Call Breakdown - 4/26**  
 Medical Alarm - 1  
 Allergic Reaction - 1  
 Assault Victim - 2  
 Bleeding - Non Controlled - 4  
 Breathing Problems - 13  
 Cardiac Arrest - 1  
 Change in Mental Status - 7  
 Chest Pain/Cardiac - 15  
 Diabetic - 5  
 Lifting Assistance - 1  
 Head Injury - 6  
 Motor Vehicle Collisions - 7  
 OB/Pregnancy - 1  
 Seizures - 5  
 Stroke - 2  
 Trauma - 1  
 Unconscious/Unresponsive - 7  
 Unknown Medical Problem - 1

**TRAINING**  
 In April, JCFD Firefighters trained on Booster Tank Back-Up operations and the TFACA portable training tower operations, new aerial apparatus training, Pediatric Patient Care, rail dome leak containment and Firefighter SCBA change-overs.

Shift	Hours	TOTAL DEPT TRAINING HRS
JCFD Red Shift	360 hours	1,250.5
JCFD Green Shift	202 hours	
JCFD Blue Shift	455 Hours	

**FIRE AND RISK REDUCTION**  
 Fire Company Inspections - 16  
 Station Tours/Visits - 2  
 Plan Reviews - 3  
 Public Education Deliveries - 3  
 Smoke Alarms Installed - 1  
 Child Seat installation/Inspections - 1

- JCFD attended the Appalachian Electric Co-Op Senior Health Fair on 4/7/2026 to teach fire safety and hands-only CPR to attendees.  
 - JCFD Staff participated in the Grainger County High School Job Fair on 4/28/2026.

JCFD APPARATUS AND EQUIPMENT STATUS - APRIL 2026



JCFD ENG 53 - Pumper  
(2019 Pierce Impel)  
1500 GPM Pump, 750 Gal Tank

-In Service 30 Days



JCFD ENG 51 - Pumper  
(2013 Ferrara Ignitor)  
1500 GPM Pump, 750 Gal Tank

-In Service 3 Days

Full Front Springs and steering box replacement.



JCFD ENG 52 - Pumper  
(2003 Pierce Saber)  
1500 PGM Pump, 1000 Gal Tank

- In Service 24 Days

Air Brake Diverter Valve replacement  
Emergency Lightbar Replacement  
Brake adjustment



JCFD ENG 56 - Pumper  
(1997 KME Ford 700)  
1250 GPM Pump, 1000 Gal Tank

-In Service 28 Days

Deck gun valve replaced



JCFD SQD 51 - Rescue  
(2013 Ferrara Freightliner)

-In Service 30 Days



JCFD TRK 51- Aerial Ladder  
(2002 Ferrara Inferno)  
2000 GPM Pump, 300 Gal Tank, 100'  
Aerial Platform

-In Service 30 Days

**OTHER ITEMS OF INTEREST:**

- Construction progress on JCFD Station 2 continues with plumbing and wiring being installed.
- Chief Turner instructed the WSCC Advanced EMT Class on Hazardous Materials Awareness training in April.
- New aerial platform truck training was completed by the manufacturer and seller in April for all personnel. The Department will host the "Push-In" Ceremony on 5/4/2026 immediately following the City Council Meeting at Station 1.
- Chief Turner attended the Jefferson County E-911 Board Meeting on 4/16/2026.
- Firefighters Annela McCowen and Colton Malone graduated the 11-week 400 hour Basic Recruit Academy in Greeneville on 4/28/2026. Firefighter Maone won the Academic Achievement Award for the highest GPA in class.

# JCFD ACTIVITIES STATUS - APRIL 2026



## Parks and Recreation Monthly Report April 2026

### Weekly Attendance

Sat. March 28 <sup>th</sup> - Fri April 4 <sup>th</sup>	828
Sat. April 5 <sup>th</sup> - Fri. April 10 <sup>th</sup>	803
Sat. April 11 <sup>th</sup> - Fri. April 17 <sup>th</sup>	859
Sat. April 18 <sup>th</sup> - Fri. April 24 <sup>th</sup>	897

Monthly staff meeting with maintenance and front desk staff.

I attended weekly department head team meetings.

Installation of the new Sand Filtration System has been completed.

Secufire has nearly completed installing new sprinklers in the indoor pool.

The proposed 2026-2027 budget has been submitted.

The land survey at Mossy Creek Sports Complex has been completed.

We received a new copier/printer for the Community Center

The Dectron Unit has been installed at the Community Center.

We have installed a new boiler for the indoor pool.



# Jefferson City Police Department

"Integrity, Service & Dedication"

Andy Dossett, Chief of Police



Section 6, Item d.

## Monthly Report April 2026

### Training

Officer(s)	Training/Location	Hours
Dept-wide	Annual in-service training	40
D/Sgt. Paul Henderson	National Forensics Academy UT LEIC	400
Sgt.'s Dean, Cardwell, Hager, Beckner, Peoples	FBI LEEDA Supervisory Leadership Institute	40
PO Langley Wilson	Intro to LE Records Mgmt. WSCC	8
Sgt. Jason Dean	UTV Operations train the trainer WSCC	8

### Community Outreach

Officer(s)	Event/Project/Meeting	Hours
Lt. Hammer, Sgt. Cardwell, PO Reff	Grainger High Career Fair	5

### Municipal Court Report

<b>Citations Heard</b>	59	<b>Docket Count</b>	84	<b>Fines/Costs Imposed</b>	7493.50
<b>Fines/Costs Collected</b>	20330.90	<b>Fines/Costs Referred</b>	2657.50	<b>Fail to Appear</b>	38
<b>Guilty</b>	20	<b>Not Guilty</b>	2	<b>Charges Dismissed</b>	3
<b>Referred to Driving School</b>	17				

### Patrol Activity

<b>911 Calls for Service</b>	1132	<b>Vehicle Crash</b>	24	<b>Miles Patrolled</b>	21649
<b>Reports Filed</b>	74	<b>Citations</b>	441	<b>Property Checks</b>	9189
<b>Drug Violations</b>	16	<b>Vehicle Stops</b>	573	<b>DUI</b>	4
<b>Misd. Arrests</b>	63	<b>Felony Arrests</b>	6		

### Announcements/Updates/Employee Recognition

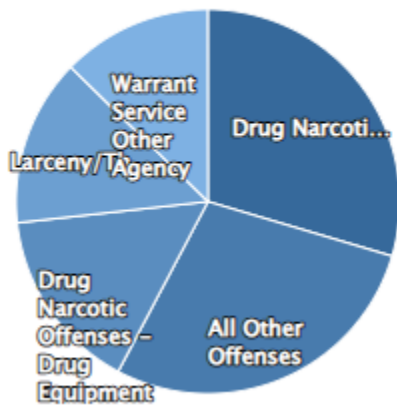
- All JCPD shift supervisors completed the FBI Law Enforcement Executive Development Association "Supervisory Leadership Institute" training class.

Incident Offenses

Alphabetical:

All Other Offenses	19
Assault Offenses - Aggravated Assault	5
Assault Offenses - Simple Assault	4
Destruction/Damage/Vandalism of Property	3
Disorderly Conduct	1
Driving Under the Influence	2
Drug Narcotic Offenses - Drug Equipment Violations	10
Drug Narcotic Offenses - Drug/Narcotic Violations	18
Drunkenness	1
Fraud Offenses - Credit Card/Automatic Teller Machine Fraud	1
Fraud Offenses - Impersonation	2
Incident	4
Larceny/Theft Offenses - All Other Larceny	2
Larceny/Theft Offenses - Shoplifting	10
Larceny/Theft Offenses - Theft From Building	1
Warrant Service Other Agency	7
Weapon Law Violations	1

Incident Distribution



Cases

This Month

Total Cases	25
Active Cases	111
Cleared Cases	15
Cold Cases	4
Unfounded Cases	3
Expunged Cases	0
Preliminary	0
Investigating	115
Review	0
Grand Jury	0
Indictment	0
Prosecuting	1
Conviction	0
Acquittal	0
Appeal	0
Followup	0
Closed	17

100 City Center Drive-Jefferson C  
Office (865) 475-2002 Fax (865) 475-4794

**Major Projects Status**

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

**Task – March 2026**

**Water & Sewer**

Water Taps: 1  
Sewer Taps: 1  
Water Treated: 136.40 million gallons  
Water leaks: 15  
Wastewater Treated: 31.41 million gallons.  
Wastewater effluent violation: 0  
Overflow: 0

**Streets & Sanitation**

Brush Hauled – 45 loads.  
Junk Hauled – 34 loads.  
Recycle Hauled – 40.87 tons.



## OFFICE OF THE CITY MANAGER

### City Manager Report

May 04, 2026

#### Activities:

- Attended LAMTPO Technical Advisory Committee Meeting/Hosted Executive Meeting
- Conducted public engagement for the 2026 Clean-Up Week & Beautification Award Program
- Organized beautification project for city staff at City Center entry sign and Roy Harmon Park
- Hosted public kickoff meeting for the 2026 Downtown Improvement Grant with ETDD
- Met with Chamber of Commerce regarding a county-wide Main Street Program
- Attended Jefferson County Economic Alliance's 3<sup>rd</sup> Quarter meeting
- Hosted pre-construction meeting for the county's Wildlife Viewing Area upgrade project
- Presented to the City Council our budget proposal for Fiscal Year 2027
- Attended the 2026 Tennessee City Management Association's Spring Conference
- Celebrated Administrative Professional's Day with front office employees
- Interviewed with the city's Bonner Scholar intern for her programs capstone project
- Met with consultant from the UT Institute of Public Service regarding updating land use plan
- Attended the Good Scout Award Banquet Ceremony with Troop 76 in honor of Sheila Wiggins
- Coordinated Jefferson City's 2026 Arbor Day/Earth Day Celebration with community partners
- Fielded questions from Troop 76 Boy Scouts interested in learning more about government
- Hosted the Chamber of Commerce's Youth Leadership to learn about local government

#### Announcements/Events:


- 05 May – Parks & Rec's MLB Pitch, Hit, & Run Competition at Morgan Wallen Field
- 07 May – National Day of Prayer at City Center with Ministerial Association (8AM at the Flag)
- 07 May – Habitat for Humanity Groundbreaking Ceremony at 4:30PM (Manis Ridge Circle)
- 15 May – Mossy Creek Downtown Movie Night – 8PM, feature film: "Coco"
- 23 May – Tentative opening of Outdoor Pool at Roy Harmon Park
- 25 May – City offices are closed in observance of Memorial Day
- 29-30 May – Creek Fest hosted by the Mossy Creek Foundation in downtown Jefferson City

Jefferson City Senior Center is conducting interviews for a new Senior Center Director.

#### Attachments:

- Jefferson City Public Library May Calendar/Newsletter/Bulletin

# MAY, 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	<sup>1</sup> FRIDAY	<sup>2</sup> SATURDAY
 <b>JCPL</b> <small>JEFFERSON CITY PUBLIC LIBRARY</small>				<b>9AM YOGA</b> <b>3:30PM SCRIBBLE SOCIETY</b>	<b>11AM POETRY PERSPECTIVES</b>
<sup>4</sup> <b>10AM UKULELE CLUB</b> <b>3PM TN HISTORY PRIOR TO STATEHOOD</b>	<sup>5</sup> <b>CLOSED FOR ELECTION DAY</b>	<sup>6</sup> <b>10:30AM STORYTIME GO!</b> <b>3PM WATERCOLOR</b> <b>4PM MOVIE TIME</b>	<sup>7</sup> <b>10:30AM LITTLE LISTENERS</b>	<sup>8</sup> <b>9AM YOGA</b> <b>3:30PM SCRIBBLE SOCIETY</b>	<sup>9</sup> <b>11AM POETRY PERSPECTIVES</b>
<sup>11</sup> <b>10AM UKULELE CLUB</b>	<sup>12</sup> <b>10:30AM HOMESCHOOL</b> <b>4PM ROCK PAINTING</b>	<sup>13</sup> <b>10:30AM PREPARING FOR KINDERGARTEN</b> <b>3PM WATERCOLOR</b>	<sup>14</sup> <b>10:30AM LITTLE LISTENERS</b>	<sup>15</sup> <b>9AM YOGA</b> <b>3:30PM SCRIBBLE SOCIETY</b>	<sup>16</sup> <b>11AM POETRY PERSPECTIVES</b>
<sup>18</sup> <b>10AM UKULELE CLUB</b> <b>3PM CIVIL WAR IN TN</b> <b>4:30PM BAT APPRECIATION</b>	<sup>19</sup> <b>10:30AM HOMESCHOOL</b> <b>4PM ADULT CRAFT</b>	<sup>20</sup> <b>10:30AM STORYTIME GO!</b> <b>3PM WATERCOLOR</b>	<sup>21</sup> <b>10:30AM LITTLE LISTENERS</b> <b>4PM LEGO BUILDERS</b>	<sup>22</sup> <b>9AM YOGA</b> <b>3:30PM SCRIBBLE SOCIETY</b>	<sup>23</sup> <b>11AM POETRY PERSPECTIVES</b>
<sup>25</sup> <b>CLOSED FOR MEMORIAL DAY</b>	<sup>26</sup> <b>9:30AM SOCIAL MEDIA WORKSHOP</b> <b>2PM SUMMER READING KICKOFF</b>	<sup>27</sup> <b>10:30AM STORYTIME GO!</b> <b>3PM WATERCOLOR</b>	<sup>28</sup> <b>10:30AM LITTLE LISTENERS</b>	<sup>29</sup> <b>9AM YOGA</b> <b>3:30PM SCRIBBLE SOCIETY</b>	<sup>30</sup> <b>11AM POETRY PERSPECTIVES</b>

# Additional Events

## Virtual Field Trips:

Join us for virtual field trips to the Tennessee State Museum and Archives in Nashville! There will be additional children's activities each day.

**Monday, May 4 3:00-4:00pm**

"Tennessee Prior to Statehood"

**Monday, May 18 3:00-4:00pm**

"Civil War in Tennessee"



## Movie Night:

**Wednesday, May 6 4:00-6:00pm**

Join us for popcorn and refreshments as we watch the 1985 film Back to the Future. Everyone is welcome, and as always, it's FREE!



**Wednesday, May 13 10:30-11:30am**

## Preparing Your Child For Kindergarten:

Join certified UT Extension Educators in the JCPL conference hall for a FREE class to learn the ins and outs of kindergarten preparation. We will offer Storytime in a separate room for children during the presentation.



**Monday, May 18 4:30-5:30pm**

Join special guest speaker and bat rehabilitator Susie Kaplar as we learn about bat appreciation and conservation. She will be bringing live bats for everyone to see!

**Tuesday, May 26 9:30am**

## Optimize Your Social Media Profiles:

Join J Rachel West and learn how to create standout profiles on Facebook, Instagram, TikTok, and LinkedIn to attract the right people to your page.

Find us on Facebook and Instagram!

f @JeffersonCityPublicLibrary

ig @jeffcipublib

# May at JCPL

Section 6, Item f.

## What's happening at the library

Kicks off May 26th

STOMP!  
CHOMP!  
ROAR!

SUMMER READING  
2026

Unearth A Story

## Closings/ Holidays

The library will be closed  
Tuesday, May 5 for Election Day  
and Monday, May 25 in observance of Memorial 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! **May 19 will be the last Homeschool Academy date for this school year. We will resume again after the summer reading program ends.**

**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, May 21 at 4:00pm**  
The third Thursday of every month, bring your imagination and we'll bring the Legos!



# Teens and Up

**Scribble Society Writing Group: Fridays at 3:30pm**  
For teens and adults. Join us for writing, sprints, and fun with fellow writers. We meet every Friday and talk about how our writing is going before working on a prompt and then sharing our work.

**Anime Club: There will be no Anime Club this month. 4:00-5:30pm**  
Anime Club will be meeting once monthly. For more information, contact Andrew Smith at 865-318-5890.

# Adults

Section 6, Item f.



**Mixed Media Arts & Crafts: Tuesday, May 19 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, May 5 at 4:30pm**  
The first Tuesday of every month, come to talk about your latest reads. Make friends, have snacks, and enjoy the company of other readers!

**Watercolor Club: Wednesdays at 3:00pm**  
No talent required. Bring your own supplies and get creative!

**Yoga: Fridays at 9:00am**  
Bring your own mat. Beginner friendly!

# Teens and Up

**Rock Painting Workshop: Tuesday, May 12 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.



**Parks & Recreation Department**  
**AGENDA ITEM REPORT**

**TO:** City Council  
**FROM:** Parks & Recreation  
**DATE:** 4-6-2026  
**SUBJECT:** Accept bids for (2) HVAC units at the Community Center

---

**BACKGROUND:**

- This project involves the replacement of (2) original HVAC units at the Jefferson City Community Center.
- This will help with the heating and cooling of the Aerobics Room, three offices, and the meeting room.

**FISCAL IMPACT:**

- This is included in the 2025-2026 budget. The total amount budgeted for the project was \$50,000.00.
- The cost for the completion of this project is \$45,000.00. It comes in \$5,000.00 under budget.

**REQUEST/RECOMMENDATION:**

I'm requesting council to accept the bids from RT Service.

**ATTACHMENTS:**

### BID TABULATION RECORD

PURPOSE OF BID: # 26-07 JCCC HVAC System Replacement

DATE & TIME: 3-24-24 @ 3pm

BIDDER

TOTAL BID PRICE

BIDDER	TOTAL BID PRICE
RT Services	
Hall / office area	22,500.00
Aerobic / Community	22,500.00
	<u>45,000.00</u>



## PUBLIC WORKS DEPARTMENT AGENDA ITEM REPORT

**TO:** Mayor and City Council  
**FROM:** Porter Massengill, Public Works Director  
**DATE:** April 16, 2026  
**SUBJECT:** Purchase of Zero Turn Mower

---

**BACKGROUND:**

- The Council approved \$12,000 for the purchase of a flail mower for the Street Department in the current FY 25-26 Budget.
- It has been determined that a zero turn mower with a six-foot deck instead would be more efficient for mowing ROW's on Highway 92 and 11-E. This mower could also be used to mow the Public Works Building area.

**FISCAL IMPACT:**

Approval is needed for this purchase because the dollar amount of this expenditure is greater than \$10,000.

**REQUEST/RECOMMENDATION:**

We request permission for this purchase and to waive the bid process, as it is an Omnia quote.

**ATTACHMENTS:**

Omnia quote for a zero-turn mower.

Section 8, Item b.



Fw: Quote #1083117 from Outdoor Power Plus

From Brian Rhodes <brhodes@jeffersoncitytn.gov>  
Date Tue 3/24/2026 12:53 PM  
To Porter Massengill <pmassengill@jeffersoncitytn.gov>

From: sales@exmark.com <sales@exmark.com>  
Sent: Tuesday, March 24, 2026 12:45 PM  
To: Brian Rhodes <brhodes@jeffersoncitytn.gov>  
Cc: outdoorpowerplus16@gmail.com <outdoorpowerplus16@gmail.com>; outdoorpowerplus16@gmail.com <outdoorpowerplus16@gmail.com>; OUTDOORPOWERPLUS16@GMAIL.COM <OUTDOORPOWERPLUS16@GMAIL.COM>  
Subject: Quote #1083117 from Outdoor Power Plus

**\*\*\*\*\*CAUTION\*\*\*\*\***  
THIS EMAIL WAS GENERATED FROM OUTSIDE OF THE CITY OF JEFFERSON CITY. DO NOT CLICK LINKS OR OPEN ATTACHMENTS UNLESS YOU RECOGNIZE THE SENDER AND KNOW THE CONTENT IS SAFE!



**Prepared For**

BRIAN RHODES  
CITY OF JEFFERSON CITY  
112 CITY CENTER DRIVE  
JEFFERSON CITY, TN 37760  
BRHODES@jeffersoncitytn.gov  
865-591-4958

**Prepared By**

Mary Gatlin  
Outdoor Power Plus (#150S705)  
1025 W Hwy 11 E  
New Market, TN 37820  
(865) 262-9577  
outdoorpowerplus16@gmail.com

Quote # **1083117**  
Quote Type **OMNIA**  
Created On  
**3/24/2026**

**Equipment**

Lazer Z S-Series 25.5 HP\* Kaw FX801V w/ 72" UltraCut Series 4 Deck, Susp Seat & Wide Semi-Pneum Tires

CSP	Price	Quantity	Extended Price
\$14,599.00	\$11,749.00	1	\$11,749.00

Notes  
ATTENTION BRIAN RHODES

Equipment Total	\$11,749.00
Sales Tax (9.750 %)	<del>\$1,145.53</del>
Total	<del>\$12,894.53</del>

Prices subject to change.  
Prices shown are in USD.



## INFORMATION TECHNOLOGY DEPARTMENT AGENDA ITEM REPORT

**TO:** Mayor and City Council  
**FROM:** Allen Gillespie, IT Manager  
**DATE:** April 16, 2026  
**SUBJECT:** Water Plant Access Control (SecuFire) Project – Phase 2 Approval and Bid Waiver

---

### BACKGROUND:

- Request approval to proceed with the Water Plant Access Control Phase 2 project with SecuFire, LLC, for a total cost of \$15,277.68.
- Request waiver of the formal bid process to continue with the City’s existing vendor. Phase 1 has been negotiated by IT to be completed at no cost to the City as part of approval of the four fire alarm projects at City Center, contingent upon Council approval. No work has begun on this project, and all phases are pending formal Council approval. Continuing with SecuFire provides continuity, compatibility with the proposed system, and avoids duplicative cost and delay at a critical infrastructure facility.

### FISCAL IMPACT:

Phase 1: \$0.00 (pro bono as negotiated). Phase 2: \$15,277.68 one-time project cost to complete the system.

### REQUEST/RECOMMENDATION:

Approve the Water Plant Access Control Phase 2 project in the amount of \$15,277.68 and authorize waiver of the bid process to allow SecuFire, LLC, as the existing vendor, to complete the project.

### ATTACHMENTS:

Quote from SecuFire





## **FIRE DEPARTMENT AGENDA ITEM REPORT**

**TO:** Mayor and City Council  
**FROM:** Lee Turner, Fire Chief  
**DATE:** April 16, 2026  
**SUBJECT:** Proposed Change Order #8

---

### **BACKGROUND:**

- Change Order #8 reduces the contract by \$8,750 to change from Pad Mounted Transformer to Pole Mounted Transfer.

### **FISCAL IMPACT:**

The net price change for the project will now be (\$30,813.53). The new contract sum will be \$5,171,986.47.

### **REQUEST/RECOMMENDATION:**

We are requesting Change Order #8 to be approved as presented and recommended by the City's Architect.

### **ATTACHMENTS:**

Change Order #8

# AIA® Document G701® – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Jefferson City Fire Station No. 2  1075 Odyssey Road Jefferson City, TN 37760	<b>CONTRACT INFORMATION:</b> Contract For: Jefferson City Fire Station No. 2 Date: 05-12-2025	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 008  Date: 02-10-2026
<b>OWNER:</b> <i>(Name and address)</i> City of Jefferson City, TN 112 City Center Drive Jefferson City, TN 37760	<b>ARCHITECT:</b> <i>(Name and address)</i> Allen & Hoshall 5746 Marlin Road Suite 102 Chattanooga, TN 37411	<b>CONTRACTOR:</b> <i>(Name and address)</i> McSpadden Inc P. O. Box 948 Dandridge, TN 37725

**THE CONTRACT IS CHANGED AS FOLLOWS:**  
*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Change from Pad Mounted Transformer to Pole Mounted Transformer--Deduct (8,750.00)

The original Contract Sum was	\$ 5,202,800.00
The net change by previously authorized Change Orders	\$ (22,063.53)
The Contract Sum prior to this Change Order was	\$ 5,180,736.47
The Contract Sum will be decreased by this Change Order in the amount of	\$ 8,750.00
The new Contract Sum including this Change Order will be	\$ 5,171,986.47

The Contract Time will be increased by Fourteen (14) days.  
The new date of Substantial Completion will be 07-26-2026

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

		_____
ARCHITECT <i>(Signature)</i>	CONTRACTOR <i>(Signature)</i>	OWNER <i>(Signature)</i>
Robert M Thew, Project Architect	Charles E McSpadden, VP	_____
<i>(Printed name, title, and license number if required)</i>	<i>(Printed name and title)</i>	<i>(Printed name and title)</i>
March 17, 2026	2-10-2026	_____
Date	Date	Date



## Jefferson City Fire Department AGENDA ITEM REPORT

**TO:** City Council

**FROM:** Lee Turner, Fire Chief

**DATE:** April 17, 2026

**SUBJECT:** Use of JCFD Fire Station 2 Contingency Fund for IT/Low Voltage Needs

---

### BACKGROUND:

- The JCFD Fire Station 2 Contingency Fund is \$75,000 which is set aside to cover expenses that appear during the duration of the project. The contingency amount is covered in the original bid proposal and does not require a “Change Order” to use.
- There is no fiscal impact on the use of the contingency funds in the cost of the original total, due to their costs already calculated into the original approved bid contract.

### FISCAL IMPACT:

- The only fiscal cost associated with this use is that the fund will be deducted \$21,917.00, leaving \$53,083.00 in the fund.

### REQUEST/RECOMMENDATION:

It is my recommendation that the City of Jefferson City request the contractor, McSpadden, Inc release \$21,917.00 from the JCFD Station 2 Construction Project Contingency Fund for installation of the JCFD Station 2 low voltage/IT systems as detailed in the attached quote from the City’s IT Company, SecurFire.

### ATTACHMENTS:

SecurFire Quote/Proposal #135 – Jefferson City Fire Station 2 - Low Voltage  
Letter to McSpadden, Inc. requesting release of Contingency Funding for Low Voltage/IT



**Secufire, LLC**  
9111 Cross Park Dr Suite D200 Knoxville TN  
37923  
**P: 8657701484**  
**License #: TNLV# 2501, TN Extinguisher#**  
**547, TN Sprinkler# 611, KYLV# FAR2008, KY**  
**Sprinkler# SC00070, ALLV# 0953**  
**Proposal Date: 03-31-2026**

**Prepared By**  
**Noah Keebler**  
[noahk@secufire.com](mailto:noahk@secufire.com)

**Prepared For**  
**Jefferson City Fire Station 2**  
**Odyssey Rd Jefferson City TN 37760**  
**Allen Gillespie**  
[agillespie@jeffersoncitytn.gov](mailto:agillespie@jeffersoncitytn.gov)  
--

## Summary

Quote for installation of access control, camera system and data drops for newly constructed fire station.

## Scope Of Work

### Scope of Work – Camera & Access Control Installation

**Project:** Jefferson City Fire Station 2  
**Location:** Jefferson City, TN

### Overview

SecuFire will provide installation services for camera and access control systems at Jefferson City Fire Station 2. This scope includes furnishing select access control components, installation of structured cabling, and full installation of the camera system. Work will be coordinated with the Jefferson City IT Department and the project electrical contractor.

### 1. Access Control System Installation

#### Equipment Provided by SecuFire:

- Access control door controller(s)
- Key card proximity readers
- Network communication module

#### Installation Scope:

- Provide and install all low-voltage cabling required for access control, including:
  - 16/4 shielded cable
  - 18/4 cable
- Terminate and install all provided access control hardware
- Coordinate device locations and final terminations with project stakeholders

#### By Others:

- All conduit and pathway installation for access control wiring to be provided by the Electrical Contractor
- Final system programming, network configuration, and integration to be completed by the Jefferson City IT Department

### 2. Video Surveillance (Camera System)

**System Scope:**

- Installation of **17 security cameras**

**Equipment Provided by Owner (Jefferson City):**

- All cameras
- All camera cabling
- All RJ45 connectors
- All keystone jacks and associated connectivity hardware

**Services Provided by SecuFire:**

- Mounting and installation of all cameras in designated locations
- Installation and routing of owner-provided cabling
- All required wall penetrations and routing
- Installation of conduit where required for proper protection and routing of camera cabling
- Termination of cabling using owner-provided RJ45 and keystone components
- Testing and verification of camera connectivity

**3. Structured Cabling (Data & Low Voltage)**

**Data Drops:**

- Provide labor and materials for installation of **25 data drops** for:
  - TVs
  - Wall-mounted data outlets

**Wireless Access Points:**

- Provide labor and cabling for **5 ceiling-mounted wireless access points (WAPs)**

**Scope Includes:**

- Cable routing, support, and termination
- Installation of data jacks and device boxes as required
- Testing and verification of all installed cabling

**4. Coordination & Responsibilities**

- SecuFire will coordinate with:
  - Jefferson City IT Department for network integration and system programming
  - Electrical Contractor for conduit pathways and rough-in requirements
- All work will be performed in accordance with applicable low-voltage standards and best practices

**Notes**

- Final device locations to be confirmed prior to installation
- Any additional work required due to unforeseen site conditions or changes in scope will be quoted separately
- Work will be scheduled in coordination with other trades to ensure efficiency and minimize disruption

DISCOUNT APPLIED TO DATA DROP LABOR FOR THE ASSISTANCE OF JEFFERSON CITY IT DEPT. ASSISTANCE

Description	Quantity	Unit Price	Total
Keyscan CA8500 - With Can	1.0	\$4,329.00	\$4,329.00
Keyscan Prox Reader	8.0	\$181.00	\$1,448.00
Keyscan Net Card	1.0	\$480.00	\$480.00

Description	Quantity	Unit Price	Section 8, Item e.
16/4 Shielded, 18/4 Wire	1.0	\$575.00	\$575.00
Labor - Access Control Installation	1.0	\$5,360.00	\$5,360.00
Labor - Camera System Installation	1.0	\$6,700.00	\$6,700.00
Labor - WAP Cable Runs & Install (5 AP's / 25 Data Drops - as marked on plan set)	1.0	\$2,350.00	\$2,350.00
Conduit Materials	1.0	\$675.00	\$675.00
<b>Total Amount</b>			\$21,917.00

---

**Exclusions**

**Exclusions**

- Access control system network configuration
- Conduit installation for access control (by Electrical Contractor)
- Cameras, camera cabling, RJ45 connectors, and keystone jacks (provided by Jefferson City)
- Network switches, servers, or IT infrastructure unless otherwise specified
- Patch cords, rack equipment, or head-end equipment unless specifically noted
- Any core drilling, firestopping, or specialty penetrations unless otherwise noted

**Approval**

I approve this proposal and agree to the terms and conditions.

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**PO (if required)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



# CITY OF JEFFERSON CITY

Section 8, Item e.

MITCH CAIN, MAYOR

JAMES GALLUP, CITY MANAGER

May 4, 2026

McSpadden, Inc.  
P.O. Box 948  
Dandridge, Tennessee 37725

RE: Use of Jefferson City Fire Department Station 2 Contingency Funds  
for Fire Station IT Low Voltage Systems

Dear Sirs:

The City of Jefferson City is formally requesting to use \$21,917.00 of the Project's Contingency Fund for Low Voltage IT Systems installation at the Fire Station 2 project location. These funds will be used for the installation of access control, camera systems and data drops for the station. The City will utilize our current IT contractor, SecurFire, for the installation of these systems.

Should you have any questions, please feel free to contact our office.

Mitch Cain  
Mayor



## MEMORANDUM

TO: Mitch Cain, City of Jefferson City Mayor

FROM: Richard Yakubic, Executive Director

DATE: March 9, 2026

SUBJECT: FY 2027 Planning Advisory Services

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

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

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

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

Therefore, the next contract period will be for FY 2027 and will begin on July 1, 2026, and continue through June 30, 2027. For budgetary purposes, the FY 2027 annual planning contract amount will be \$13,062.00 for the City of Jefferson City.

Please find attached the contract that needs to be signed and sent back to the attention of Christie Burt, [cburt@etdd.org](mailto:cburt@etdd.org) or mail ETDD, P.O. Box 249, Alcoa, TN 37701-0249. An invoice for the first installment of the total annual contract amount will be mailed to you on July 1, 2026. Also attached is a copy of your Annual Work Plan for 2026-2027.

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

**LOCAL PLANNING ADVISORY SERVICES CONTRACT**

This Local Planning Advisory Services Contract (“Contract”) entered into the 1<sup>st</sup> day of July 2026 between the East Tennessee Development District, an agency composed of member governments in mid-east Tennessee, (“ETDD”) and the City of Jefferson City, Tennessee (“Contract Community”).

**I. FINDINGS & DECLARATIONS**

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

**II. SCOPE OF SERVICES**

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

- A. During the twelve (12) month period beginning July 1, 2026, and ending June 30, 2027, ETDD agrees to furnish the services of professionally trained planning advisors who will confer with local officials, relevant boards and commissions.
- B. A work program derived from the services listed below will be developed jointly between ETDD and the Contract Community within thirty (30) days of signing the Contract by both parties. Other activities may be included depending on the scope and nature of the desired services and ETDD’s capacity. Any services outside basic (maintenance) planning services are subject to additional charges above the effective Contract fee. All services must be agreed upon mutually by the Contract Community and ETDD.

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

**III. TERMS AND CONDITIONS**

- A. Payment for services provided by ETDD to The Contract Community, will be based on the agreed-upon activities requested in **Section II**. For the purpose of providing funds necessary to carry out the provisions of this Contract, IT IS AGREED that the chief legislative body will pay to ETDD the sum of \$13,062.00 annually, payable in total upon the effective date of this Contract, or in bi-annual installments of \$6,531.00, due and payable on the first day of July 2026 and the first day of January 2027. The Contract Community hereby authorizes ETDD to apply on their behalf for any eligible funds from State

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

- B. Either party may terminate this Contract by giving written notice to the other party specifying the date of termination, at least ninety (90) days before the termination date. Upon termination of the Contract, the obligation of ETDD to conduct and carry on the program agreed to under this Contract shall cease, the financial obligation of the chief legislative body as described in this Contract above likewise ceases. If prepayment has been made by the chief legislative body, ETDD will determine, by prorating, the amount to be refunded.
- D. This Contract is for a period of twelve (12) months. A new twelve (12) month Contract and fee schedule will be presented for FY 2028. Local governments are under no obligation to continue ETDD planning services beyond the dates specified in this Contract.
- E. In all matters relating to the performance of this Contract, the ETDD Executive Director acts for ETDD, and the Mayor acts for the Contract Community.

The parties execute this Contract through their duly authorized representatives.

**The East Tennessee Development District:**

\_\_\_\_\_  
By: Richard Yakubic  
Executive Director

**For the City of Jefferson City, Tennessee**

By: \_\_\_\_\_  
Honorable Mitch Cain  
Mayor, City of Jefferson City



**OFFICE OF THE CITY MANAGER**  
**AGENDA ITEM REPORT**

**TO:** Honorable City Council  
**FROM:** James A. Gallup, City Manager  
**DATE:** April 16, 2026  
**SUBJECT:** Downtown Improvement Grant – Administrative Fee Services

---

**BACKGROUND:**

- The City of Jefferson City was awarded the Downtown Improvement Grant from the Tennessee Department of Economic and Community Development in the amount of \$150,000 for up to 10 projects.
- The Grant will be administered by the East Tennessee Development District whose fee shall not exceed \$10,000.
- The attached contract formalizes the responsibilities between ETDD and the City.

**FISCAL IMPACT:**

- No cost to the city. The grant administration fee is paid via the awarded subgrantees. The City’s role is only as the pass-through agency.

**REQUEST/RECOMMENDATION:**

- Staff recommendation is for approval of the contract.

**ATTACHMENTS:**

- Grant Administration Contract with East Tennessee Development District

**C O N T R A C T**

**Between**

**The City of Jefferson City**

**And**

**East Tennessee Development District**

THIS CONTRACT, by and between the City of Jefferson City and the East Tennessee Development District, hereinafter referred to as the GRANTEE and ETDD, respectively.

This contract pertains to the provision of the DOWNTOWN IMPROVEMENT GRANT (DIG) grant administration services for the DOWNTOWN FACADE IMPROVEMENT project in accordance with all guidelines of the Tennessee Department of Economic and Community Development (TNECD), hereinafter referred to as THE PROJECT.

WITNESSETH: In consideration of the mutual promises herein contained, the parties have agreed and do hereby enter into this contract according to the provisions set out herein:

- A. ETDD agrees to perform grant administration services as follows:
  - a. Attendance at required conferences, webinars, and training sessions;
  - b. Establish and maintain a record keeping system to include financial record keeping, preparation and submission of all reports (as required), and preparation and submission of requests for reimbursement;
  - c. Review of bid documents for conformance with applicable regulations;
  - d. Supervision of procurement activities relevant to THE PROJECT;
  - e. Submission of obtained records as part of THE PROJECT for successful administration and closeout of THE PROJECT;
  - f. All other work necessary to ensure that the DIG grant funds are being expended in strict compliance with applicable rules and regulations.
  
- B. The GRANTEE agrees to perform the services as follows:
  - a. The GRANTEE shall disburse funds to the contractual parties as invoiced prior to reimbursement by THE STATE, unless otherwise approved by THE STATE;
  - b. The GRANTEE shall be responsible for all aspects of public/customer relations during the course of this project. ETDD may at the request of the GRANTEE provide instruction and assistance in the resolution of matters involving such relations and the guidelines of the DIG program.
  
- C. The GRANTEE agrees to compensate ETDD for the Administration Services for an amount not to exceed \$10,000.00 with payments to be made periodically during the course of the project based on the reimbursement schedule approved by TNECD.
  - a. Please note, this Administration Services fee will be paid by the awarded SUBGRANTEES and the GRANTEE will act as the pass-through entity.

- D. The GRANTEE agrees to provide to ETDD adequate filing space (or other acceptable storage space) for the maintenance of all files relating to THE PROJECT. The GRANTEE further agrees that such filing space or storage space will be accessible to ETDD during the normal business hours of the GRANTEE. The GRANTEE agrees to assume responsibility for the files once the project has been accepted as complete by the TNECD. The GRANTEE acknowledges that it must maintain the files for a period of five years after the project has been completed.

IN WITNESS WHEREOF, the parties have by their duly authorized representatives set their signatures.

ACCEPTED:

ACCEPTED:

\_\_\_\_\_  
Mayor Mitch Cain  
City of Jefferson City

\_\_\_\_\_  
Richard Yakubic  
East Tennessee Development District  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**JEFFERSON CITY, TENNESSEE**

**Ordinance 2026-02**

**AN ORDINANCE ESTABLISHING A “NO PARKING”  
ZONE WITHIN FOUNDERS POINT SUBDIVISION**

**BE IT ORDAINED**, by the City Council of Jefferson City, Tennessee:

**Section 1.** A “no parking” zone is hereby established on a section of Jesse Baker Lane as highlighted in the attached map.

**Section 2.** The City Manager is authorized to implement the installation of appropriate regulatory signs. After which it shall be unlawful for any person to park in the prohibited areas.

**Section 3.** The effective date of this Ordinance shall be on and after its adoption and approval as required by law.

First Reading: 6th day of April, 2026.

Second Reading: 4th day of May, 2026.

**APPROVED:**

\_\_\_\_\_

Mitch Cain, Mayor

**Attest:** \_\_\_\_\_  
Bettina Chandler, City Recorder



**JEFFERSON CITY, TENNESSEE**

**ORDINANCE 2026-05**

**AN ORDINANCE AMENDING AND UPDATING  
THE STORMWATER  
MANAGEMENT REGULATIONS FOR  
THE CITY OF JEFFERSON CITY**

**WHEREAS**, the City of Jefferson City has not amended nor updated the Stormwater Management Plan in several years; and

**WHEREAS**, it has been recommended by the agencies of the State of Tennessee during a recent inspection that areas of the Stormwater Management Plan need to be revised and updated; and

**WHEREAS**, the Jefferson Regional Planning Commission has unanimously recommended the adoption of the amended Stormwater Management Plan.

**BE IT ORDAINED** by the City Council of the City Jefferson City as follows:

**Section 1.** Title 14 “Zoning and Land Use Control” of the Jefferson City Municipal Code is hereby amended to amend Chapter 4 “Stormwater Management” in its entirety as attached.

**Section 2.** This ordinance shall become effective upon its final passage, the public welfare requiring it.

**Passed this:**

First Reading on 4th day of May, 2026.

Second Reading on 1st of June, 2026.

\_\_\_\_\_  
Mitch Cain, Mayor

**Attest:** \_\_\_\_\_  
Bettina Chandler, City Recorder

**STORMWATER MANAGEMENT**

CHAPTER 4

**SECTION**

- 14-401. General provisions.
- 14-402. Definitions.
- 14-403. Construction Stormwater Management
- 14-404. Permanent stormwater management: design and construction inspection.
- 14-405. Permanent Stormwater Control Measure (SCM) maintenance and inspection.
- 14-406. Permanent Stormwater Control Measure's: new development, existing locations and ongoing developments.
- 14-407. Illicit discharges.
- 14-408. Enforcement
- 14-409. Penalties.
- 14-410. Appeals.

**14-401 General provisions**

Purpose. It is the purpose of this chapter to:

- a. Protect, maintain, and enhance the environment of the City of Jefferson City and the public health, safety and the general welfare of the citizens of the City, by controlling discharges of pollutants to the City's stormwater system and to maintain and improve the quality of the receiving waters into which the stormwater outfalls flow, including, without limitation, lakes, rivers, streams, ponds, wetlands, and groundwater of the City;
- b. Enable the City of Jefferson City to comply with the National Pollution Discharge Elimination System permit (NPDES) and applicable regulations, 40 CFR § 122 as applicable for stormwater discharges;
- c. Allow the City of Jefferson City to exercise the powers granted in Tennessee Code Annotated § 68-221-1105, which provides that, among other powers cities have with respect to stormwater facilities, is the power by ordinance or resolution to:
  - i. Exercise general regulation over the planning, location, construction, and operation and maintenance of stormwater facilities in the City, whether or not owned and operated by the City;

- ii. Adopt any rules and regulations deemed necessary to accomplish the purposes of this statute, including the adoption of a system of fees for services and permits;
  - iii. Establish standards to regulate the quantity of stormwater discharged and to regulate stormwater contaminants as may be necessary to protect water quality;
  - iv. Review and approve plans and plats for stormwater management in proposed subdivisions or commercial developments;
  - v. Issue permits for stormwater discharges, or for the construction, alteration, extension, or repair of stormwater facilities;
  - vi. Suspend or revoke permits when it is determined that the permittee has violated any applicable ordinance, resolution, or condition of the permit;
  - vii. Regulate and prohibit discharges into stormwater facilities of sanitary, industrial, or commercial sewage or waters that have otherwise been contaminated; and
  - viii. Expend funds to remediate or mitigate the detrimental effects of contaminated land or other sources of stormwater contamination, whether public or private.
- d. Administering entity. The City Manager or his designee shall administer the provisions of this chapter.
- e. Stormwater management ordinance. The intended purpose of this ordinance is to safeguard property and public welfare by regulating stormwater drainage and requiring temporary and permanent provisions for its control. It should be used as a planning and engineering tool for permit compliance and to facilitate the necessary control of stormwater.

**14-402. Definitions.** For the purpose of this chapter, the following definitions shall apply:

Words used in the singular shall include the plural, and the plural shall include the singular; words used in the present tense shall include the future tense. The word “shall” is mandatory and not discretionary. The word “may” is permissive. Words not defined in this section shall be construed to have the meaning given by common and ordinary use as defined in the latest edition of Webster’s Dictionary.

1. **Administrative or Civil Penalties** - Under the authority provided in Tennessee Code Annotated § 68-221-1106, the City of Jefferson City declares that any person violating the provisions of this chapter may be assessed a civil penalty by the City of not less than fifty dollars (\$50.00) and not more than five thousand dollars (\$5,000.00) per day for each day of violation. Each day of violation shall constitute a separate violation.

2. **Analytical monitoring**-Test Procedures for the Analysis of Pollutants - Test procedures for the analysis of pollutants shall conform to regulations published pursuant to Section 304 (h) of the Clean Water Act (the "Act"), as amended, under which such procedures may be required. Pollutant parameters shall be determined by using sufficiently sensitive methods in Title 40 C.F.R. § 136, as amended, and promulgated pursuant to Section 304 (h) of the Act. The chosen methods must be sufficiently sensitive as required in state rule 0400-40-03-.05(8).
3. **Aquatic Resource Alteration Permit (ARAP)** physical alterations to properties of the waters of the state require an ARAP or a §401 Water Quality Certification (§401 certification). ARAP means a permit issued pursuant to T.C.A. § 69-3-108 of the Act, which authorizes the alteration of properties of waters of the state that result from activities other than discharges of wastewater through a pipe, ditch, or other conveyance.
4. **As built plans (record drawings)** mean drawings depicting conditions as they were actually constructed.
5. **Best Management Practices ("BMPs")** means schedules of activities, prohibitions of practices, maintenance procedures and other management practices to prevent or reduce the discharge of pollutants to waters of the state. BMPs also include treatment requirements, operating procedures; and practices to control plant site runoff, spillage, leaks, sludge or waste disposal, or drainage from raw material storage. BMPs include source control practices (non-structural BMPs) and engineered structures designed to treat runoff.
  - Structural BMPs are facilities that help prevent pollutants in stormwater runoff from leaving the site.
  - Non-structural BMPs are techniques, activities and processes that reduce pollutants at the source.
6. **BMP Manual** provides technical guidance including additional policies, criteria, standards, specifications, constants, and information for the proper implementation of the requirements of the National Pollution Discharge Elimination System permit (NPDES) and applicable regulations, 40 CFR § 122 as applicable for stormwater discharges.
7. **Borrow Pit** is an excavation from which erodible material (typically soil) is removed to be fill for another site. There is no processing or separation of erodible material conducted at the site. Given the nature of activity and pollutants present at such excavation, a borrow pit is considered a construction activity.
8. **Buffer Zone or Water Quality Riparian Buffer** is a permanent strip of natural perennial vegetation, adjacent to a stream, river, wetland, pond, or lake that contains dense vegetation made up of grass, shrubs, and/or trees. The purpose of a water quality riparian buffer is to maintain existing water quality by minimizing risk of any potential sediments, nutrients or other pollutants reaching adjacent surface waters and to further prevent negative water quality impacts by providing canopy over adjacent waters.

9. **Channel** means a natural or artificial watercourse with a definite bed and banks that conducts continuously or periodically flowing water.
10. **Clearing** refers to removal of vegetation and disturbance of soil prior to grading or excavation in anticipation of construction activities. Clearing may also refer to wide area land disturbance in anticipation of non-construction activities. Clearing, grading, and excavation do not refer to clearing of vegetation along existing or new roadways, highways, dams, or power lines for sight distance or other maintenance and/or safety concerns, or cold planing, milling, and/or removal of concrete and/or bituminous asphalt roadway pavement surfaces. The clearing of land for agricultural purposes is exempt from federal stormwater NPDES permitting in accordance with Section 401(1)(1) of the 1987 Water Quality Act and state stormwater NPDES permitting in accordance with the Tennessee Water Quality Control Act of 1977 (T.C.A. 69-3-101 et seq.).
11. **Commencement of construction:** the initial disturbance of soils associated with clearing, grading, excavating or other construction activities.
12. **Common plan of development or sale** is broadly defined as any announcement or documentation (including a sign, public notice or hearing, sales pitch, advertisement, drawing, permit application, zoning request, computer design, etc.) or physical demarcation (including boundary signs, lot stakes, surveyor markings, etc.) indicating construction activities may occur on a specific plot. A common plan of development or sale identifies a situation in which multiple areas of disturbance are occurring on contiguous areas. This applies because the activities may take place at different times, on different schedules, by different operators.
13. **Control measure** refers to any Best Management Practice (BMP) or other method used to prevent or reduce the discharge of pollutants to waters of the state.
14. **CWA** means the Clean Water Act of 1977 or the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq.)
15. **Design storm** is a storm event as defined by Precipitation-Frequency Atlas of the United States. Atlas 14. Volume 2. Version 3.0. U.S. Department of Commerce. National Oceanic and Atmospheric Administration (NOAA), National Weather Service, Hydrometeorological Design Studies Center, Silver Springs, Maryland or its digital product equivalent. The estimated design rainfall amounts, for any return period interval (i.e., 1,-yr, 2-yr, 5-yr, 25-yr, etc.,) in terms of either depths or intensities for any duration, can be found by accessing the data available at [https://hdsc.nws.noaa.gov/hdsc/pfds/pfds\\_map\\_cont.html](https://hdsc.nws.noaa.gov/hdsc/pfds/pfds_map_cont.html) . The Design Storm Events for Jefferson City are as follows: An adequate drainage system is one that is designed to meet a 2,5, and 10-year storm event. For an outfall in a drainage area of a total of 5 or more acres, a temporary (or permanent) sediment basin that provides storage for a calculated volume of runoff from a 5-year, 24-hour storm and runoff from each acre drained, or equivalent control measures, shall be provided until final stabilization of the site. A drainage area of 5 or more acres includes both disturbed and undisturbed portions of the site or areas adjacent to the site, all draining through the common outfall. Where an equivalent control measure is substituted for a sediment retention basin, the equivalency must be justified. Runoff from any undisturbed acreage should be diverted around the disturbed area and the sediment basin and, if so, can be

omitted from the volume calculation. Sediment storage expected from the disturbed areas must be included and a marker installed signifying a cleanout need.

16. **Discharge or discharge of a pollutant** refers to the addition of pollutants to waters from a source.
17. An **ecoregion** is a relatively homogeneous area defined by similarity of climate, landform, soil, potential natural vegetation, hydrology, or other ecologically relevant variables. Ecoregions can be determined for specific stream segments by using Tennessee's Online Water Quality Assessment Data viewer <http://tdeconline.tn.gov/dwr>.
18. **Exceptional Tennessee Waters** are surface waters designated by the Tennessee Department of Environment and Conservation as having the characteristics set forth at Tennessee Rules, Chapter 0400-40-03-.06(4). Characteristics include waters within parks or refuges; scenic rivers; waters with threatened or endangered species; waters that provide specialized recreational opportunities; waters within areas designated as lands unsuitable for mining; waters with naturally reproducing trout; waters with exceptional biological diversity and other waters with outstanding ecological or recreational value.
19. **Hot spot** means an area where land use or activities generate highly contaminated runoff, with concentrations of pollutants in excess of those typically found in stormwater. Examples might include operations producing concrete or asphalt, auto repair shops, auto supply shops, large commercial parking areas and restaurants.
20. **Improved sinkhole** is a natural surface depression that has been altered in order to direct fluids into the hole opening. Improved sinkhole is a type of injection well regulated under the Underground Injection Control (UIC) program of the Tennessee Department of Environment and Conservation. Underground injection constitutes an intentional disposal of waste waters in natural depressions, open fractures and crevices, such as those commonly associated with weathering of limestone. More information regarding an Underground Injection Control Permit can be found on TDEC's DWR webpage at <https://www.tn.gov/content/tn/environment/permit-permits/water-permits1/underground-injection-control-permit.html>
21. **Level 1** - Fundamentals of Erosion Prevention and Sediment Control training and certification program administered by University of Tennessee Water Resources Research Center (<https://tnepsc.org/index.asp>).
22. **Level 2** - Design Principles for Erosion Prevention and Sediment Control for Construction Sites training and certification program administered by University of Tennessee Water Resources Research Center (<https://tnepsc.org/index.asp>).
23. **Linear Project** is a land disturbing activity as conducted by an underground/overhead utility or highway department, including, but not limited to, any cable line or wire for the transmission of electrical energy; any conveyance pipeline for transportation of gaseous or liquid substance; any cable line or wire for communications; or any other energy resource transmission ROW or utility infrastructure, e.g., roads and highways. Activities include the construction and installation of these utilities within a corridor. Linear project activities also include the construction of access roads, staging areas and borrow/spoil sites associated with the linear project. Land disturbance

specific to the development of residential and commercial subdivisions or high-rise structures is not considered a linear project.

24. **Monitoring** refers to tracking or measuring activities, progress, results, etc., and can refer to non-analytical monitoring for pollutants by means other than 40 C.F.R. § 136 (and other than state- or federally established protocols in the case of biological monitoring and assessments), such as visually or by qualitative tools that provide comparative values or rough estimates.
25. **Municipality** means any incorporated city or town, county, metropolitan or consolidated government, or special district of this state empowered to provide storm water facilities.
26. **Operator** means any person who owns, leases, operates, controls, or supervises a source. Including, but not limited to, an owner or operator of any “facility or activity” subject to regulation under the NPDES program.
27. **Permanent Stabilization** means that all soil disturbing activities at the site have been completed and one of the three following criteria is met:
  - A perennial, preferably native, vegetative cover with a uniform (i.e., evenly distributed, without large bare areas) density of at least 70 percent has been established on all unpaved areas and areas not covered by permanent structures, and all slopes and channels have been permanently stabilized against erosion.
  - Equivalent permanent stabilization measures such as the use of riprap; permanent geotextiles; hardened surface materials including concrete, asphalt, gabion baskets or Reno mattresses have been employed.
  - For construction projects on land used for agricultural or silvicultural purposes, permanent stabilization may be accomplished by returning the disturbed land to its preconstruction agricultural or silvicultural use.
28. **Point source** (or Outfall) means any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel or other floating craft from which pollutants are or may be discharged. This term does not include introduction of pollutants from non-point source agricultural and silvicultural activities, including stormwater runoff from orchards, cultivated crops, pastures, range lands, forest lands or return flows from irrigated agriculture or agricultural stormwater runoff. In short, outfall is a point where runoff leaves the site as a concentrated flow in a discrete conveyance.
29. **Pollutant** means sewage, industrial wastes, or other wastes.
30. **Priority construction** means those construction activities discharging directly into, or immediately upstream of, waters the state recognized as unavailable condition for siltation or Exceptional Tennessee Waters.
31. A **rainfall event** is defined as any occurrence of rain preceded by 10 hours without precipitation that results in an accumulation of 0.01 inches or more. Instances of rainfall occurring within 10 hours of each other will be considered a single rainfall event.

- 32. **Registered Engineer and Registered Landscape Architect** An engineer or landscape architect certified and registered by the State Board of Architectural and Engineer Examiners pursuant to Section 62-202, Tennessee Code Annotated, to practice in Tennessee.
- 33. **Runoff coefficient** means the fraction of total rainfall that will appear at the conveyance as runoff. Runoff coefficient is also defined as the ratio of the amount of water that is not absorbed by the surface to the total amount of water that falls during a rainstorm.
- 34. **Sediment** means solid material, both inorganic (mineral) and organic, that is in suspension, is being transported; or has been moved from the site of origin by wind, water, gravity or ice as a product of erosion.
- 35. **Sediment basin** A temporary basin consisting of an embankment constructed across a wet weather conveyance, an excavation that creates a basin or by a combination of both. A sediment basin typically consists of a forebay cell, , impoundment, permanent pool, primary spillway, secondary or emergency spillway and surface dewatering device. The size and shape of the basin depends on the location, size of drainage area, incoming runoff volume and peak flow, soil type and particle size, land cover, and receiving stream classification (i.e., waters with unavailable parameters, Exceptional TN Waters, or waters with available parameters).
- 36. **Sedimentation** means the action or process of forming or depositing sediment.
- 37. **Significant Contributor** is defined as a source of pollutants where the volume, concentration, or mass of a pollutant in a stormwater discharge can cause or threaten to cause pollution, contamination, or nuisance that adversely impact human health or the environment and cause or contribute to a violation of any applicable water quality standards for receiving water.
- 38. **Soil or Topsoil** means the unconsolidated mineral and organic material on the immediate surface of the earth that serves as a natural medium for the growth of plants.
- 39. **Steep Slope or Steep Grade** means a natural or created slope of 35% grade or greater.
- 40. **Stormwater** means rainfall runoff, snow melt runoff, and surface runoff and drainage.
- 41. **Stormwater control measure or SCM** means permanent practices and measures designed to reduce the discharge of pollutants from new development projects or redevelopment projects.
- 42. **Stream** as defined by TCA 69-3-103(38) "stream" means a surface water that is not a wet weather conveyance.
- 43. **Stormwater associated with industrial activity** is defined in 40 C.F.R. 122.26(b)(14) and incorporated here by reference. Most relevant to the City is 40 C.F.R. 122.26(b)(14)(x), which relates to construction activity including clearing, grading, filling and excavation activities, including borrow pits containing erodible material. Disturbance of soil for the purpose of crop production is exempt from NPDES permit requirements, but stormwater discharges from agriculture-related activities that involve construction of structures (e.g., barn construction, road construction, pond construction) are considered associated with industrial (construction) activity. Maintenance to the original line and grade, hydraulic capacity; or to the original purpose of the facility (e.g., re-clearing, minor excavation performed around an existing structure

necessary for maintenance or repair and repaving of an existing road) is not considered a construction activity.

- 44. Construction **Stormwater discharge-related activities** mean activities that cause, contribute to or result in point source stormwater pollutant discharges. These activities may include excavation, site development, grading and other surface disturbance activities; and activities to control stormwater including the siting, construction and operation of best management practices (BMPs).
- 45. **Stormwater Pollution Prevention Plan (SWPPP)** is a written site-specific plan required by the Tennessee Construction General Permit (CGP) that includes a narrative pollution prevention plan and graphical erosion and sediment control plan. In its basic form, the plan contains a site map, a description of construction activities that could introduce pollutants to stormwater runoff, a description of measures or practices to control these pollutants, and erosion and sediment control plans and specifications. The SWPPP should be prepared in accordance with the Tennessee Erosion and Sediment Control Handbook (latest edition).
- 46. **Take of an endangered species** means to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture or collect, or attempt to engage in any such conduct.
- 47. **Tennessee Erosion and Sediment Control (TDESC) Handbook** is a guidance manual issued by the Division of Water Resources for the purpose of developing Stormwater Pollution Prevention Plans and Erosion and Sediment Control Plans required by the Construction General Permit CGP.
- 48. **Temporary stabilization** is achieved when vegetation or non-erodible surface has been established on the area of disturbance and construction activity has temporarily ceased. Under certain conditions, temporary stabilization is required when construction activities temporarily cease.
- 49. **Treatment chemicals** are polymers, flocculants or other chemicals used to reduce turbidity in stormwater discharges by chemically bonding to suspended silts and other soil materials and causing them to bind together and settle out. Common examples of anionic treatment chemicals are **polyacrylamide-chitosan (PAM-CS)**.
- 50. **Turbidity** is the cloudiness or haziness of a fluid caused by individual particles (suspended solids) that are generally invisible to the naked eye, similar to smoke in air.
- 51. **Waste site** is an area where material from a construction site is disposed of. When the material is erodible, such as soil, the site must be treated as a construction site.
- 52. **Waters (or waters of the state)** means any and all water, public or private, on or beneath the surface of the ground, which are contained within, flow through, or border upon Tennessee or any portion thereof, except those bodies of water confined to and retained within the limits of private property in single ownership which do not combine or effect a junction with natural surface or underground waters.
- 53. **Waters with unavailable parameters** means any segment of surface waters that has been identified by the TDEC as failing to support one or more classified uses. Unavailable parameters exist where water quality is at, or fails to meet, the levels specified in water quality criteria in

Rule 0400-40-03-.03, even if caused by natural conditions. In the case of a criterion that is a single response variable or is derived from measurement of multiple response variables, the unavailable parameters shall be the agents causing water quality to be at or failing to meet the levels specified in criteria. Resources to be used in making this determination include biennial compilations of impaired waters, databases of assessment information, updated GIS coverages (<https://tdeconline.tn.gov/dwr/>), and the results of recent field surveys. GIS coverages of the streams and lakes not meeting water quality standards, plus the biennial list of waters with unavailable parameters, can be found at <https://www.tn.gov/environment/program-areas/wr-water-resources/water-quality/water-quality-reports---publications.html>.

- 54. **Water quality riparian buffer** means a permanent strip of natural perennial vegetation adjacent to a stream, river, wetland, pond, or lake that contains dense vegetation made up of grass, shrubs, and/or trees. The purpose of a water quality riparian buffer is to maintain existing water quality by minimizing the risk of any potential sediments, nutrients, or other pollutants reaching adjacent surface waters and to further prevent negative water quality impacts by providing canopy over adjacent waters.
- 55. A **one-week period** is a synonym for a calendar-week; typically, a period from Sunday through Saturday
- 56. **Water quality treatment volume (WQTV)** is a portion of the runoff generated from impervious surfaces at a new development or redevelopment project by the 1-year 24-hour design storm. The WQTV is further determined by the type of treatment provided.
- 57. **Wet weather conveyances** are man-made or natural watercourses, including natural watercourses that have been modified by channelization, that meet the following:
  - The conveyance carries flow only in direct response to precipitation runoff in its immediate locality.
  - The conveyance’s channels are at all times above the groundwater table.
  - The flow carried by the conveyance is not suitable for drinking water supplies.
  - Hydrological and biological analyses indicate that, due to naturally occurring ephemeral or low flow under normal weather conditions, there is not sufficient water to support fish or multiple populations of obligate lotic aquatic organisms whose life cycle includes an aquatic phase of at least two months. (Tennessee Rules, Chapter 0400-40-3-.04(3)).

**14-403. Construction Stormwater Management**

- (1) MS4 Stormwater Construction BMP Manual.
  - a. Adoption. The City of Jefferson City adopts as its MS4 stormwater construction BMP manual(s) the following publication(s), which is incorporated by reference in this ordinance as if fully set out herein:
    - i. TDEC Erosion and Sediment Control Handbook; most current edition.

- ii. The Tennessee Permanent Stormwater Management and Design Guidance Manual; most current edition.
    - iii. A collection of MS4 approved BMPs developed or collected by the MS4 that comply with the goals of the MS4 permit and/or the CGP.
  - b. The City of Jefferson City has adopted, for use in designing Stormwater Control Measures, construction design storm events. The construction design storm events adopted by the city are as follows: An adequate drainage system is one that is designed to meet a 2,5, and 10-year storm event. For an outfall in a drainage area of a total of 5 or more acres, a temporary (or permanent) sediment basin that provides storage for a calculated volume of runoff from a 5-year, 24-hour storm and runoff from each acre drained, or equivalent control measures, shall be provided until final stabilization of the site. A drainage area of 5 or more acres includes both disturbed and undisturbed portions of the site or areas adjacent to the site, all draining through the common outfall. Where an equivalent control measure is substituted for a sediment retention basin, the equivalency must be justified. Runoff from any undisturbed acreage should be diverted around the disturbed area and the sediment basin and, if so, can be omitted from the volume calculation. Sediment storage expected from the disturbed areas must be included and a marker installed signifying a cleanout need.
  - c. Requirements for design storm for all waters as well as special conditions for unavailable parameters waters or exceptional Tennessee waters must be consistent with those of the current Tennessee Construction General Permit (TNR100000).
- (2) The municipality has adopted, for use in designing EPSC measures, the design storm requirements from the current Tennessee Construction General Permit for all waters as well as special conditions for unavailable parameters or Exceptional Tennessee Waters.
- (3) Waste Control Construction site operators are required to minimize the exposure of building materials, building products, construction waste, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste and other materials present on the site to precipitation and to stormwater.
- (4) Priority Construction
- a. Priority in construction shall be, at a minimum, those construction activities discharging directly into, or immediately upstream of, waters the state recognized as unavailable condition for siltation or Exceptional Tennessee Waters.
  - b. Requirements for all priority construction activities must include preconstruction meetings with construction site operators for priority construction activities.
- (5) Land development permit
- i. This section shall be applicable to all land development, including, but not limited to, site plan applications, subdivision applications, land disturbance applications and grading applications. These standards apply to qualifying new development or redevelopment site(s), When required. Every person will be

- required to obtain a land disturbance permit from the City in the following cases- One (1) acre or more;
- ii. New development that involves land development activities of one (1) acre or more;
  - iii. Redevelopment that involves other land development activity of one (1) acre or more;
- b. Projects of less than one acre of total land disturbance may also be required to obtain authorization under this ordinance if:
- i. The City of Jefferson City has determined that the stormwater discharge from a site is causing, contributing to, or is likely to contribute to a violation of a state water quality standard; or is likely to be a significant contributor of pollutants to water of the state,
  - ii. Changes in state or federal rules require sites of less than one acre that are not part of a larger common plan of development or sale to obtain a stormwater permit;
  - iii. Any new development or redevelopment, regardless of size, that is defined by the City to be a hot spot land use; or
  - iv. the minimum applicability criteria set forth in item (a) above if such activities are part of a larger common plan of development, (see “common plan of development” definition).
  - v. The creation and use of borrow pits, that are not permitted under the Tennessee Multi Sector Permit (TMSP), where material is excavated and relocated offsite, and fill sites where materials or earth is deposited by mechanized methods resulting in an increased elevation or grade.
  - vi. As determined by the City for single or duplex residential lots of any size, lots that have karst features, adjoining lakes or streams, slopes exceeding fifteen percent (15%), floodplains or streams to cross are required to submit an erosion control and stormwater management plan. Depending on site specific conditions the requirement that the plan be developed by a qualified licensed professional engineer or landscape architect may be waived by the City
  - vii. Minimal plan requirements shall include pre- and post-stormwater runoff directions, construction access, erosion/sediment control measures, roof downspout direction and termination, swales and temporary and/or permanent soil stabilization.
  - viii. Land disturbance activities in a Special Flood Hazard Area require a permit and shall provide evidence of obtaining appropriate licenses/permits that may be required by federal or state laws and regulations or written waiver from such

permits and licenses prior to the issuance of a land disturbance permit by the City.

- ix. If unpermitted construction activity is on-going, the City will issue an immediate stop-work order. If, in addition to the City's permit, a TDEC permit was required but was not obtained, the violator will also be reported to TDEC.
- x. Any discharge of stormwater or other fluid to an improved sinkhole or other injection well, as defined, must be authorized by permit or rule as a Class V underground injection well under the provisions of Tennessee Department of Environment and Conservation (TDEC) Rules, Chapter 0400-45-06)

(6) Land disturbance/Grading/Stormwater Construction Permit- Persons seeking the issuance of any land disturbance permit must provide proof of coverage under the Tennessee Construction General Permit (CGP) (if applicable) when requested; and a copy of the Stormwater Pollution Prevention Plan (SWPPP) to the city when requested.

- a. Copies of additional applicable local, state or federal permits (i.e.: ARAP, approved hydrologic determination, etc.) must also be provided to the city.
- b. The City has the authority to withhold local permits prior to receiving copies of the aforementioned permits.
- c. In circumstances where no such permits have been required, the city may still require a SWPPP as part of the land disturbance permit application.

Land Disturbance Permit Fee Schedule:

Disturbed Acreage	From	To
0.01 – 0.99 Acres	\$50.00	\$50.00
1.00 – 5.00 Acres	\$50.00	\$250.00
5.00 – 10.00 Acres	\$250.00	\$500.00
10.00 – 20.00 Acres	\$500.00	\$1,000.00
20.00 – 30.00 Acres	\$1,000.00	\$1,500.00
30.00 – 100.00 Acres	\$1,500.00	\$5,000.00
>100.00 Acres	\$5200.00	

- (7) Building Permit. No building permit shall be issued until the applicant has first obtained a land disturbance permit where required by this ordinance.
- (8) Construction site operators are required to implement appropriate erosion prevention and sediment control measures and best management practices. EPSC requirements, shall meet the Tennessee's CGP design storm(s), be consistent with the TDEC EPSC Handbook best management practices and with the requirements of this ordinance.
- (9) Where site assessments are required by the CGP, the operator shall provide a copy of the assessment to the City.

(10) Twice-Weekly inspections of the site and the BMP's/SCM's must be performed by an individual who has either received certification under the Level I Fundamentals of Erosion Prevention and Sediment Control course or has other credentials identified as equivalent within this ordinance.

(11) Landscaping and stabilization requirements.

- a. Any area of land from which the natural vegetative cover has been either partially or wholly cleared by development activities shall be stabilized. Stabilization measures shall be initiated as soon as possible in portions of the site where construction activities have temporarily or permanently ceased. Temporary or permanent soil stabilization at the construction site (or a phase of the project) must be completed not later than 14 days after the construction activity in that portion of the site has temporarily or permanently ceased. In the following situations, temporary stabilization measures are not required:
  - i. where the initiation of stabilization measures is precluded by snow cover or frozen ground conditions or adverse soggy ground conditions, stabilization measures shall be initiated as soon as practicable; or
  - ii. where construction activity on a portion of the site is temporarily ceased, and earth disturbing activities will be resumed within 14 days.
- b. For steep slopes of 35% or more i stabilization measures shall be initiated within 7 days Construction buffer zones. Construction buffer zones shall be those water quality buffers and buffer zones as defined in 14-402 above and shall meet the requirements in this ordinance and, where appropriate in the TN CGP. The criteria for the width of the construction buffer zone can be established on an average width basis at a project, as long as the minimum width of the buffer zone is more than the required minimum width at any measured location. If the new development or redevelopment site encompasses both sides of a stream, buffer averaging can be applied to both sides but must be applied independently. Water quality riparian buffer widths are measured from the top of bank also referred to as the "ordinary high-water mark." Construction buffers are not primary sediment control measures and shall not be relied on as such. Stormwater discharges must enter the water quality riparian buffer zone as sheet flow, not as concentrated flow, where site conditions allow. The designer/operator must comply with the vegetation requirements and the permissible land uses set forth for buffers in the TN CGP. Where it is not practicable to maintain a construction water quality riparian buffer, BMPs providing equivalent protection to a receiving stream as a natural water quality riparian buffer must be used.
- c. In arid, semiarid, and drought-stricken areas where initiating vegetative stabilization measures immediately is infeasible, alternative stabilization measures such as properly anchored mulch, soil binders or matting must be employed.

(12) Notice of Termination (NOT) the operator shall provide the City with a copy of the NOT when it is issued by TDEC.

(13) As built plans (record drawings). All applicants are required to submit actual as built plans certified by the design engineer for any structures located on-site after final construction is

completed. The plan must show the final design specifications for all stormwater management facilities and must be sealed by a registered professional engineer licensed to practice in Tennessee. A certification by the design engineer certifying that SCM's will function within original design parameters as constructed shall be included. A final inspection by the city is required before any performance security or performance bond will be released. The City shall have the discretion to adopt provisions for a partial pro-rata release of the performance security or performance bond on the completion of various stages of development. In addition, occupation permits shall not be granted until corrections to all BMP's/SCM's have been made and accepted by the City. No bonds or securities shall be released by the City until the (stormwater manager) has accepted the as built plans. The warranty period for any infrastructure to be accepted by the City for maintenance shall not commence until the City has accepted the as built plans.

- (14) Equipment manufacturer startups. No bonds or securities shall be released until any equipment to be maintained by the City passes any specified manufacturer startup procedure. The warranty period shall not commence prior to the equipment passing any specified manufacturer startup procedure.

**14-404. Permanent stormwater management: design and construction inspection.**

- (1) In order to comply with the City's permanent stormwater standards for new development and redevelopment projects, design and install SCMs as established by Tennessee Rule 0400-40-10-.04 and comply with other requirements of Tennessee Rule 0400-40-10-.04. Note that for design purposes, total suspended solids (TSS) may be used as the indicator for the reduction of pollutants.
- (2) SCMs must be designed to provide full treatment capacity within 72 hours following the end of the preceding rain event for the life of the new development or redevelopment project. SCMs shall generally be as described in the TN Permanent Stormwater Management & Design guidance Manual. However, other SCMs will be considered if their successful implementation in other jurisdictions can be demonstrated to the satisfaction of the Department.
- (3) The water quality treatment design storm is a 1-year, 24-hour storm event as defined by Precipitation-Frequency Atlas of the United States. Atlas 14. Volume 2. Version 3.0. U.S. Department of Commerce. National Oceanic and Atmospheric Administration (NOAA), National Weather Service, Hydrometeorological Design Studies Center, Silver Springs, Maryland or its digital product equivalent.
- (4) The water quality treatment volume (WQTV) is a portion of the runoff generated from impervious surfaces at a new development or redevelopment project by the design storm, as set forth below. SCMs must be designed, at a minimum, to achieve an overall treatment efficiency of 80% TSS removal from the WQTV.
- (5) The quantity of the WQTV depends on the type of treatment provided, as established in the following table:

**Water Quality Treatment Volume and the Corresponding SCM Treatment Type  
For the 1-Year, 24-Hour Design Storm**

SCM Treatment Type	WQTV	Notes
Infiltration, evaporation, transpiration, and/or reuse	Runoff generated from the first 1 inch of the design storm	Examples include, but are not limited to, bioretention, stormwater wetlands, and infiltration systems.
Biologically active filtration, with an underdrain	Runoff generated from the first 1.25 inches of the design storm	To achieve biologically active filtration, SCMs must provide minimum of 12 inches of internal water storage.
Sand or gravel filtration, settling ponds, extended detention ponds, and wet ponds	Runoff generated from the first 2.5 inches of the design storm or the first 75% of the design storm,	Examples include, but are not limited to, sand filters, permeable pavers, and underground gravel detention systems. Ponds must provide forebays comprising a minimum of 10% of the total design volume. Existing regional detention ponds are not subject to the forebay requirement.
Hydrodynamic separation, baffle box settling, other flow-through manufactured treatment devices (MTDs), and treatment trains using MTDs	Maximum runoff generated from the entire design storm	Flow-through MTDs must provide an overall treatment efficiency of at least 80% TSS reduction. Refer to subparagraph (2)(d) of this rule

(6). Limitations to the application of certain stormwater control measures include, but are not limited to:

- a. Where a potential for introducing pollutants into groundwater exists, unless pretreatment is provided;
- b. Where pre-existing soil contamination is present in areas subject to contact with infiltrated runoff;
- c. Presence of sinkholes or other karst features.

(7). Pre-development infiltrative capacity of soils at the site must be taken into account in selection of runoff reduction management measures.

(8). **Treatment Train Calculations**

a. Treatment Trains using MTDs.

Treatment trains using MTDs must provide an overall treatment efficiency of at least 80% TSS reduction utilizing the following formula:

$$R=A+B-(A \times B) / 100$$

Where:

R = total TSS percent removal from applications of both SCMs,  
A = the TSS percent removal rate applicable to the first SCM, and  
B = the TSS percent removal rate applicable to the second SCM.  
TSS removal rates for MID must be evaluated using industry-wide standards.  
TSS removal rates for other SCMs must be from published reference literature.

b. Treatment trains not using MTDs.

Treatment trains using infiltration, evaporation, transpiration, reuse, or biologically active filtration followed by sand or gravel filtration, settling ponds, extended detention ponds or wet ponds may subtract the treated WQTV of the upstream SCMs from the WQTV of the downstream SCMs.

- (9). Water Quality Riparian Buffers. Post Construction/Permanent water quality riparian buffers shall be those buffers defined in 14-402 above and shall meet the requirements described in this ordinance. The criteria for the width of the post construction/permanent buffer zone can be established on an average width basis at a project, as long as the minimum width of the buffer zone is more than the required minimum width at any measured location. If the new development or redevelopment site encompasses both sides of a stream, buffer averaging can be applied to both sides but must be applied independently. Water quality riparian buffer widths are measured from the top of bank also referred to as the “ordinary high-water mark.” Stormwater discharges should enter the post construction/permanent water quality riparian buffer as sheet flow, not as concentrated flow, where site conditions allow.

Post Construction/Permanent buffers for waters with available parameters for siltation or habitat alteration or unassessed waters:

- a. Minimum buffer width: 30 feet

Post Construction/Permanent buffers for Exceptional Tennessee Waters or waters with unavailable parameters for siltation or habitat alteration:

- a. Average buffer width: 60 feet.
- b. Minimum buffer width: 30 feet

The designer/operator must comply with the vegetation requirements and the permissible land uses set forth for buffers in the MS4 permit.

**14-405. Permanent SCM maintenance and inspection.**

- (1) As built plans. All applicants are required to submit actual as built plans for any structures located on-site within 90 days after final construction is completed. The plan

must show the final design specifications for all stormwater management facilities and must be sealed by either a registered professional engineer or landscape architect licensed to practice in Tennessee. A sealed certification by the design engineer that all SCM's will function within design parameters as constructed shall accompany the as built plans. A final inspection by Jefferson City is required before any performance security or performance bond will be released. The City shall have the discretion to adopt provisions for a partial pro-rata release of the performance security or performance bond on the completion of various stages of development. In addition, occupation permits shall not be granted until corrections to all stormwater management facilities have been made and accepted by the City.

- (2) In addition to the certified as built drawings, the City shall be provided with a permanent stormwater management plan for the site and all stormwater management facilities (e.g., SCM's). Occupation permits shall not be granted until the permanent stormwater management plan has been approved and accepted by the City.
- (3) Inspection of stormwater management facilities. Periodic inspections of facilities shall be performed, documented, and reported in accordance with this chapter, as detailed in §14-406.
- (4) Records of installation and maintenance activities. Parties responsible for the operation and maintenance of a stormwater management facility shall make records of the installation of the stormwater facility, and of all maintenance and repairs to the facility, and shall retain the records for at least three (3) years. These records shall be made available to the City during inspection of the facility and at other reasonable times upon request.
- (5) Failure to meet or maintain design or maintenance standards. If a responsible party fails or refuses to meet the design or maintenance standards required for stormwater facilities under this chapter, the City, after notice as specified in the Enforcement Response Plan, may correct a violation of the design standards or maintenance needs by performing all necessary work to place the facility in proper working condition. In the event that the stormwater management facility becomes a danger to public safety or public health, the City shall notify in writing the party responsible for maintenance of the stormwater management facility. Upon receipt of that notice, the responsible person shall have thirty (30) days to effect maintenance and repair of the facility in an approved manner. In the event that corrective action is not undertaken within that time, the city may take necessary corrective action. The cost of any action by the City under this section shall be charged to the responsible party.
- (6) In the event that the stormwater management facility becomes a danger to public health/public safety-the city may take such immediate corrective action as deemed necessary.

**14-406. Permanent SCM's: new development, existing locations, and ongoing developments.**

- (1) On-site stormwater management facilities inspection and maintenance agreement<sup>1</sup>
  - a. Where the stormwater facility is located on property that is subject to a development agreement, and the development agreement provides for a permanent stormwater maintenance agreement that runs with the land, the owners of property must execute an inspection and maintenance agreement that shall operate as a deed restriction binding on the current property owners and all subsequent property owners and their lessees and assigns, including but not limited to, homeowner associations or other groups or entities.
  
  - b. The maintenance agreement shall:
    - i. Assign responsibility for the maintenance and repair of the stormwater facility to the owners of the property upon which the facility is located and be recorded as such on the plat for the property by appropriate notation.
  
    - ii. Provide for a periodic inspection by the property owners in accordance with the requirements of subsection (5) below for the purpose of documenting maintenance and repair needs and to ensure compliance with the requirements of this ordinance. The property owners will arrange for this inspection to be conducted by individual(s) approved by the City who will submit a signed written report of the inspection to the City. It shall also grant permission to the City to enter the property at reasonable times and to inspect the stormwater facility to ensure that it is being properly maintained.
  
  - c. Provide that the minimum maintenance and repair needs include but are not limited to: the removal of silt, litter and other debris, the cutting of grass, cutting and vegetation removal, and the replacement of landscape vegetation, in detention and retention basins, and inlets and drainage pipes and any other stormwater facilities. It shall also provide that the property owners shall be responsible for additional maintenance and repair needed to meet the intended design specification of the stormwater facility.
  
  - d. Provide that maintenance needs must be addressed in a timely manner, on a schedule to be determined by the city.
  
  - e. Provide that if the property is not maintained or repaired within the prescribed schedule, the City shall perform the maintenance and repair at its expense and bill the

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same to the property owner. The maintenance agreement shall also provide that the City's cost of performing the maintenance shall be a lien against the property.

(2) Existing problem locations – no maintenance agreement

- a. The City shall in writing notify the owners of existing locations and developments of specific drainage, erosion or sediment problems affecting or caused by such locations and developments, and the specific actions required to correct those problems. The notice shall also specify a reasonable time for compliance. Discharges from existing SCM's that have not been maintained and/or inspected in accordance with this ordinance shall be regarded as non-compliant discharges.
  
- b. Inspection of existing facilities. The City may, to the extent authorized by state and federal law, enter and inspect private property for the purpose of determining if there are illicit non-stormwater discharges, and establish inspection programs to verify that all stormwater management facilities are functioning within design limits. These inspection programs may be established on any reasonable basis, including but not limited to: routine inspections; random inspections; inspections based upon complaints or other notice of possible violations; inspection of drainage basins or areas identified as higher than typical sources of sediment or other contaminants or pollutants; inspections of businesses or industries of a type associated with higher than usual discharges of contaminants or pollutants or with discharges of a type which are more likely than the typical discharge to cause violations of the City's NPDES MS4 stormwater permit; and joint inspections with other agencies inspecting under environmental or safety laws. Inspections may include but are not limited to: reviewing maintenance and repair records; sampling discharges, surface water, groundwater, and material or water in drainage control facilities; and evaluating the condition of drainage control facilities and other SCM's.

(3) Owner/Operator Inspections. The owners and/or operators of the SCMs shall:

- a. Perform routine inspections to ensure that all SCM's are properly functioning. These inspections shall be conducted on an annual basis, at a minimum. These inspections shall be conducted by a person familiar with control measures implemented at a site. Owners or operators shall maintain documentation of these inspections. The city may require submittal of this documentation.
  
- b. Perform comprehensive inspection of all stormwater management facilities and practices. These inspections shall be conducted once every five years, at a minimum. Such inspections must be conducted by individual(s) approved by the city. Complete inspection reports for these five-year inspections shall include:

- i. Facility type,
  - ii. Inspection date,
  - iii. Latitude and longitude and nearest street address,
  - iv. BMP owner information (e.g. name, address, phone number, fax, and email),
  - v. A description of BMP condition including: vegetation and soils; inlet and outlet channels and structures; embankments, slopes, and safety benches; spillways, weirs, and other control structures; and any sediment and debris accumulation,
  - vi. Photographic documentation of BMP's, and
  - vii. Specific maintenance items or violations that need to be corrected by the BMP owner along with deadlines and reinspection dates.
- c. Owners or operators shall maintain documentation of these inspections. The city may require submittal of this documentation.

(4) Requirements for all existing locations and ongoing developments. The following requirements apply to all locations and developments at which land disturbing activities have occurred previous to the enactment of this ordinance:

- a. Denuded areas must be vegetated or covered under the standards and guidelines specified in the BMP Manual and on a schedule acceptable to the city.
- b. Cuts and slopes must be properly covered with appropriate vegetation and/or retaining walls constructed.
- c. Drainage ways shall be appropriately stabilized.
- d. Trash, junk, rubbish, etc. shall be cleared from drainage ways.

Stormwater runoff shall, at the discretion of the City, be treated to the maximum extent practicable to prevent its pollution. Such control measures may include, but are not limited to, the following:

- i. Ponds
  - 1. Detention pond
  - 2. Extended detention pond
  - 3. Wet pond
  - 4. Alternative storage measures
- ii. Constructed wetlands
- iii. Infiltration systems

1. Infiltration/percolation trench
  2. Infiltration basin
  3. Drainage/recharge well
  4. Porous pavement
- iv. Filtering systems
1. Media Filter
  2. Sand filter
  3. Filter/absorption bed
  4. Filter and buffer strips
- v. Open channel
1. Swale

(5) Corrections of problems subject to appeal. Corrective measures imposed by the City under this section are subject to appeal under section 14-510 of this chapter.

**14-407. Illicit discharges.**

This section shall apply to all water generated on developed or undeveloped land entering the City's separate storm sewer system.

(1) Prohibition of illicit discharges. No person shall introduce or cause to be introduced into the municipal separate storm sewer system any discharge that is not composed entirely of stormwater. No person shall allow discharges that flow from a stormwater facility that is not inspected in accordance with section 14-406. Non-stormwater discharges shall include, but shall not be limited to, sanitary wastewater, car wash wastewater, radiator flushing disposal, spills from roadway accidents, carpet cleaning wastewater, effluent from septic tanks, improper oil disposal, laundry wastewater/gray water, improper disposal of auto and household toxics. The commencement, conduct or continuance of any non-stormwater discharge to the municipal separate storm sewer system is prohibited except as described as follows:

- a. Water line flushing
- b. Landscape irrigation
- c. Diverted stream flows
- d. Rising ground waters
- e. Uncontaminated ground water infiltration (Infiltration is defined as water other than wastewater that enters a sewer system, including sewer service connections and

foundation drains, from the ground through such means as defective pipes, pipe joints, connections, or manholes. Infiltration does not include, and is distinguished from, inflow.)

- f. Uncontaminated pumped ground water
- g. Discharges from potable water sources
- h. Air conditioning condensation
- i. Irrigation water
- j. Springs
- k. Water from crawl space pumps
- l. Footing (foundation) drains
- m. Lawn watering
- n. Individual residential car washing
- o. Flows from riparian habitats and wetlands
- p. Dechlorinated swimming pool discharges
- q. Street wash water with no soaps or solvents
- r. Discharges or flows from firefighting activities

Unless the City determines they are significant contributors of pollutants to the MS4.

(2) Prohibition of illicit connections. The construction, use, maintenance or continued existence of illicit connections to the municipal separate storm sewer system is prohibited. This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection. This prohibition expressly includes SCM's connected to the system not properly inspected and maintained in accordance with this ordinance.

- a. Any person responsible for a property or premises, which is, or may be, the source of an illicit discharge, may be required to implement, at the person's expense, the BMP's necessary to prevent the further discharge of pollutants to the municipal separate storm sewer system. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of stormwater associated with industrial activity, to the extent practicable, shall be deemed in compliance with the provisions of this section. Discharges from existing SCM's that have not been maintained and/or inspected in accordance with this ordinance shall be prohibited.

(3) Notification of spills. Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or

operation has information of any known or suspected release of materials which are resulting in, or may result in, illicit discharges or pollutants discharging into, the municipal separate storm sewer system, the person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials the person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, the person shall notify the City in person or by telephone, fax, or email, no later than the next business day. Notifications in person or by telephone shall be confirmed by written notice addressed and mailed to the City within three (3) business days of the telephone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three (3) years.

- (4) No illegal dumping allowed. No person shall dump or otherwise deposit outside an authorized landfill, convenience center or other authorized garbage or trash collection point, any trash or garbage of any kind or description on any private or public property, occupied or unoccupied, inside the City. Such illegal activity exposes runoff to contamination, generating an illicit discharge. Therefore, any individual or corporation guilty of illegal dumping may have committed a violation of this ordinance.

**14-408. Enforcement.**

(1) Enforcement authority. The City of Jefferson City shall have the authority to issue notices of violation and citations, and to impose civil penalties to anyone that violates this chapter, who violates the provisions of any permit issued pursuant to this chapter, or who fails or refuses to comply with any lawful communication or notice to abate or take corrective action by the City, The City’s enforcement authority includes (as set forth in the City’s Enforcement Response Plan (ERP)):

- (a) Verbal Warnings – At a minimum, verbal warnings must specify the nature of the violation and required corrective action.
- (b) Written Notices – Written notices must stipulate the nature of the violation and the required corrective action, with deadlines for taking such action.
- (c) Citations with Administrative Penalties – The City has the authority to assess monetary penalties, which may include civil and administrative penalties.
- (d) Stop Work Orders – Stop work orders that require construction activities to be halted, except for those activities directed at cleaning up, abating discharge, and installing appropriate control measures.

- (e) Withholding of Plan Approvals or Other Authorizations – Where a facility is in noncompliance, the City’s own approval process affecting the facility’s ability to discharge to the MS4 can be used to abate the violation.
  
- (f) Additional Measures – The City may also use other escalated measures provided under local legal authorities. The City may perform work necessary to improve erosion control measures and collect the funds from the responsible party in an appropriate manner, such as collecting against the project’s bond or directly billing the responsible party to pay for work and materials.

(2) Notification of violation:

- (a) Verbal warning. Verbal warning may be given at the discretion of the inspector when it appears the condition can be corrected by the violator within a reasonable time, which time shall be approved by the inspector.
  
- (b) Written notice. Whenever the City finds that any permittee or any other person discharging stormwater has violated or is violating this ordinance or a permit or order issued hereunder, the City may serve upon such person written notice of the violation. Within ten (10) days of this notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted to the City. Submission of this plan in no way relieves the discharger of liability for any violations occurring before or after receipt of the notice of violation.
  
- (c) Consent orders. The City is empowered to enter into consent orders, assurances of voluntary compliance, or other similar documents establishing an agreement with the person responsible for the noncompliance. Such orders will include specific action to be taken by the person to correct the noncompliance within a time period also specified by the order. Consent orders shall have the same force and effect as administrative orders issued pursuant to paragraphs (d) and (e) below.
  
- (d) Show cause hearing. The City may order any person who violates this chapter or permit, or order issued hereunder, to show cause why a proposed enforcement action should not be taken. Notice shall be served on the person specifying the time and place for the meeting, the proposed enforcement action and the reasons for such action, and a request that the violator show cause why this proposed enforcement action should not be taken. The notice of the meeting shall be served personally or by registered or certified mail (return receipt requested) at least ten (10) days prior to the hearing.

- (e) Compliance order. When the City finds that any person has violated or continues to violate this chapter or a permit or order issued thereunder, he may issue an order to the violator directing that, following a specific time period, adequate structures or devices be installed and/or procedures implemented and properly operated. Orders may also contain such other requirements as might be reasonably necessary and appropriate to address the noncompliance, including the construction of appropriate structures, installation of devices, self-monitoring, and management practices.
  
- (f) Cease and desist and stop work orders. When the City finds that any person has violated or continues to violate this chapter or any permit or order issued hereunder, the City may issue a stop work order or an order to cease and desist all such violations and direct those persons in noncompliance to:
  - (i) Comply forthwith; or
  - (ii) Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation; including halting operations except for terminating the discharge and installing appropriate control measures.
  
- (g) Suspension, revocation or modification of permit. The city may suspend, revoke or modify the permit authorizing the land development project or any other project of the applicant or other responsible person within the city. A suspended, revoked or modified permit may be reinstated after the applicant or other responsible person has taken the remedial measures set forth in the notice of violation or has otherwise cured the violations described therein, provided such permit may be reinstated upon such conditions as the City may deem necessary to enable the applicant or other responsible person to take the necessary remedial measures to cure such violations.
  
- (h) Conflicting standards. Whenever there is a conflict between any standard contained in this chapter and in the BMP manual(s) adopted by the City under this ordinance, the strictest standard shall prevail.

**14-409. Penalties. Violations.** Any person who shall commit any act declared unlawful under this chapter, who violates any provision of this chapter, who violates the provisions of any permit issued pursuant to this chapter, or who fails or refuses to comply with any lawful communication or notice to abate or take corrective action by the City, shall be guilty of a civil offense.

(1) Penalties. Under the authority provided in Tennessee Code Annotated § 68-221-1106, the City of Jefferson City declares that any person violating the provisions of this chapter may be assessed a civil penalty by the City of not less than fifty dollars (\$50.00) and not more than five thousand dollars

(\$5,000.00) per day for each day of violation. Each day of violation shall constitute a separate violation.

- (2) Measuring civil penalties. In assessing a civil penalty, the City shall consider:
  - (a) The harm done to the public health or the environment;
  - (b) Whether the civil penalty imposed will be a substantial economic deterrent to the illegal activity;
  - (c) The economic benefit gained by the violator;
  - (d) The amount of effort put forth by the violator to remedy this violation;
  - (e) Any unusual or extraordinary enforcement costs incurred by the City; The amount of penalty established by ordinance or resolution for specific categories of violations; and
  - (f) Any equities of the situation which outweigh the benefit of imposing any penalty or damage assessment.
  
- (3) Recovery of damages and costs. In addition to the civil penalty in subsection (2) above, the City may recover:
  - (a) All damages proximately caused by the violator to the City, which may include any reasonable expenses incurred in investigating violations of, and enforcing compliance with, this chapter, or any other actual damages caused by the violation.
  - (b) The costs of the City's maintenance of stormwater facilities when the user of such facilities fails to maintain them as required by this chapter.
  
- (4) Referral to TDEC. In accordance with the City's Enforcement Response Plan and the NPDES Permit requirements, the City may also notify TDEC of violations.
  
- (5) Other remedies. The City may bring legal action to enjoin the continuing violation of this chapter, and the existence of any other remedy, at law or equity, shall be no defense to any such actions.
  
- (6) Remedies cumulative. The remedies set forth in this section shall be cumulative, not exclusive, and it shall not be a defense to any action, civil or criminal, that one (1) or more of the remedies set forth herein has been sought or granted.

**14-410. Appeals.** Pursuant to Tennessee Code Annotated § 68-221-1106(d), any person aggrieved by the imposition of a civil penalty or damage assessment as provided by this chapter may appeal said penalty or damage assessment to the City's governing body.

- (1) Appeals to be in writing. The appeal shall be in writing and filed with the municipal recorder or clerk within fifteen (15) days after the civil penalty and/or damage assessment is served in any manner authorized by law.
  
- (2) Public hearing. Upon receipt of an appeal, the City’s governing body, or other appeals board established by the City’s governing body shall hold a public hearing within thirty (30) days. Ten (10) days prior notice of the time, date, and location of said hearing shall be published in a daily newspaper of general circulation. Ten (10) days’ notice by registered mail shall also be provided to the aggrieved party, such notice to be sent to the address provided by the aggrieved party at the time of appeal. The decision of the governing body of the city shall be final.
  
- (3) Appealing decisions of the City’s governing body. Any alleged violator may appeal a decision of the City’s governing body pursuant to the provisions of Tennessee Code Annotated, title 27, chapter 8.

**JEFFERSON CITY, TENNESSEE**

**Resolution 2026 - 11**

**A RESOLUTION TO AUTHORIZE AND APPROPRIATE FUNDS  
FOR AN ACTUARIAL STUDY OF THE COST ASSOCIATED  
WITH A HAZARDOUS DUTY SUPPLEMENTAL BENEFIT PURSUANT  
TO TENNESSEE CODE ANNOTATE, SECTION 9-36-212**

**WHEREAS**, Tennessee Code Annotated, Section 8-26-212 (the “Act”) allows participating political subdivisions to establish a hazardous duty supplemental benefit, in addition to the member’s retirement allowance, for all its eligible public safety officers, as defined in the Act; and

**WHEREAS**, said Act provides that political subdivisions may establish a hazardous duty supplemental benefit for employees who meet the eligibility requirements of the Act; and

**WHEREAS**, prior to the establishment of this supplemental benefit, the Act requires a resolution by the political subdivision’s chief governing body authorizing and agreeing to pay for the cost of an actuarial study to determine the liability associated with the establishment of this supplemental benefit;

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City Jefferson City to authorize the City Manager to appropriate funds of \$410 (Four Hundred and Ten Dollars) for an actuarial study of the liability associated with the authorization of the provisions of the Act.

**ADOPTED** this 4th day of May, 2026.

**APPROVED:**

\_\_\_\_\_  
Mitch Cain, Mayor

**Attest:** \_\_\_\_\_  
Bettina Chandler, City Recorder