



City Council Work Session Meeting Agenda

February 17, 2026 at 5:00 PM

Jefferson City Municipal Building

1. Call to Order

Opening Prayer

Pledge of Allegiance

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

3. Communications from the Mayor

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

a. Update on Water System - **Porter Massengill & James Gallup**

b. Update on Recreation Master Plan - **Kevin Bolden & James Gallup**

c. Annual City Manager Review - **Pete Auger, MTAS**

5. Items for Discussion

a. Request for authorization to apply for the 2026 Community Development Block Grant - **James Gallup / Mitch Loomis (ETDD)**

b. Proposed Amendment to Fire Department Compensation Plan – **Holly Cox & Lee Turner**

c. Request to Purchase Raman Spectrometer - **Lee Turner**

d. Review Extension of West Commerce Court - **Jeff Houston**

e. Request to Purchase Water Pumps and Equipment - **Porter Massengill**

f. Review of bids for RFP 26-06 Wrecker Service for Removal and Towing of Vehicles - **Andy Dossett**

6. Appointments

a. **Parks and Recreation Committee** - The members are appointed for a two-year term by the City Council. There is one vacant position. Three applications have been received, but only one is a resident of the City.

b. **Regional Planning Commission** - The commissioners are appointed by the Mayor for a five-year term. The appointment expired in January of 2026. There is one vacant position.

- c. **Jefferson City Housing Authority** - The members are appointed for a five-year term by the Mayor. Due to a resignation, there is a vacancy on the board whose term will expire in March of 2027.
- d. **Health and Education Facilities Board** - The members are appointed for a six-year term by the City Council. The current members whose terms will expire in March of 2026 are Amy Beverly and Robert Matijevich.

7. Calendar/Upcoming Events

- a. The February HZC/Regional Planning Commission/BZA meeting will be on Monday, February 23, 2026.
- b. The March City Council Meeting will be on Monday, March 2, 2026.
- c. The March Work Session will be on Tuesday, March 17, 2026.
- d. The March HZC/Regional Planning Commission/BZA meeting will be on Monday, March 23, 2026.
- e. There will be a Strategic Budget Planning Summit on February 25, 2026, at City Hall.

8. Announcements

- a. The Jefferson County Chamber of Commerce Annual Meeting and Banquet will be Thursday, February 19, 2026.

9. Adjourn



CITY MANAGER’S OFFICE AGENDA ITEM REPORT

TO: Mayor and City Council
FROM: James A. Gallup, City Manager
DATE: February 4, 2026
SUBJECT: Application for the 2026 Community Development Block Grant

BACKGROUND:

- The City is eligible to apply for a Community Development Block Grant (CDBG) to fund a variety of projects up to a maximum of \$1 Million.
- A public hearing was held on January 7, 2026, for ETDD (East Tennessee Development District) to discuss all eligible projects and solicit comments from the community.
- Community members feedback centered around sidewalk improvements across town.

FISCAL IMPACT:

- The match is configured off an Ability-To-Pay Index that includes a city discount for our participation in the TN Three-Star Program.
- Based off \$1 Million, the required match including grant administration fees for ETDD is \$176,471.

REQUEST/RECOMMENDATION:

Staff requests Council approval of Resolution 2026-02 for authorization to submit an application for the 2026 CDBG Project for sidewalk improvements across the city.

ATTACHMENTS:

Proposed Resolution 2026-02

Resolution 2026-02

A RESOLUTION AUTHORIZING THE SUBMISSION OF A 2026 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO FUND COMMUNITY INFRASTRUCTURE

WHEREAS, the Community Development Block Grant (CDBG) Program as administered by the State of Tennessee offers grants to local jurisdiction to fund community infrastructure projects; and

WHEREAS, Counties and municipalities within the State of Tennessee may apply annually for such CDBG funding; and

WHEREAS, the Community Development Block Grant (CDBG) Program also offers a deduction in the percentage match for three-star communities; and

WHEREAS, the Three Star incentive makes the 2026 CDBG match for Jefferson City \$176,471.00 based on a \$1,000,000.00 CDBG grant limit; and

WHEREAS, Jefferson City will apply for the CDBG grant to fund a Community Infrastructure project.

BE IT RESOLVED that the City Council of Jefferson City hereby requests the Mayor or his representatives to prepare and submit a 2026 Community Development Block Grant application for funding up to the maximum amount of \$1,000,000.00 (CDBG) funds with a local match of \$176,471.00 for a total project cost of \$1,176,471.00.

ADOPTED this 2nd day of March 2026.

APPROVED:

Mitch Cain, Mayor

Attest: _____
Bettina Chandler, City Recorder



OFFICE OF HUMAN RESOURCES

AGENDA ITEM REPORT

TO: Mayor and City Council

FROM: Holly Cox, Human Resources

DATE: February 9, 2026

SUBJECT: Amendment to Fire Department Compensation Plan – Pay Grade 4

BACKGROUND:

- The Fire Department currently utilizes Pay Grade 4 for part-time firefighter positions. Under the current compensation plan, the starting rate for Pay Grade 4 is \$14.00 per hour. The current starting rate limits the City's ability to hire and train new personnel while managing overall personnel costs.
- We are requesting the City Council approve an amendment to the Fire Department Compensation Plan to modify Pay Grade 4 as follows:
 - Reduce the starting rate from \$14.00 per hour to \$10 per hour.
 - Add additional pay steps within Pay Grade 4 based on certifications, training, and experience.
 - Establish a maximum step of \$16.00 per hour.
- This structure would allow entry-level part-time firefighters to be hired at lower rate and progress through clearly defined steps as they earn certifications and gain experience, rather than placing all employees at a single flat rate regardless of qualifications.
- Under this model, employees would have a clear pathway to increase their pay as they become more valuable to the department.

IMPACT:

This amendment is expected to help manage personnel costs over time by allowing the city to hire entry-level firefighters at a lower rate while still providing opportunities for pay growth. Any increases within the pay grade would be tied to earned certifications and documented progression.

REQUEST/RECOMMENDATION:

- We recommend that the City Council approve this amendment to the Fire Department Compensation Plan so that the City can continue to recruit, train, and retain firefighters in a financially responsible and operationally effective manner.

ATTACHMENTS:

Proposed Pay Grade 4

<u>Current Pay Plan</u>										
	<u>Hours</u>	<u>Pay Grade</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	
PART-TIME FIREFIGHTER	1456	4	\$14.00	\$15.00	\$16.00	N/A	N/A	N/A	N/A	
<u>Proposed Pay Plan</u>										
PART-TIME FIREFIGHTER	1456	4	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00	\$16.00	
			\$10.00/hr - Rookie School							
			\$11.00/hr - Completed Rookie School; begin Field Training							
			\$12.00/hr - HMA/HMO TFFC Certification							
			\$13.00/hr - EMR Certification							
			\$14.00/hr - TFFC FF I (TIC/Reading Smoke Classes)							
			\$15.00/hr - TFFC FF II (ENG/TRK/RES Comp Ops, Using It/Survival)							
			\$16.00/hr - TFFC Driver/Operator							



Jefferson City Fire Department AGENDA ITEM REPORT

TO: City Council
FROM: Robert Lee Turner, Fire Chief
DATE: 2/10/2026
SUBJECT: Purchase of Raman Spectrometer through Jefferson County Opioid Settlement Funding Grant

BACKGROUND:

- The Jefferson City Fire Department has received funding through a competitive grant from the Jefferson County Opioid Board for the purchase of a Raman Spectrometer for the identification of unknown liquids and solids.
- The impact of this funding and the program could impact residents and visitors of Jefferson City, Jefferson County and the surrounding counties. The use of the device would assist law enforcement and other emergency responders with the identification of unknown solids and liquids.

FISCAL IMPACT:

- The full cost of purchase and training of this Raman Spectrometer is covered by the grant and there is no cost to the City for the equipment or training.
- The cost of the Spectrometer is \$62, 277.00 and the City has already received the check for the funding of this equipment and training.

REQUEST/RECOMMENDATION:

It is my recommendation that Jefferson City Council waiver the sealed bid requirement due to the equipment being listed on GSA pricing (GSA Contract #GS-07F-0564X).



BUILDING AND PLANNING DEPARTMENT AGENDA ITEM REPORT

TO: Mayor and City Council
FROM: Jeff Houston, Building Official
DATE: February 12, 2026
SUBJECT: Extension of West Commerce Court

BACKGROUND:

- At the January 26, 2026, meeting of the Jefferson City Regional Planning Commission, a Site Review/Approval was considered for a new ORNL Credit Union. The proposed location for the project is Parcel ID: 015 018.06, on E. Broadway Blvd. The plan was approved unanimously.
- As part of the proposed plan, ORNL has offered to extend the current West Commerce Court to meet Clinch View Circle. This new section of West Commerce Court would then be dedicated to the City. This will require additional City funds to maintain and repair. Of course, the street addition would not become the City’s responsibility until the completion of the project and dedication by ORNL and acceptance by City Council.
- Attached is the proposed plan for the loss of certain right-of-way and the gain of the street extension and right-of-way that accompanies it.

FISCAL IMPACT:

There are unknown future impacts for maintaining and repairing the road.





REQUEST/RECOMMENDATION:

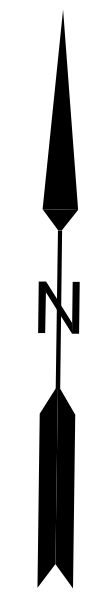
I am asking the City Council to consider the future acceptance of the additional street extension and additional right-of-way, as well as the loss of certain city right-of-way per the submitted plans.

ATTACHMENTS:

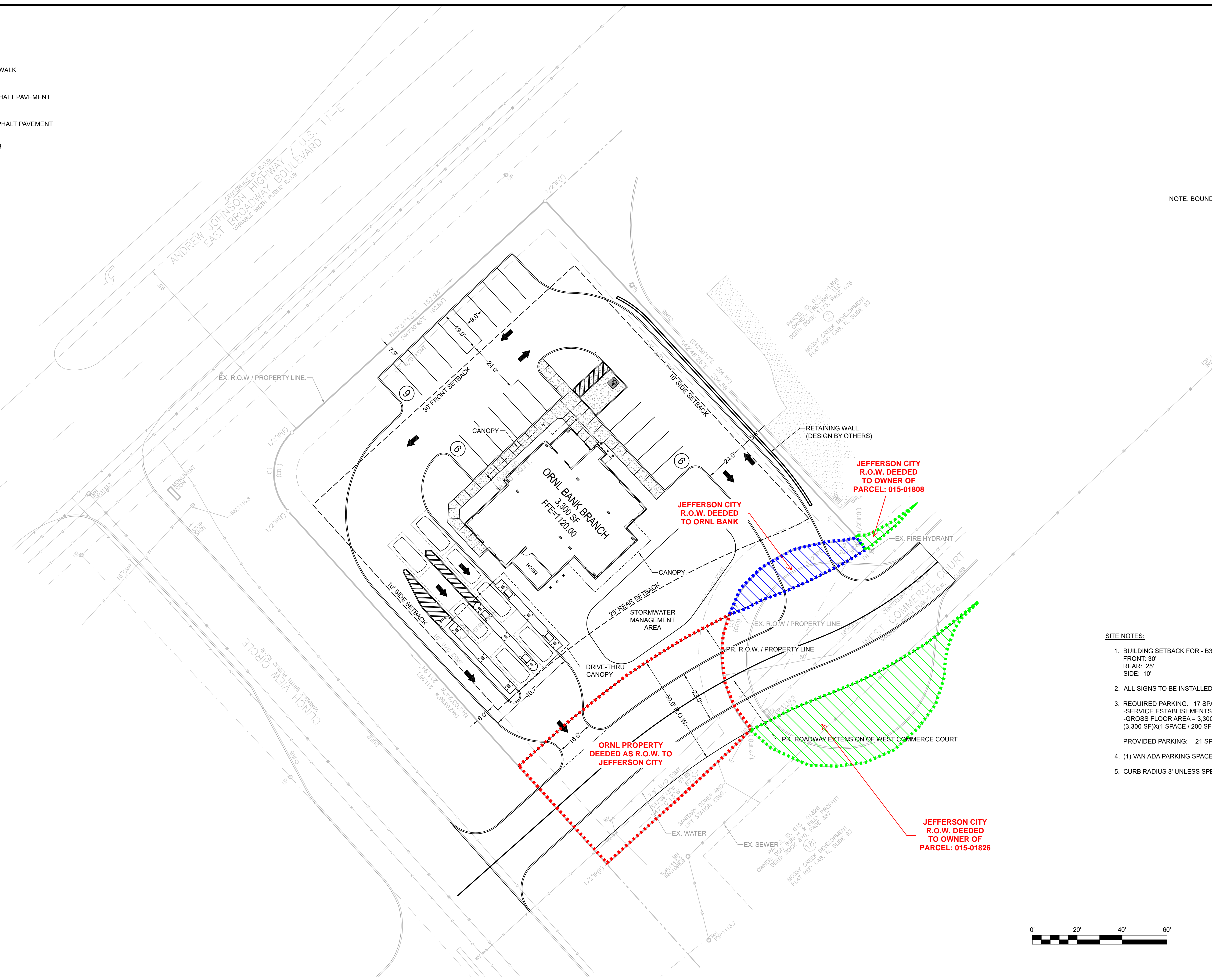
Map of proposed plan

LEGEND

-  PROPOSED SIDEWALK
-  LIGHT DUTY ASPHALT PAVEMENT
-  HEAVY DUTY ASPHALT PAVEMENT
-  PROPOSED CURB



NOTE: BOUNDARY DATA PROVIDED BY OTHERS.



- SITE NOTES:**
1. BUILDING SETBACK FOR - B3 - ZONING ARE AS FOLLOWS:
FRONT: 30'
REAR: 25'
SIDE: 10'
 2. ALL SIGNS TO BE INSTALLED PER MUTCD CURRENT STANDARDS.
 3. REQUIRED PARKING: 17 SPACES
-SERVICE ESTABLISHMENTS: 1 SPACE PER 200 SF OF GROSS FLOOR AREA
-GROSS FLOOR AREA = 3,300 SF
(3,300 SF)/(1 SPACE / 200 SF) = 17 SPACES
PROVIDED PARKING: 21 SPACES
 4. (1) VAN ADA PARKING SPACE PROVIDED
 5. CURB RADIUS 3' UNLESS SPECIFIED.



NO.	DATE	DESCRIPTION	BY	CHKD.

 **ROBERT G. CAMPBELL & ASSOC., L.P.**
CONSULTING ENGINEERS
KNOXVILLE · SEVIERVILLE

ORNL FCU
NEW BRANCH LOCATION
JEFFERSON CITY, TN

SITE PLAN

DESIGNED BY	CHECKED BY	SCALE	SHEET
JWL	RGC	N.T.S.	NO. 103
DRAWN BY	DATE	FILE NO.	OF XX SHEETS
JLW, ZLW	11/25/2025	25198	10

NOT FOR CONSTRUCTION



PUBLIC WORKS DEPARTMENT
AGENDA ITEM REPORT

TO: Mayor and City Council
FROM: Porter Massengill, Director
DATE: February 13, 2026
SUBJECT: High Service Motor for Water Pump

BACKGROUND:

- There is need for a new high service motor for Pump 704 at the Water Treatment Plant.
- The current motor has been “rewound” twice, and it is not recommended to do this a third time.
- We need this motor to continue to maintain the pumping of water to Oak Hills Tank.

FISCAL IMPACT:

A new 300 HP motor will cost approximately \$35,000.

REQUEST/RECOMMENDATION:

I request that the Council authorize the purchase of this motor which will require an amendment to the budget.



PUBLIC WORKS DEPARTMENT AGENDA ITEM REPORT

TO: Mayor and City Council
FROM: Porter Massengill, Director
DATE: February 13, 2026
SUBJECT: Varying Frequency Drive for Water Pump

BACKGROUND:

- There is need for a new 300 HP VFD (Varying Frequency Drive) for the motor for Pump 705 at the Water Treatment Plant.
- We need this drive to ensure the redundancy of pumping water to Oak Hills Tank.

FISCAL IMPACT:

A new 300 HP VFD will cost approximately \$21,000.

REQUEST/RECOMMENDATION:

I request that the Council authorize the purchase of this drive which will require an amendment to the budget.



PUBLIC WORKS DEPARTMENT AGENDA ITEM REPORT

TO: Mayor and City Council
FROM: Porter Massengill, Director
DATE: February 13, 2026
SUBJECT: 60 HP VFD for the Permeate Pump at the WTP

BACKGROUND:

- There is need for a backup 60 HP VFD for the Permeate Pump to use at the Water Treatment Plant.
- We need this VFD as a back up to continue pumping finish water to the clear well.

FISCAL IMPACT:

A new 60 HP VFD Permeate Pump will cost approximately \$ 10,000.

REQUEST/RECOMMENDATION:

I request that the Council authorize the purchase of this drive which will require an amendment to the budget.



POLICE DEPARTMENT AGENDA ITEM REPORT

TO: Mayor and City Council
FROM: Andy Dossett, Chief
DATE: February 13, 2026
SUBJECT: Bids for Wrecker Services

BACKGROUND:

- The City recently advertised for proposals for Wrecker Services for Removal and Towing of Vehicles (RFP 26-06).
- The RFP includes towing of police-seized vehicles as well as City-owned vehicles.

FISCAL IMPACT:

The lowest bid was received Cherokee Towing as attached to this memo.

REQUEST/RECOMMENDATION:

I recommend the City enter into a contract with Cherokee Towing Services.

ATTACHMENTS:

Bid Tabulation Sheet



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

BID TABULATION SHEET

Project Number: 26-06
Date Bids Advertised: January 29, 2026
Project Name: Wrecker Services for Removal and Towing of Vehicles
Bid Deadline (Date/Time): February 12, 2026 @ 2:00PM
Requesting Department: BUILDING/CODES DEPARTMENT
of Addendums Issued: None

VENDOR INFORMATION

<u>Vendor</u>	<u>Company Name</u>	<u>Contact Person</u>	<u>Phone</u>	<u>Email</u>	<u>Date/Time Bid Received</u>
A	Cherokee Towing & Recovery	Shane Littrell	(865) 607-8454	littrellshane@yahoo.com	On-Time
B	TNT Towing	Tony Cate	(865) 397-1212	TNTTowing2010@aol.com	On-time

BID SUMMARIES

<u>Item Description</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Cherokee Towing & Recovery Proposal					
Basic Tow (Light Duty) which will include City Work vehicles within city limits	\$ 25.00				
Bais Tow (Light Duty) which include City Seizure vehicles within city limits	\$ 25.00				
Medium Duty Tow which includes 1/2 ton to 1 ton work trucks	\$ 30.00				
TNT Towing					
<u>Police Department Vehicles</u>					
Inside city Limits: (Break Downs & Wrecks)		\$ 25.00			
Outside City Limits:		\$ 40.00			
This includes city vehicles up to 1-ton trucks 1-ton Trucks (Inside City):		\$ 40.00			
All City vehicles up to a 1-ton out of Jefferson County		\$40.00 + \$2.00/mile			
<u>Seizure</u>					
To the City shop inside City limits (if city is paying)		\$ 40.00			
If lienholder, insurance co., owners or third parties pay:		\$175			