

City Council
Jefferson City, Tennessee
Regular Meeting
Agenda

TIME: 5:00 P.M.

DATE: Monday, January 3, 2022

PLACE: Jefferson City Municipal Building

1. Call to Order, the Honorable Mitch Cain, Mayor presiding

Opening Prayer

Pledge of Allegiance

2. Roll Call, Monica Myers, City Recorder
3. Approval of Minutes from Previous Meetings
4. Citizen Comments (Citizens commenting 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

Fire Department Monthly Report. Consider a report from Lee Turner, Fire Chief, concerning a summary of the department's activity for December 2021.

Parks & Recreation Monthly Report. Consider a report from Walter Gibson, Parks & Recreation Director, concerning a summary of the department's activity for December 2021.

Police Department/City Court Monthly Report. Consider a report from Andy Dossett, Police Chief, concerning a summary of the department's activity for December 2021.

Public Works Monthly Report. Consider a report from Porter Massengill, Public Works Director, concerning a summary of the department's activity for December 2021.

City Manager's Monthly Report. Consider a report from John Johnson, City Manager, concerning a summary of activity for December 2021.

7. Appointments
8. Acceptance of Bids/Professional Services/Leases/Grants
9. Old Business

10. New Business

Resolutions

Resolution 2022-01. This is a resolution honoring Marilyn Jones for her dedicated service to the City of Jefferson City.

Resolution 2022-02. This is a resolution authorizing the sharing of a welcome sign with Carson-Newman University on Highway 11E.

Resolution 2022-03. This is a resolution authorizing acceptance of the "Property Conservation Matching Grant" program from Public Entity Partners to install two electric gate openers at the Jefferson City Water Treatment Plant.

Resolution 2022-04. This is a resolution authorizing application by the Jefferson City Fire Department for grant funds through the Department of Homeland Security Federal Emergency Management Agency.

11. Adjourn.

Minutes of Regular Meeting
December 6, 2021

The City Council of Jefferson City, Tennessee, met in regular session on Monday, December 6, 2021 at 5:00 p.m., at City Hall, 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 John Johnson, City Manager; Robert Burts, City Attorney; and Monica Myers, City Recorder.

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

A presentation of report on Debt Obligation was made on State Form No. CT-0253 Pursuant to T.C.A. Section 9-21-151. General Obligation Refunding Bonds, Series 2021 in the amount of \$3,215,000.00.

A presentation of report on Debt Obligation was made on State Form No. CT-0253 Pursuant to T.C.A. Section 9-21-151. USBancorp Government Leasing & Financing, Inc in the amount of \$119,585.53 for police vehicles.

A public hearing was held on Ordinance 2021-14, an ordinance annexing one parcel of 5.81 acres of property into the City of Jefferson City. There were no comments.

A public hearing was held on Resolution 2021-38, a resolution adopting a plan of services for one parcel of 5.81 acres of property. There were no comments.

In communications from the Mayor, he reminded City Council of the Downtown Christmas and Christmas parade to be held on December 11. The regular work session date has been changed to December 15.

In reports from Committees, Council Members, and other Officers, the following reports were presented to City Council: Fire Department Monthly Report, Police Department/City Court Monthly Report, Parks and Recreation Monthly Report, Public Works/Utilities Monthly Report and the City Manager's Monthly Report.

Upon motion of Councilman Melton, seconded by Vice Mayor Bunch, Ordinance 2021-13, an ordinance of the City of Jefferson City, Tennessee, replacing Municipal Code 15-128 and adopting by reference state traffic offenses and rules of the road, was unanimously adopted on second reading.

Upon motion of Councilwoman Combs, seconded by Councilman Melton, Ordinance 2021-14, an ordinance annexing one parcel of 5.81 acres of property into the City of Jefferson City (Food City), was unanimously adopted on second reading.

Upon motion of Councilman Melton, seconded by Vice Mayor Bunch, Ordinance 2021-15, an ordinance amending the rates for water and sewer service customers, was unanimously adopted on second reading.

Upon motion of Vice Mayor Bunch, seconded by Councilman Melton, Ordinance 2021-16, an ordinance amending the rates for services rendered for water service customers, was unanimously adopted on second reading.

Upon motion of Councilwoman Purkey, seconded by Councilwoman Combs, Resolution 2021-38, a resolution adopting a plan of services for one parcel of 5.81 acres of property, known as the Food City Annexation, was unanimously adopted.

Upon motion of Councilwoman Combs, seconded by Vice Mayor Bunch, Resolution 2021-43, a resolution authorizing the submission of a 2022 Appalachian Regional Commission Grant to fund a water tank, was unanimously adopted.

Upon motion of Vice Mayor Bunch, seconded by Councilman Melton, Resolution 2021-44, a resolution supporting the City of Jefferson City to pursue the TDOT Urban Transportation Planning Grant Program, was unanimously adopted.

The meeting was adjourned at 5:21 p.m.

Mitch Cain, Mayor

Monica Myers, City Recorder

Minutes of Beer Board Meeting
December 15, 2021

The City Council of Jefferson City, Tennessee met in a special called Beer Board Meeting on Wednesday, December 15, 2021 at 5:00 p.m., prior to the regular work session, at City Hall with Mayor Mitch Cain presiding.

Roll Call by the City Recorder was as follows:

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

Also present were John Johnson, City Manager; Robert Burts, City Attorney; and Monica Myers, City Recorder.

A public hearing was held on ASP1, Inc. request for an off-premise beer permit located at 101 E. Broadway Blvd. There were no comments.

Upon motion of Vice Mayor Bunch, seconded by Councilwoman Combs, ASP1, Inc. request for an off- premise beer permit was unanimously approved.

This meeting was adjourned at 5:06 p.m.

Mitch Cain, Mayor

Monica Myers, City Recorder



JEFFERSON CITY FIRE DEPARTMENT

104 City Center Drive • Jefferson City, TN 37760
Telephone • 865-475-3616
Fax • 865-471-7099

Office of the Fire Chief Monthly Department Activity Summary December 2021 (Through 12/28/2021)

Operations

	<u>Monthly Total</u>	<u>Yearly Totals</u>
Structure Fires and Explosions	0	8
False Alarms/Good Intent Calls	9	129
Vehicle Fires	0	7
Vegetation Fires	2	14
EMS First Response Calls	100	898
Motor Vehicle Collisions	7	85
Service Calls	4	89
Hazardous Condition/Materials Call	2	20
Mutual/Automatic Aid Requests	11	52
Total	136	1,290

Training

Red Shift		1,870
Green Shift		1,627
Blue Shift		1,737.5
Administration		1,175
Total Training Hours	670	8,750.5

Fire Prevention/Public Education

Company Inspections/Pre-Planning Visits	14
Station Tours/Visits	1
Public Education Deliveries/Classes	1

Average Monthly Response Time:

5:21 minutes

90% Percentile Response

Fire: 7:35 minutes

EMS: 7:43 minutes

Other Items of Interest:

JCFD, along with Dandridge Fire Department performed a Tennessee Firefighting Commission Live-Burn Verification burn in a Davis street structure on 12/4. JCFD had 4 new recruits complete the training and 5 personnel assist with the instruction.

Fire Lieutenants Bob Miller, Scott Maples and Eric Fortner attended a Fire Inspector Conference in Pigeon Forge on 12/9-10. Participants received 16 hours of re-certification credit for their Fire inspector Certifications.

Fire Lieutenant Scott Maples attended the Tennessee Fire and Life Safety Educator's Conference in Murfreesboro on 12/14-17 and received 32 hours of credit toward renewing his Fire Inspector Certification.

Parks and Recreation Monthly Report For December 2021

Weekly Attendance

Sat. November 27 th - Fri. December 3 rd	703
Sat. December 4 th – Fri. December 10 th	753
Sat. December 11 th – Fri. December 17 th	753
Sat. December 18 th – Fri. December 24 th	561

Monthly staff meeting with maintenance and front desk staff.

Swim lessons for children for Christmas break.

Youth basketball games starting the month of January.

Pickle Ball play continues to grow as more participants continue to play.

Maintenance continues Covid sanitization procedures at Community Center and outdoor parks.

Community Center attendance remains steady, evening during uptick in Covid cases in the county.

Met with Larry Russell concerning pay plan study.



Jefferson City Police Department



Monthly Council Report 2021 December

Training

Officer	Training	Hours
PO Edwin Clapp, PO Jeremy Hayes	Both new recruits graduated from the WSCC Regional Law Enforcement Academy	400

Community Relations/Outreach

Officer	Event/Project	Hours
Dossett, Mitchem	Assisted with Christmas Jefferson County sign-ups	8
Bunch, Justice, Sims	Assisted with Christmas Jefferson County pick up's	2

Municipal Court (November)

Citations Heard	105	Docket Count	165	Fines/Costs Imposed	13909.50
Fines/Costs Collected (month)	3765.16	Fines/Costs Referred	5828.50	Referred to State/FTA	59
Guilty	22	Not Guilty	11	Dismissed	15
Referred to Driving School	12				

Patrol Activity (November)

Calls for Service	Vehicle Crash	Arrests-M	Arrests- F	Reports	Citations
797	36	42	1	66	185
Burglary	Theft	Drug Arrests	Car Stops	DUI	Foot Patrol
		6	163	1	498
Miles Patrolled	Property Checks				
17890	6038				

Employee Recognition

Cpl. Doug Cochran, PO Langley Wilson, PO Jon Sims: Letter of Recognition; were awarded a letter of recognition for their response to the CNU Nursing Building fire. All three officers were recognized by the police department and CNU.
Records Tech Marilyn Jones: Retired with over 40 years of service
PO Jeremy Hayes: Recently graduated from the basic police school where he was earned the firearms award for being the top shot



Jefferson City Police Department

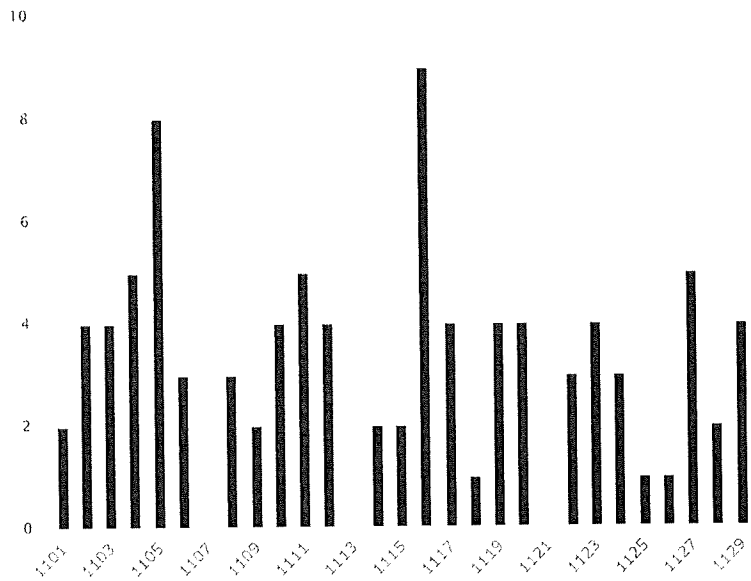
Activity Report

Nov 1, 2021 - Nov 30, 2021

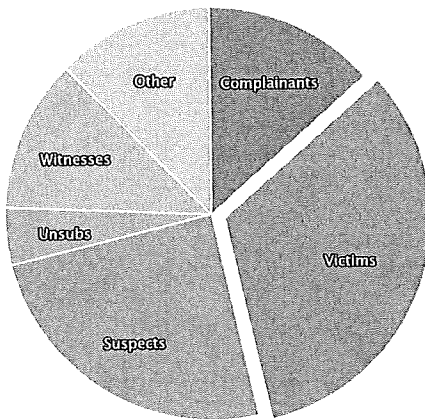
Incident Activity

Total Incidents	103
Incidents Cleared	0
Incidents Open	1
Pending Approval	0
Total Parties	267
Total Arrests	41
Total Juveniles	14
Complainants	36
Victims	88
Suspects	66
Unsubs	12
Witnesses	32
Other Parties	33

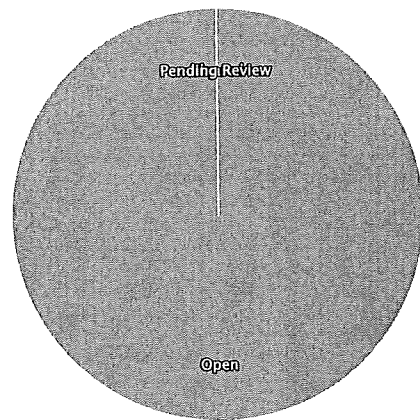
Incident Activity



Party Types



Incident Disposition



Incident Offenses

Alphabetical:		Most Active:	
All Other Offenses	43	All Other Offenses	43
Assault Offenses - Aggravated Assault	1	Drug Narcotic Offenses - Drug/Narcotic Violations	22
Assault Offenses - Intimidation	1	Drug Narcotic Offenses - Drug Equipment Violations	8
Assault Offenses - Simple Assault	3	Larceny/Theft Offenses - Shoplifting	6
Destruction/Damage/Vandalism of Property	2	Larceny/Theft Offenses - All Other Larceny	4
Disorderly Conduct	2	Assault Offenses - Simple Assault	3
Driving Under the Influence	1	Weapon Law Violations	3
Drug Narcotic Offenses - Drug Equipment Violations	8	Disorderly Conduct	2
Drug Narcotic Offenses - Drug/Narcotic Violations	22	Drunkenness	2
Drunkenness	2	Destruction/Damage/Vandalism of Property	2
Fraud Offenses - Credit Card/Automatic Teller Machine Fraud	1	Fraud Offenses - False Pretenses/Swindle/Confidence Game/Flimflam/Scam	1
Fraud Offenses - False Pretenses/Swindle/Confidence Game/Flimflam/Scam	1	Incident	1
Incident	1	Fraud Offenses - Credit Card/Automatic Teller Machine Fraud	1
Larceny/Theft Offenses - All Other Larceny	4	Assault Offenses - Intimidation	1
Larceny/Theft Offenses - Shoplifting	6	Driving Under the Influence	1
Weapon Law Violations	3	Assault Offenses - Aggravated Assault	1

Major Projects Status

- ❖ Waste Water Plant Improvement Project – New process is online and Phase II of project has begun.
- ❖ Industrial Park Sewer project (City Portion) – work has begun on road bore for North Chucky Pike.
- ❖ Salt Building project – TPM has broken ground on the new salt storage building.
- ❖ Black Oak Fire Protection Project – Construction by City crews is scheduled for Spring of 2022.
- ❖ Green Meadows Subdivision – Sanitary sewer line installation has been completed for Phase I, Phase II, and Phase III of the project. Street construction is approximately 90% complete for Phase I of the project. Phase IV is under construction.
- ❖ FEMA/TEMA Disaster Flooding Relief –All projects complete. Final disbursement has been received.
- ❖ COVID-19 Update: Presently all employees are COVID free. Employees are following CDC and Health Department guidelines. Extra precautions and disinfecting are taking place daily. Visitors are screened upon arrival.

Task – November 2021

Water & Sewer

Water Taps: 2
Sewer Taps: 4
Water Treated: 118.74 million gallons
Water leaks: 20
Waste Water Treated: 25.85 million gallons
Waste Water effluent violation: 1
Overflow: 0

Streets & Sanitation

Brush Hauled – 34 loads
Junk Hauled – 35 loads
Recycle Hauled – 50.37 ton

MEMO

To: City Council
From: John B. Johnson, City Manager
Date: Decembert 2021
Re: Monthly Report

1. Met with a possible business prospect for Jefferson City.
2. Met with Frank McDaniel of Brown, Jake & McDaniel.
3. Met with Don Miller, Chairman of the IDB and Jamie Carden, PE of McGill Engineers concerning Jefferson City Industrial Complex.
4. Met with McGill Engineers concerning water/sewer projects.
5. Met with Nate Bowe of McGill Associates to discuss the Wastewater Treatment Plant Project.
6. Attended Jefferson County EMS Board meeting
7. Attended LAMTPO TAC meeting.
8. Met with Larry Russell to discuss pay plan update.
9. Attended meeting at AEC to discuss automated metering project.
10. Met with Trilight representative.
11. Met with Rich DesGroseillers of LAMTPO.
12. Met with Doug McGill of Waste Connections.
13. Hosted Heritage Christian High School students.

JEFFERSON CITY, TENNESSEE

Resolution 2022-01

**A RESOLUTION HONORING MARILYN JONES FOR HER DEDICATED SERVICE
TO THE CITY OF JEFFERSON CITY**

WHEREAS, Marilyn Jones has faithfully and ably served this City for 40 years, and

WHEREAS, during her service as Records Clerk for the Jefferson City Police Department, she provided exemplary service and was a valuable asset of the City, and through her tireless dedication, provided valuable assistance to the citizens and visitors of Jefferson City, and

WHEREAS, this City Council wishes to recognize Marilyn Jones for her dedication and service to this City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Jefferson City, Tennessee, that Marilyn Jones be honored for her dedication and unselfish service to the City of Jefferson City, and

BE IT FURTHER RESOLVED that a copy of this Resolution be signed, framed and presented to Marilyn Jones, and be it further resolved that a copy of this Resolution be spread upon the minutes so that all may read it and understand the appreciation this Council has for her extraordinary public service to Jefferson City.

Passed this the 3rd day of January, 2022.

Mitch Cain, Mayor

Attest: _____
Monica Myers, City Recorder

JEFFERSON CITY, TENNESSEE

Resolution 2022-02

**A RESOLUTION AUTHORIZING THE SHARING OF A WELCOME SIGN WITH
CARSON-NEWMAN UNIVERSITY ON HIGHWAY 11E**

WHEREAS, the City Manager presented to Council a proposal to share a welcome sign with Carson-Newman University on Highway 11E; and

WHEREAS, the City and University will equally share the cost estimated to be about \$4,000.00; and

WHEREAS, Jay Moser, the owner of the sign will charge no rent or fee for the sign; and

WHEREAS, the proposed sign will be a benefit to the City and the University.

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

1. The Council authorizes the sharing of a welcome sign with Carson-Newman University.
2. The Council authorizes the City to share the cost not to exceed \$2,000.00.
3. That the necessary budget amendment shall be made as appropriate.

ADOPTED this the 3rd day of January, 2022.

APPROVED:

Mitch Cain, Mayor

Attest: _____
Monica Myers, City Recorder

JEFFERSON CITY, TENNESSEE

Resolution 2022-03

**A RESOLUTION AUTHORIZING ACCEPTANCE OF THE APROPERTY
CONSERVATION MATCHING GRANT PROGRAM FROM PUBLIC ENTITY
PARTNERS TO INSTALL TWO ELECTRIC GATE OPENERS
AT THE JEFFERSON CITY WATER TREATMENT PLANT**

WHEREAS, the City was approved for \$4,950.00 Property Conservation Matching Grant; and

WHEREAS, the City has a quote from E & M Fencing for \$9,985.00 to install two electric gate openers at the Jefferson City Water Treatment Plant; and

WHEREAS, the gate openers will help preserve and protect city property, prevent vandalism, and help with TDEC=s security requirements for public water systems; and

WHEREAS, on recommendation of the Public Works Director, Council deems it in the best interests of the City to accept this grant and install the gate openers.

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

1. That the Council authorizes the installation of two electric gate openers at the Jefferson City Water Treatment Plant.
2. That the Council authorize the amount of \$5,035.00 for the city's matching amount.
3. That the necessary budget amendment be made as appropriate.

ADOPTED this the 3rd day of January, 2022.

APPROVED:

Mitch Cain, Mayor

Attest: _____
Monica Myers, City Recorder

JEFFERSON CITY, TENNESSEE

Resolution 2022-04

A RESOLUTION AUTHORIZING APPLICATION BY THE JEFFERSON CITY FIRE DEPARTMENT FOR GRANT FUNDS THROUGH THE DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY.

WHEREAS, it has been brought to the attention of Council that the Department of Homeland Security's Federal Emergency Management Agency has grant funds available through the 2021 Assistance to Firefighters Grant Program and that such funds would be beneficial to the Jefferson City Fire Department; and

WHEREAS, the grant funds would be used to upgrade the Department's and the City of Jefferson City's ability to respond to fire and rescue incidents, provide more safe response and emergency scene operations and allow firefighters to better save lives and property; and

WHEREAS, the maximum limit of the grant's funding is one million dollars (\$1,000,000), with the City of Jefferson City having a matching share, based on population, of 5% (five percent) of the total grant; and

WHEREAS, it is in the best interest of the citizens of Jefferson City that an application be made for the grant funds.

BE IT RESOLVED, by the City Council of Jefferson City that the City Manager or his designee is authorized to apply for grant funds from the Department of Homeland Security's Assistance to Firefighters Grant Program in the maximum amount of \$1,000,000.00, with the City of Jefferson City having a matching responsibility of 5% of the grant funds.

ADOPTED this the 3rd day of January, 2022.

APPROVED:

Mitch Cain, Mayor

Attest: _____
Monica M. Myers, City Recorder